

Town of Canterbury, NH
Board of Selectmen
Date: 2025 April 7
Location: Meeting House

Selectmen: Scott Doherty (Chair), Beth Blair, Calvin Todd

Town Administrator: Ken Folsom (via Zoom)

Others Present: Edgar Rivera (Libertad Press NE), Rich Marcou, Erin Hammerstedt, Brian Gaessler, Fred Portnoy, Evan Christensen

1. Call to Order
 - a. The meeting was called to order at 5:58 p.m.
2. Canterbury Shaker Village (CSV) Executive Director Erin Hammerstedt
 - a. Ms. Hammerstedt attended to provide a quarterly update on CSV.
 - b. CSV ended their fiscal year at the end of March. Things have changed at the federal level since then, so they lost a lot of grant money that was expected to cover projects and wages.
 - c. The Lily Endowment grant is private, so it has not been affected. They are working on shuffling their priorities so the remaining funding can be used to compensate for the lost grants.
 - d. They are working with the State and Historic District Commission to get approvals for work on several buildings. Mostly it is exterior envelope and electrical upgrades and some grading.
 - e. They will be working with HistoriCorps to get help replacing the roof of the Horse Barn.
 - f. They have a phased plan to improve the fire detection and alarm systems. Currently all of the buildings are on one system and there are 31 standing faults. They will be converting to individual systems per building, so problems can be isolated easier.
 - g. They also intend to improve the public bathrooms and eventually bring back food service.
 - h. The event calendar for the year is available on the website. They will resume offering free admission to Canterbury residents and admission continues to be free for anyone under 21.
3. Evan Christensen re Land Acknowledgment Letter
 - a. Mr. Christensen sent a letter to the Selectboard on 3/22/25 suggesting that Canterbury adopt a formal land acknowledgment recognizing the Indigenous peoples who have lived on and stewarded this land for thousands of years. He believes now is a good time since the Tricentennial is approaching in 2027.
 - b. This practice is common in MA and at universities. He explained that different towns implement this in different ways, some with notes on minutes or at public meetings, some with signs on buildings.
 - c. Mr. Christensen distributed maps/fact sheets about the different tribes he mentioned in the letter. He will provide links to this information for the Selectboard to review.
 - d. Mr. Christensen didn't recommend one format over another, but noted that plaques would require less upkeep than repeated statements before each meeting or on minutes. No one present was sure if the green historical signs (like at the Worsted Church) would be available for something like this.
 - e. The Selectboard thanked Evan for the idea and will make a decision at the next meeting.
4. New Business
 - a. Fred Portnoy re SolSmart
 - i. Fred Portnoy (Canterbury Community Power Committee member) contacted Ken about the SolSmart program. Ken forwarded the email to the Selectboard for review.

