

Town of Canterbury, NH
Board of Selectmen
Date: 2023 September 25
Location: Meeting House

Selectmen:

Cheryl Gordon (Chair), Kent Ruesswick, Scott Doherty

Town Administrator:

Ken Folsom

Department Heads:

Sam Papps (Town Clerk\Tax Collector), Michael Crockwell (Police), John O'Connor (Highway), Michael Gamache (Fire), Rachel Baker (Library); each left after their presentation

Others Present:

Edgar Rivera (Libertad Press NE)

Evan Hauptman (Highway Department)

1. Call to Order
 - a. The meeting was called to order at 4:59 p.m.
2. Department Heads
 - a. Kathleen distributed Profit & Loss Budget vs. Actual 1/1/23 through 9/25/23.
 - b. Sam Papps (Town Clerk\Tax Collector)
 - i. Sam distributed the All Unpaid Receivables Listed by Warrant 9/25/2023.
 1. Sam has sent delinquency letters to all on the list.
 2. Only undeliverable letter was to deceased owner of property in process of being donated to the Town. See Selectmen's Minutes 08-07-2023 Section 6.b. for previous discussion.
 3. Sent an intent to lien for Tax Map 234 Lot 13. He spoke with the owner a couple of weeks ago. They said they would pay the overdue taxes, but have not yet done so. See Selectmen's Minutes 08-21-2023 Section 2.a.ii. for previous discussion.
 - ii. Sam is going to a Town Clerk's Conference in October.
 - iii. Last week the NH Secretary of State sent out a letter indicating that two tabulators have been selected as options for new voting machines. Sam is hoping to get more information at the conference so he can make a recommendation about which the Town should purchase. This has already been budgeted for in item 4140.16 Voting Machine.
 - c. Michael Gamache (Fire)
 - i. Chief Gamache distributed Canterbury Fire Department Selectmen's Report 8/21/23 through 9/25/23 and FY 2022 AFG Award Letter.
 - ii. The department has had 230 calls so far in 2023. They responded to a drowning, a lost hiker, and bucket truck accident on Foster Road.
 - iii. They completed several inspections and scheduled several fire prevention demonstrations.
 1. Shaker Village inspection occurred on 9/11/23 and went well.
 2. Hall Street Storage Facility is having issues with people residing in some of the units. Owner has been notified and eviction notices have been sent.
 - iv. The acceptance letter for Fiscal Year 2022 [Assistance to Firefighters Grant](#) has been received. This grant is for replacing all Fire Department radio equipment. The award is for \$72,368.54 and the Town must make a 5% match of \$3,618.43. The match can be absorbed

- by the Fire Department's 2024 budget, but the cost of installation (estimated \$5K) will need a Warrant Article at the next Town Meeting.
- v. Kent made a motion to accept the grant money from Fiscal Year (FY) 2022 Assistance to Firefighters Grant (AFG) in the amount of \$72,368.54, budget matching funds in the amount of \$3,618.43, and budget the cost of installation (estimated \$5K) in the 2024 budget. Scott seconded. All in favor by roll call, motion carried.
- d. Michael Crockwell (Police)
- i. Lieutenant Crockwell distributed the Personnel Analysis Reports 7/17/2023 through 9/25/2023. The documents were reviewed; no concerns.
 - ii. The State handled 8 calls and several traffic stops for the Police Department.
 - iii. There has been no movement on filling the vacancy. Ken talked to Chief Labrecque about the situation. Some towns are adding benefits such as sign on bonuses and take home cruisers to help recruitment. If there continues to be a recruiting issue, the Town may need to review the pay scales and consider expanding benefits.
- e. Rachel Baker (Library)
- i. Friends of Elkins Public Library (FOEPL) had their Fall meeting on 9/19/23. They are in the process of transitioning with new bylaws, policies, and leadership.
 - ii. The Library has created a new arts policy because they are collaborating with the new Country Store on an exhibit to be displayed in the Library.
 - iii. Rachel will be away for two weeks in October. The Trustees will be checking in and Cheryl and Rosie will be in charge.
 - iv. Rain is leaking in on the flat parts of the Library roof. This area of roof was installed in 1953. Four years ago they did some patching. Ken will have someone take a look and either do some more patching or find a more permanent solution.
 - v. Rachel sent preliminary budget sent to the Trustees. She will have it ready for us by the end of October.
- f. John O'Connor (Highway)
- i. Staffing Update
 - 1. Mowing is delayed due to staffing changes related to the start of the school year.
 - 2. Two other employees are out for the next few weeks for health and training reasons.
 - ii. Grader Update
 - 1. The yellow grader is non-functional and requires a replacement computer part. The Department is still looking for this part, but no one in the world makes it anymore and no parts dealers have been able to find a used one.
 - 2. No rentals are currently available and the CAT salesman hasn't gotten back to us about the cost and availability of a new one.
 - 3. We do have a mutual aid agreement, so we could put in a request to see if another town has one we could use.
 - 4. The green grader is currently being used instead.
 - iii. Inspections for all vehicles were this month. Several repairs were required. These repairs have put five equipment repair lines in the budget over significantly. Highway equipment repairs total (item 4311.3) is currently 91% spent.
 - iv. Foster Road was temporarily closed due to bucket truck accident. Tree work, Internet line work, and paving are all occurring around town.
 - v. Bales of material at Transfer Station have been shipping out. Currently trying to ship paper.
 - vi. Equipment update from Ken
 - 1. Equipment ages: Grader 2001, Backhoe 2006, Loader 1989, Packer 1999
 - 2. Capital Reserves as of August 31st: Grader \$376,385, Backhoe \$41,456, Loader \$114,032

