

Town of Canterbury, NH
Board of Selectmen – Draft Minutes
Date: 2025 February 18
Location: Meeting House

Selectmen: Scott Doherty (Chair), Kent Ruesswick, Beth Blair

Town Administrator: Ken Folsom

Department Heads: Justin Crotty (Police), John O'Connor (Highway), Michael Gamache (Fire), Rachel Baker (Library)

Others Present: Edgar Rivera (Libertad Press NE), Tom Franco (CCPC Chair), Cheryl Franco (CCPC Member), Rich Marcou, Teresa Wyman

1. Call to Order

- a. The meeting was called to order at 5:01 p.m.

2. 2025 Budget Public Hearing

- a. The public hearing was called to order at 5:01 p.m.
b. Scott read each warrant article aloud and asked for comments from those present.
c. **Article 7** To see if the Town will vote to raise and appropriate the sum of Three Million, Four Hundred and Eighty-Five Thousand, Two Hundred and Fifty Dollars (\$3,485,250) for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately.

Majority Vote Required. Recommended by the Selectmen.

Estimated Tax Impact: Cost per \$1000: \$6.11 Cost for \$400K home: \$2,444.63

- i. No comments were made.

- d. **Article 8** To see if the Town will vote to raise and appropriate the sum of Eighty-Eight Thousand Dollars (\$88,000) to be deposited into the following Capital Reserves:

4915.3	Highway Equipment	10,000
4915.4	Highway Truck	30,000
4915.18	Rescue Truck	12,000
4915.24	Landfill Closure	1,000
4915.27	Maintenance & Repair of Town Buildings	5,000
4915.30	Highway Loader	30,000

Majority Vote Required. Recommended by the Selectmen.

Estimated Tax Impact: Cost per \$1000: \$0.23 Cost for \$400K home: \$92.90

- i. No comments were made.

- e. **Article 9** To see if the Town will vote to raise and appropriate the sum of Thirty-Five Thousand, Eight Hundred and Seventy-Four Dollars (\$35,874) to pay principal (\$35,000) and interest (\$874) on the Gold Star Bond, said amount to be removed from the Town's Unassigned Fund Balance.

Majority Vote Required. Recommended by the Selectmen. No Tax Impact.

- i. This is the last year of this bond payment.

- f. **Article 10** To see if the Town will vote to raise and appropriate the sum of Seven Thousand Dollars (\$7,000) for the purchase of a ballot counting device, said amount to be removed from the Town's Unassigned Fund Balance.

Majority Vote Required. Recommended by the Selectmen. No Tax Impact.

- i. This article was changed to take the \$7K from the Unassigned Fund Balance rather than raise it through taxes because the money was already raised in 2023 when the voting machine was originally added to the budget.

- g. **Article 11** To see if the Town will vote to raise and appropriate the sum of Eighty Thousand (\$80,000) for the renovation of the Sam Lake House (Town Office) Garage, with said funds to come from the Sam Lake House Capital Reserve Fund.
Majority Vote Required. Recommended by the Selectmen. No Tax Impact.
i. No comments were made.
- h. **Article 12** To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) for the purpose of “Weatherization” of the Elkins Public Library.
Majority Vote Required. Recommended by the Selectmen.
Estimated Tax Impact: Cost per \$1000: \$0.05 Cost for \$400K home: \$21.11
i. Tom Franco will speak on this at Town Meeting.
- i. **Article 13** To see if the Town will vote to establish a Voting Equipment Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of purchasing voting equipment, and to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be placed in this fund. Further, to name the Board of Selectmen as agents to expend from said fund.
Majority Vote Required. Recommended by the Selectmen.
Estimated Tax Impact: Cost per \$1000: \$0.01 Cost for \$400K home: \$5.28
i. No comments were made.
- j. **Article 14** To see if the Town will vote to establish a Renewable Energy Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of purchasing renewable energy systems, and to raise and appropriate the sum of One Thousand Dollars (\$1,000) to be placed in this fund. Further, to name the Board of Selectmen as agents to expend from said fund. Additional funds would come from the Community Power adder funds and will not require any tax funding.
Majority Vote Required. Recommended by the Selectmen.
Estimated Tax Impact: Cost per \$1000: \$0.003 Cost for \$400K home: \$1.06
i. Tom may need to speak on this one too.
- k. **Article 15** To see if the town will vote to raise and appropriate the sum of Six Thousand, Five Hundred Dollars (\$6,500) for a feasibility and suitability study for the Town of Canterbury Transfer Station, to renovate/expand the Transfer Station at the current site or determine if the current site is not suitable for this purpose and authorize the withdrawal of Six Thousand, Five Hundred Dollars (\$6,500) from the Transfer Station Upgrade Capital Reserve Fund created for that purpose.
Majority Vote Required. Recommended by the Selectmen. No Tax Impact.
i. No comments were made.
- l. **Article 16** To see if the Town will raise and appropriate the sum of Ten Thousand Five Hundred Dollars (\$10,500) for the purpose of holding a Household Hazardous Waste Day at the Canterbury Transfer Station.
Majority Vote Required. Recommended by the Selectmen.
Estimated Tax Impact: Cost per \$1000: \$0.03 Cost for \$400K home: \$11.08
i. No comments were made.
- m. **Article 17** To see if the Town will vote to raise and appropriate the sum of Sixty Thousand Dollars (\$60,000) to replace the existing packer truck with a stationary electric compactor with variable frequency drive, a compaction container, and the installation of a concrete pad.
By Petition. Majority Vote Required. Not Recommended by the Selectmen.
Estimated Tax Impact: Cost per \$1000: \$0.16 Cost for \$400K home: \$63.34
i. No comments were made.
- n. **Article 18** To see if the Town will vote to change the purpose of the existing Transfer Station Upgrade capital reserve fund for the purpose of doing a feasibility and suitability study on the current Transfer Station and any future engineering site work on this site or any other potential site.