- ii. Clean Energy NH signed up with SolSmart, a national program to help communities align with best practices in zoning/regulation/inspection processes for solar development. They are federally funded, but claim to be in good shape right now. They don't charge any money, they just help local volunteers to spend time reviewing documents.
 - iii. Fred distributed documents explaining the program.
 - iv. Fred discussed this with Greg Meeh (Planning Board Chair), Ruth Heath (Energy Committee Chair), and Tom Frano (CCPC Chair) via email and they all thought it was a good idea. They are currently reviewing documentation and would like help figuring out who should be looking at this.
 - v. The first meeting already happened, but was recorded. Ruth and Fred attended. The next meeting is on the 17th.
 - vi. Ruth has already provided SolSmart copies of the latest zoning ordinance for review.
 - vii. SolSmart also offers consulting on big projects, so they could help with another Solarize Canterbury program, or the proposal to install more solar at the Municipal Complex.
 - viii. The meetings are once a month and they have weekly informal drop in sessions for any issues. We also have a contact at Clean Energy NH that we can contact at any time.
- b. Solid Waste Committee (SWC) Membership
- i. Rich Marcou, SWC Chair, attended.
 - ii. Beth is the new Selectboard Representative for the SWC. Beth explained that she asked for a copy of the SWC mission statement and it said that the Transfer Station Manager shall be a member of the Committee. Looking back at membership in previous years, when the TS Manager position was filled, that person was included in the Committee. She thinks David Bowles should be invited to participate.
 - iii. Rich didn't know there was mission statement. This mission statement was created in 2016 when the SWC was formed. Rich joined the SWC in 2022 and hadn't been aware of it.
 - iv. Rich took a minute to read the mission statement and concluded that it was very similar to the "What do we do?" statement that he wrote for Kal to put on website.
 - v. Beth explained that the SWC was giving the impression of not valuing TS input. Scott reminded that the Selectboard appoints the SWC and the board would like a TS representative at SWC meetings.
 - vi. Ken will contact David to make sure he can attend the meetings and understands he will be paid for it.
- c. Aries Engineering
- i. Warrant Article 2025-15 was approved at Town Meeting. This authorized using \$6,500 from a capital reserve fund for conducting a feasibility and suitability study for the Transfer Station, to renovate/expand the Transfer Station at the current site or determine if the current site is not suitable for this purpose.
 - ii. Ken sent out a scope of work to Aries Engineering and they have provided a contract to do this work for \$6K.
 - iii. Rich expressed concern that the SWC wasn't involved in determining the scope and that the list of things asked for in the scope would go over the budget provided in the warrant article.
 - iv. Ken explained that Rich and the SWC had been consulted in February and the items they provided were included in the scope, the Selectboard just added to it. Ken explained that Aries believed they could do everything in the scope for \$6K. They Town has worked with them numerous times over the years and they have always been able to provide the information they said they would.
 - v. Scott made a motion to accept the contract from Aries Engineering for the Transfer Station study in the amount of \$6K. Beth seconded. All in favor by roll call, motion carried.
 - vi. Scott signed the contract. Ken will send it to Aries so they can start right away.

- vii. Later in the meeting Ken commented that Aries' first priority is contacting DES to see if the landfill will need to be capped.

5. Administration

a. The Selectboard signed:

- i. Beth made a motion to sign the Accounts Payable Manifest in the amount of \$538,820.90. Calvin seconded. All in favor by roll call, motion carried.
- ii. Beth made a motion to sign the Payroll Manifest in the amount of \$58,905.75. Calvin seconded. All in favor by roll call, motion carried.
- iii. The Selectboard signed two Welfare Manifests. One for \$341.31 and one for \$300.
- iv. The Selectboard signed a number of appointment slips for board/committee members who wanted to reup or switch from Alternate to full member.
 - 1. Zoning Board: Lisa Carlson (Alternate), Scott Herrick, Jim Wieck
 - 2. Conservation Commission: Audra Klumb, Teresa Wyman, Ken Stern
 - 3. Community Power Committee: John Schneider
 - 4. It was determined that since Brendan O'Donnel is now a full member of the Planning Board, he can still be a member of the Zoning Board, but he cannot be the Chair for either.
- v. The Selectboard re-signed the 2025 pay rates. There had been a miscommunication about the pay rates for Highway and the Library, so Kal had to run a 2nd Retro Pay and update this document. (See Selectboard minutes 3/17/25 Section 5.a.iv.)
- vi. Enforcement Patrol Grant Agreement
 - 1. The Police Department has applied for a grant from the State that would fund paying officers to work extra shifts to do speed enforcement. It pays for everything except the cruiser and administration costs. It has a ceiling of \$8,200.
 - 2. The enforcement would just be in Canterbury, the Chief would decide where to station officers.
 - 3. Scott made motion to accept the Enforcement Patrol Grant agreement in amount of \$8,200. Beth seconded. All in favor by roll call, motion carried.
- vii. Escrow Account Policy/Procedure.
 - 1. See Selectboard minutes 1/20/25 section 6 for previous discussion.
 - 2. Scott read the drafted policy aloud.
 - 3. Per RSA 673:16, the Planning Board can require escrow accounts be set up for project applications that the Town may need to spend money on. The proposed project at Exit 18 is the first instance where the Town has needed to do something like this.
 - 4. Ken drafted the policy and had both the bank and legal review it.
 - 5. The Selectboard signed the Escrow Account Policy/Procedure.
- viii. The Selectboard signed the Land Use Change Tax Bill for the lot line adjustment at Maple Grove Cemetery. (See Selectboard minutes 4/1/24 section 4)
- ix. The Selectmen signed a Veteran's Tax Credit for Map 102 Lot 102.
- x. Contract for Utility Appraisal
 - 1. See Selectboard minutes 2/3/25 Article 7 for previous discussion.
 - 2. The Selectboard budgeted \$6,500 for utility revaluation in the 2025 budget.
 - 3. Mandy got a contract from Brian D. Fogg, LLC to do the work for \$6K. She anticipates getting more than that back from increased taxes on the improved utility lines.
 - 4. Scott made a motion to accept the contract from Brian D. Fogg, LLC in the amount of \$6K for utility revaluation. Beth seconded. All in favor by roll call, motion carried.
- xi. Abatement Recommendation for Map 204 Lot 13