3. After the regular \$30K payment into the Grader Capital Reserve, there will be enough to purchase a new one.
 4. The Loader is the oldest piece of equipment we own. We only have half of the cost saved up in the Capital Reserve.
3. Administration
 - a. The Selectmen signed:
 - i. Kent made a motion to sign the Accounts Payable Manifest in the amount of \$36,166.56. Scott seconded. All in favor by roll call, motion carried.
 - ii. Kent made a motion to sign the Payroll Manifest in the amount of \$45,730.86. Scott seconded. All in favor by roll call.
 - iii. The Selectmen signed an interfund transfer from Capital Reserve-Highway Truck to TDBank Operating A/C in the amount of \$150,000. This is to purchase the Highway truck, wing, and plow from Warrant Article WA-2023-7.
 - iv. The Selectmen signed a Notice of Intent to Cut Wood or Timber for Tax Map 241 Lot 17.
 - v. Cheryl signed a payroll check for the Treasurer.
 - vi. The Selectmen signed a letter to our regional post office representatives and Senator Shaheen about the mailboxes on Shaker Road.
 1. See Selectmen's Minutes 08-28-2023 Section 4.a. for previous discussion.
 - vii. Cheryl signed the engagement letter for the attorney for school withdrawal committee.
 1. This is for the \$12K that was approved in Warrant Article WA-2023-10.
 - b. Previous Minutes Approval
 - i. Cheryl made a motion to approve the public minutes for the Selectmen's meeting on September 11th, 2023. Scott seconded. All in favor by roll call, motion carried.
 4. Boscawen Inter-Municipal Agreement for Building Inspector
 - a. Ken got a letter from Boscawen referencing the inter-municipal agreement for sharing Building Inspectors as needed. They would like to meet with Ken and talk about it because they are changing the way they fund their program.
 - b. We already use them once or twice a year when Joel French (Building Inspector) is on vacation. This would not incur more cost, just change how the money is paid.
 - c. Ken will meet with them and come back to the Selectmen with the new plan.
 5. Old Business
 - a. Northfield Inter-Municipal Agreement for Roads
 - i. See Selectmen's Minutes 08-21-2023 Section 2.e.viii. for previous discussion.
 - ii. Northfield never got back to Ken about the new agreement for Ayers Road. From our perspective we still have an agreement in place and we will continue to uphold our end.
 - b. Treasurer's Safe Update
 - i. The new safe for the Treasurer has been installed and the procedure for use has been distributed. This will allow the Treasurer to have more flexibility and safety when signing checks and managing cash.
 - c. Broadband Expansion Update
 - i. See Selectmen's Meeting Minutes 09-11-2023 Section 4. for previous discussion.
 - ii. Ken has the language ready as discussed from the last meeting.
 - iii. The Town of Canterbury Board of Selectmen makes a motion to endorse the application of Comcast Cable Communications, LLC ("Comcast") to the New Hampshire Broadband Matching Grant Initiative ("BMGI") to provide broadband service to unserved locations in Canterbury. Whereas, The Town of Canterbury Board of Selectmen finds Comcast to be technically, managerial, and financially capable of meeting the obligations of the BMGI fund request; Whereas, Comcast has the operational capacity and experience to extend its

network to additional locations; The Canterbury Board of Selectmen hereby votes to select Comcast as the agreed-upon BMGI provider.

- d. Historic District Commission (HDC) Proposed Rule Changes
 - i. The HDC are scheduled to attend the next Selectmen's Meeting on 10/2/23.
 - ii. The HDC feels that the changes they are proposing have not risen to the level which would require ballot approval. Ken and the Town's legal counsel do not agree.
 - iii. Zoning amendments such as these can be forwarded to vote from the Planning Board or Board of Selectmen. Ken is thinking the Selectmen should do it since they have been involved in the discussion for a while.
 - iv. The Selectmen would like to have the attorney present for the meeting with the HDC. Ken will contact Mike Courtney to see if he is available.
 - e. Personnel Update
 - i. Kathleen and Jessie got through their 90 day probation periods. Evaluations have been completed and salaries have been automatically bumped up.
 - f. New Freedom Academy
 - i. The Planning Board has found a document from 2015 that details the policies and procedures that New Freedom uses. It appears this document is not accurate for what New Freedom is currently advertising.
 - ii. Ken has asked New Freedom for an updated document and is waiting on a reply. This is not a critical issue, it just needs clarification.
 - g. Planning Board Roads
 - i. Ken and Kent met with Greg Meeh (Planning Board Chair). The Planning Board is going to proceed as they should according to our attorney. They are not going to disallow the Wyven Road subdivision because of the status of the road.
 - ii. This decision will shift the burden to the Selectmen if the subdivision goes through and someone wants to build on the property. To build on the property the Selectmen will need to provide a private road waiver and road maintenance agreement.
 - iii. There are several precedents from the last few years for doing this in a way that still allows public safety to access to the property.
6. Adjournment
- a. Kent made a motion to adjourn the meeting at 6:18 p.m. Cheryl seconded. All in favor by roll call, motion carried.

Next Meeting: 2023 October 2, 5:00 p.m. at the Meeting House

Minutes submitted by Kathleen McKay, Administrative Assistant