

Town of Canterbury, NH
Board of Selectmen
Date: 2023 October 16
Location: Meeting House

Selectmen:

Cheryl Gordon (Chair), Kent Ruesswick

Absent:

Scott Doherty

Town Administrator:

Ken Folsom

Department Heads:

Sam Papps (Town Clerk\Tax Collector), Michael Labrecque (Police), Michael Gamache (Fire), Rachel Baker (Library); each left after their presentation

Others Present:

Edgar Rivera (Libertad Press NE)
Joanna Michno (Attended Online)

1. Call to Order

- a. The meeting was called to order at 4:57 p.m.

2. Department Heads

a. Sam Papps (Town Clerk\Tax Collector)

- i. Sam distributed the All Unpaid Receivables Listed by Warrant 10/16/2023.
- ii. Monday is lien day for the lot with overdue timber tax (See Selectmen's Minutes 9/25/2023 Section 2.b.i.3. for previous discussion). They haven't made any payment or attempt at agreements, so it is likely that a lien will be placed next week.
- iii. Sam and Jessie Lozier (Deputy Town Clerk) attended Town Clerk conference.
- iv. At conference they met with [LHS](#) representatives to discuss the new voting machines. Machines cannot be pre-ordered until the Secretary of State does their checks. Machines will likely be available for orders in January/February.

b. Michael Gamache (Fire)

- i. Chief Gamache distributed Canterbury Fire Department Selectmen's Report 9/25/23 through 10/16/23.
- ii. The department has had 256 calls so far in 2023. They rescued a horse that was stuck.
- iii. This week was [Fire Prevention Week](#). Several public education demos and inspections were conducted.
- iv. One department member resigned and another stepped down from a leadership role. Both due to personal life changes.
- v. Chief Gamache is getting ready to order the communication equipment for the AFG (See Selectmen's Minutes 9/25/2023 Section 2.c.iv. for previous discussion).
- vi. Chief Gamache signed off on the final engine drawings for the new engine from Warrant Article WA-2023-2.
- vii. The department will be conducting extrication training in the Municipal Building parking lot next week.

c. Michael Labreque (Police)

- i. Chief Labrecque distributed the Personnel Analysis Reports 9/26/2023 through 10/16/2023. The documents were reviewed; no concerns.
 - ii. Recruitment for vacancy
 - 1. See Selectmen's Minutes 9/25/2023 Section 2.d.iii. for previous discussion
 - 2. Still have not been able to fill the open position. The department is competing with dozens of other local municipalities and private companies in the state who have similar vacancies. Most others are offering higher pay, sign-on bonuses, and take home cruisers.
 - 3. Chief Labrecque considers a take home cruiser the most economical and equitable option since it would benefit current employees as well as new ones.
 - 4. Chief Labrecque has been looking for a used cruiser so the department could have enough vehicles to offer take home cruisers. If they were to do this, the department would need to make a use policy that dictates what the car could be used for and how far from the station it could be taken.
 - 5. Chief Labrecque has been struggling to find an affordable used vehicle. Cruisers that are \$25K are 7 years old. New ones are \$47K and readily available. He suggests using the unused salary from the empty officer position to buy the car this year.
 - 6. Mike and Ken will discuss. The department's budget is currently 58% spent.
 - iii. The department has confirmed that the unhoused people at storage facility have moved out.
 - d. Rachel Baker (Library)
 - i. Ken has found someone to fix the roof. He met with them and they are going to come tomorrow to take a look. They may also be able to fix the roof above the Fire Chief's office and the Meeting House roof.
 - ii. Rachel is looking for a retro-fit door opener. The Library is already ADA compliant, but they would like to add an automatic door opener instead of the current doorbell system. Expecting to do this next year and will use money donated for this purpose a few years ago.
 - iii. Rachel will be working with the Library Trustees tonight on second round of the budget. She will have it to Kathleen by November 1st.
 - e. John O'Connor (Highway)
 - i. John is absent so Ken gave the update for the Highway Department.
 - ii. The yellow grader has been fixed. It ended up costing less than \$1,000.
 - iii. One employee is leaving this week. The job description has been posted and an interview with a candidate is scheduled for next Thursday.
3. Administration
- a. The Selectmen signed:
 - i. Kent made a motion to sign the Accounts Payable Manifest in the amount of \$44,815.21. Cheryl seconded. All in favor by roll call, motion carried.
 - ii. Kent made a motion to sign the Payroll Manifest in the amount of \$52,651.99. Cheryl seconded. All in favor by roll call.
 - iii. Kent made a motion to sign the 2023 MS-1 Total Assessed Value DRA form. Cheryl seconded. All in favor by roll call, motion carried.
 - iv. Cheryl signed the Intermunicipal Agreement with the Town of Boscawen for building inspection services. This is the same document signed in the previous meeting, but with a corrected name.
 - v. The selectmen signed the BMGI signature page for Comcast.
 - 1. See Selectmen's Minutes 10/2/2023 Section 5.b. for previous discussion.
 - 2. The application for the BMGI is a combined application with Comcast and the Town, so the Selectmen must sign this page of the application.
 - 3. Comcast has begun preparation for expanding broadband in Canterbury so that they are ready to mobilize in the beginning of the year with or without the BMGI money.