By Petition. 2/3 Vote Required. Not Recommended by the Selectmen. No Tax Impact.

- i. Rich Marcou, who submitted this petition, asked if it could be withdrawn.
- ii. Ken explained that it can be tabled or voted down at Town Meeting, but because the petition was submitted with 25 signatures, one individual doesn't have the ability to withdraw it.
- iii. Rich explained that he submitted this article because after the 2/3/25 Selectboard meeting, he wasn't sure if the Selectboard planned to support Article 15; he wanted to be sure something got on the warrant before the 2/4/25 deadline for petition warrant articles.
- iv. Rich said he will speak at Town Meeting to table/withdraw this article.
- o. **Article 19** To see if the Town will authorize the Selectmen to accept up to Fifteen Thousand Dollars (\$15,000) from the forced distribution of funds from the Sam Lake Trust Fund. The exact dollar amount is to be determined by the Trustees of the Sam Lake Trust Fund and distributed to the Town by the end of the calendar year.
Majority Vote Required. Recommended by the Selectmen. No Tax Impact.
- i. No comments were made.
- p. The hearing remained open until the end of the Selectboard meeting in case anyone had additional feedback. No additional comments were made.
- q. The hearing was closed at 6:40 p.m.

3. Department Heads

- a. Rachel Baker (Library)
 - i. All four of the Library Trustees who are up for election this year decided to run again.
 - ii. Rachel is working on the annual report for the State. Circulation and patron visits are up 22% from last year. The last 3 years have had similar increases.
 - iii. Rachel discussed the collaborations and programs the Library will have this year. Many of those programs will be in the Town Hall. She confirmed it was still alright to use that building.
 - iv. Rachel thanked John O'Connor and Roy Plisko from Highway for cleaning the parking lot and sidewalk of snow and ice. She thinks the concrete walkway may need to be replaced in about 2 years. It is 22 years old and parts of it raise up when the ground freezes, creating a trip hazard. For now, she will paint the raised ledges to bring attention to it.
- b. John O'Connor (Highway)
 - i. There have been several snow storms.
 - ii. Truck 3 is going back to the shop to be fixed again. The top speed is unusually low and it is struggling to go up hills.
 - iii. Truck 5 has a water pump issue and they are waiting on parts to arrive.
 - iv. Truck 1 needs the plow wing fixed. They borrowed the wing from the grader in the last storm.
 - v. Only John currently has the right license to use the grader and they will likely need it soon to push back snow.
 - vi. The Transfer Station is back to baling mixed paper.
- c. Sam Papps (Town Clerk-Tax Collector)
 - i. Sam was unable to attend. He distributed the All Unpaid Receivables Listed by Warrant 2/18/2025 ahead of time.
 - ii. There aren't any big surprises. Quite a few people still owe the 2nd 2024 payment.
 - iii. O'Neil paid off their debt, so only \$160 in interest remains.
 - iv. The Heirs of Samuel B. Lovering will need to be tracked down eventually.
 - v. The 2022 liens for Collins, Simbari, and Stonerick will be going to deeding in the spring.
 - vi. The Selectboard were reminded to attend the entire day of voting on 3/11.
- d. Justin Crotty (Police)

- i. Chief Crotty distributed Canterbury Police Department Selectmen's Report 1/20/25 through 2/17/25.
- ii. There have been 8 Incidents, 3 Arrests, 1 Accidents, 43 Citations, and 399 Calls for Service this month. The State Police assisted with 6 calls.
- iii. It has been a little slower this month due to personnel taking time off and the colder weather. They are working on a few cases right now. 5 search warrants were executed and one involved traveling 1.5 hours north.
- iv. The listed number of accidents doesn't include the last storm.
- e. Michael Gamache (Fire)
 - i. Chief Gamache distributed Canterbury Fire Department Selectmen's Report 1/20/25 through 2/18/25.
 - ii. There have been 53 calls so far this year, which is on-par with last year.
 - iii. There was a barn fire on Shaker Road. It was a multi-agency response. The shed itself burned down, but the house and the adjacent barn were saved. No animals were in the building.
 - iv. Paramedic Herb Batchelder was able to save a life on a medical call thanks to the agreement made last year which allows him to use medications carried by neighboring agencies' emergency response vehicles. (See 5/20/24 Section 2.b.xi.)
 - v. There was a stove fire this morning in the apartment next to the Country Store. It was a close call for several reasons: no sprinklers, the smoke alarm wasn't tied into the alarm system, and there is no fire protection between the apartment and the Store/Post Office. Chief Gamache spent a couple of hours working with them on those issues.
 - vi. Chief Gamache is working with Erin Hammerstedt, the new Shaker Village Director. The Dept. will be testing the water systems and doing a campus tour soon.
 - vii. The Member Ceremony is March 3 at 1830. Lt. Nelson will be recognized for his 24 years of service. Ken will arrange a special recognition from the Selectboard.
 - viii. There was an article in the Concord Monitor and Patch by a Concord City Counselor in which they said smaller towns are taking too much in mutual aid. Chief Gamache spoke with the Fire Chief in Concord and was assured that the rest of the Counselors and the Fire Chief don't share those opinions. So Canterbury doesn't need to be worried about the future of mutual aid with Concord.
 - ix. 3 Dept. members attended DEA training.
 - x. Each month, the Fire Chiefs in the area have a roundtable. Next month, Canterbury will be hosting.
 - xi. There is a big ice dam on the roof. The leak was fixed last year, so hopefully it doesn't start up again.

4. Administration

- a. The Selectboard signed:
 - i. Kent made a motion to sign the Accounts Payable Manifest in the amount of \$36,439.87. Beth seconded. All in favor by roll call, motion carried.
 - ii. Kent made a motion to sign the Payroll Manifest in the amount of \$58,593.48. Beth seconded. All in favor by roll call, motion carried.
 - iii. Kent made a motion to sign the Welfare Manifest in the amount of \$1,549.25. Beth seconded. All in favor by roll call, motion carried.
 - iv. The Selectboard signed an interfund transfer from TDBank Operating A/C to the Conservation Commission Fund in the amount of \$15,424. This is a Land Use Change Tax payment.
 - v. The Selectboard signed an appointment slip to make Alex Young a full member of the Historic District Commission.