- b. Previous Minutes Approval
 - i. Kent made a motion to approve the public minutes for the Selectmen's meeting on October 2nd, 2023. Cheryl seconded. All in favor by roll call, motion carried.
- 4. New Business
 - a. Offer to purchase Town owned property Tax Map 101 Lot 36
 - i. This property is on Canterbury Shore Drive. Mandy Irving (Assessor) put together some information for the Selectmen to review.
 - ii. Cheryl and Kent decided to wait for Scott to be back to review this.
 - b. FEMA notification of Flood Insurance Rate Map and Flood Insurance Study issuance
 - i. The Selectmen reviewed the letter from FEMA. No action needed.
 - c. School Withdrawal Committee
 - i. Last Monday (10/9/23) the School Withdrawal Committee voted to withdraw Canterbury from the Shaker Regional School District. The vote was 5 to 2.
 - ii. The Committee now needs to provide the [State Board of Education](#) (SBE) with a majority report and a minority report by November 1st.
 - iii. If the SBE approves the report, then both Canterbury and Boscawen will need to vote by ballot at both the annual Town Meetings and the School District Meeting.
 - iv. If both towns approve the separation, Canterbury will need to hire a superintendent, staff, and find office space for them. The Town will also need to contract with a lawyer.
 - v. The Committee is going to put out the reports for the public to see when they are ready for the SBE.
 - d. Moderator for Planning Board Visioning Session
 - i. Greg Meeh has requested a moderator for the next Planning Board meeting on November 14th. Jim Miller, Canterbury's Moderator, has agreed to do it and Greg will contact him.
 - ii. The Board is hoping to have a draft of the Master Plan ready for review by then.
 - e. Website Request for Proposal (RFP)
 - i. Kathleen has written an RFP for creation of a new website for the Town. This project would be added to the 2024 budget as either a part of the Town's IT budget or as a separate Warrant Article.
 - ii. When the RFP is complete, Ken and the Selectmen will review it. It will likely be released by October 25th and proposals will be due December 1st.
 - f. Zoning Violation on Welch Road
 - i. Joel French, Code Enforcement Officer, has written violations for several code violations on the property and is waiting for responses from the owner.
- 5. Old Business
 - a. [Cybersecurity & Infrastructure Security Agency](#) (CISA) Audit
 - i. CISA finished their audit of the Town and sent their report to the Town. Ken and Kathleen and the Town's IT Service Provider met with them and reviewed the recommendations.
 - b. Historic District Commission (HDC)
 - i. See Selectmen's Minutes 10/2/2023 Section 3. for previous discussion
 - ii. Ken provided the HDC with warrant article examples that they could use at the next Town Meeting. They will get back to us with proposed language.
- 6. Adjournment
 - a. Kent made a motion to adjourn the meeting at 5:45 p.m. Cheryl seconded. All in favor by roll call, motion carried.

Next Meeting: 2023 November 6, 5:00 p.m. at the Meeting House
 Minutes submitted by Kathleen McKay, Administrative Assistant