- 189 vi. The Selectboard signed an appointment slip to reappoint Adrienne Hutchinson to the Upper
190 Merrimack River Local Advisory Committee.
- 191 1. UMLAC has monthly meetings. Minutes can be found on their website.
- 192 vii. The Selectboard signed a Veteran's Tax Exemption. This was originally signed on
193 7/17/2023, but has been updated to include more current information.
- 194 viii. The Selectboard signed a Notice of Intent to Cut Wood or Timber for Map 238 Lot 12.
- 195 b. Previous Minutes Approval
- 196 i. Scott made a motion to approve the non-public minutes for the Selectboard meeting on
197 January 20, 2025. Kent seconded. All in favor by roll call, motion carried.
- 198 ii. Changes were suggested for the 2/3/25 public minutes.
- 199 1. Correct dates of meeting and next meeting to 2/3/25 and 2/18/25 respectively.
- 200 2. Change line 13 for clarity to "The Warrant Article for solar panels at the Municipal
201 Complex must be the first at the Second Session because it is a bond, so all of the
202 articles will be renumbered."
- 203 3. Before line 18 add "A draft of the 205 Budget was distributed."
- 204 4. Change line 27 to "Mandy predicts that we will get the \$6,500 back through increased
205 tax revenue."
- 206 5. Change line 36-38 to clarify that the budget is being adjusted from \$10K to \$10,500 and
207 the grant money is covering \$100 from the \$10,600 total cost of the project.
- 208 6. On line 54, change "The scope is included in the contract based on the budget" to "The
209 contract for the feasibility study would include a scope of work and be limited to the
210 \$6,500 budget in Article 19."
- 211 7. On line 61, change "gas" to "gasoline".
- 212 8. Add Jan's full name and title to line 76.
- 213 9. Rephrase lines 79-81 for clarity, including changing the last sentence to "A standby
214 secretary will get the same hourly wages as current recording secretaries."
- 215 10. Correct "Town Line" to "Lot Line" on line 83 and 84.
- 216 11. Change "small ROW" on line 91 to "small sliver of land he owns between..." and add
217 Map/Lot numbers for all parcels mentioned.
- 218 12. On line 103, change "rules" to "plans".
- 219 13. On line 111, specify that Tom the warrant article is "for solar panels at the Municipal
220 Complex".
- 221 iii. Kent made a motion to approve the public minutes as amended for the Selectboard meeting
222 on February 3, 2025. Beth seconded. All in favor by roll call, motion carried.
- 223 iv. Changes were suggested for the 2/3/25 non-public minutes.
- 224 1. Correct the date to 2/3/25.
- 225 2. Correct the reason for non-public session from "RSA 91-A:3 II (a) to discuss a
226 personnel matter" to "RSA 91-A:3 II (c) to discuss a police matter involving a resident".
- 227 v. Kent made a motion to approve the non-public minutes as amended for the Selectboard
228 meeting on February 3, 2025. Beth seconded. All in favor by roll call, motion carried.
- 229 vi. Changes were suggested for the 2/12/25 public minutes.
- 230 1. Line 21-23, clarify the explanation of the adder.
- 231 2. Line 45, change "use" to "switch to".
- 232 3. Line 49, change "would be wasted" to "could not be used to offset the electrical costs of
233 the other municipal buildings."
- 234 4. Line 79, change "using" to "that if the project were smaller we might be able to use".
- 235 5. Line 83, change "spilt into two" to "split into two smaller projects".
- 236 6. Line 92, clarify that the array is "ground-mounted".
- 237 7. Line 91, add "which is currently located at the Transfer Station."

vii. Kent made a motion to approve the public minutes as amended for the Selectboard meeting on February 12, 2025. Beth seconded. All in favor by roll call, motion carried.

5. New Business

a. Equitable Waiver of Dimensional Requirements Application

- i. Land Use Administrator Jan Stout submitted a proposed application for Equitable Waiver of Dimensional Requirements. Gail began this last year.
- ii. This is a result of the renovation that happened at the Country Store in 2023. When the Building Inspector visited, they were found to be too close to the lot line.
- iii. This application is something many municipalities have and is used to grandfather in things that are technically a violation, but weren't done intentionally and have been going on a long time.
- iv. The Selectboard approved the proposed application.

b. Minutes and Agendas Procedure

- i. Kal wrote up a procedure for doing minutes and agendas for all boards/committees. Ken, Jan, and Michelle Hammond have all reviewed it. Ken would like the Selectboard to review it and approve it.
- ii. This is an attempt to have all boards be consistent and comply with the Right To Know law. Since many boards are sharing only two secretaries, process consistency would be helpful for them.
- iii. This doesn't confine boards to using the same minutes format (in terms of how detailed they are), but it encourages certain best practices and recording/streaming of meetings.
- iv. This document is meant to be read by all board and committee members, not just secretaries. Kal will use this for the April RSA 91-A training.
- v. The Selectboard will review the document.
- vi. There are bills in the legislature right now that would make it harder for municipalities to comply with RSA 91-A. The main issue is that it would allow anyone in the world to make a request and force the municipality to mail/ship paper copies anywhere in the world.

c. March 3 Selectboard Meeting

- i. The Moderator would like to meet with the Selectboard to go over who will be presenting what at the Town Meeting. That is the same night as the Fire Department Member Ceremony, so the Selectboard will need to end the meeting early.
- ii. The Selectboard decided to hold a work session on 2/24 at 5 p.m. at the Sam Lake House to discuss who will be presenting which warrant article at Town Meeting.

6. Executive Session

- a. Scott made a motion at 6:13 p.m. to enter into Non-Public session as per RSA 91-A:3 II (a) and (b) to discuss a personnel matter. Kent seconded. All in favor by roll call, motion carried.
- b. Scott made a motion at 6:40 p.m. to exit the Non-Public session. Kent seconded. All in favor by roll call, motion carried.
- c. Scott made a motion to seal the minutes. Kent seconded. All in favor by roll call, motion carried.

7. Adjournment

- a. Scott made a motion to adjourn the meeting at 6:42 p.m. Kent seconded. All in favor by roll call, motion carried.

Next Meeting: Work Session: 2025 February 24, 5:00 p.m. at the Sam Lake House

Regular Meeting: 2025 March 3, 5:00 p.m. at the Meeting House

Minutes submitted by Kathleen McKay, Administrative Assistant