1. This property is currently vacant and is on the deeding letter from Sam that is on the agenda for later. They requested an abatement, and the hope is they will pay the rest of the taxes owed before deeding.
2. The Selectboard granted the abatement.
- xii. The Selectboard signed a Notice of Intent to Cut Wood or Timber for Map 232 Lot 018.
- xiii. The Selectboard signed an interfund transfer from TDBank Operating A/C to the Conservation Commission Fund in the amount of \$3,000. This is a Land Use Change Tax payment.
- b. Previous Minutes Approval
 - i. In the draft for the 3/17/25 minutes, Kal thought “wrecker” meant junkyard, but it actually means tow truck. Line 90 should change to “T1 won’t start and they are waiting for the tow truck to come get it.”
 - ii. Scott made a motion to approve the public minutes as amended for the Selectboard meeting on March 17, 2025. Beth seconded. All in favor by roll call, motion carried.
6. New Business
 - a. Kearsarge Energy Offer for Group Net Metering
 - i. Ken received correspondence from Kearsarge Energy asking if the Town would be interested in participating in their group net metering. They have solar panels that produce more energy than they use, so they could sell those energy credits to the Town.
 - ii. Ken spoke with Tom Franco about it and he said this isn’t a bad deal. The Town could save more money in the long term if we built our own solar panels, but this could save the Town some money on electricity rates.
 - iii. The Selectboard agreed to invite the Kearsarge Energy representative to the next meeting to learn more about the offer.
 - b. Traffic Count
 - i. See Selectboard minutes 3/3/25 section 5.c. for previous discussion.
 - ii. CNHRPC does a traffic count for the town every year on five different roads. Ken sent the count from 2024 out to Highway, the Planning Board, and the Selectboard for feedback about what roads they would like done in 2025.
 - iii. The Planning Board asked for Baptist Road, Center Road, Dump Road, Shaker Road and Oak Hill Road. Ken identified Center Road, Dump Road, Oak Hill Road, and Shaker Road north of the Village because it has been 4+ years since those were done.
 - iv. Scott suggested looking at West Road since there is the proposed project at Exit 18. West Road was done in 2024 and found that there were 1,515 trips per day. Hoit Road was also done in 2024 with 18K trips per day.
 - v. Beth suggested Boyce Road to see if the 4-way stop sign that was put in on 132 has affected the traffic. Or maybe New Road since the school may be going in there.
 - vi. The Selectboard decided on Baptist Road, Center Road, Dump Road, Oak Hill Road, and Shaker Road north of the Shaker Village.
7. Old Business
 - a. Penacook Rescue Squad Update
 - i. See Selectboard minutes 3/3/25 section 6.b. for previous discussion.
 - ii. Ken and Beth attended a meeting with PRS, Merrimack County, and Boscawen. Salsbury did not attend. They felt it was a productive meeting.
 - iii. There was a lot of talk about finding money through grants and fundraising since they are a 501c3. If the Selectboard supported fundraising they would want to be careful to support the Canterbury Fire Department and PRS equally.
 - iv. The question came up about Merrimack County offering a regional service instead, like Cheshire County is doing. Merrimack County does not feel like they want to take that on.

- b. ARPA funding
 - i. See Selectboard minutes 1/7/25 section 2.d. for previous discussion.
 - ii. Ken did the quarterly reporting for the ARPA funds. This should be the last report on receiving the funds since they project is starting soon. Next will be reporting on the project and tracking invoices.
 - iii. Beth requested another chance to look at the list provided by John O'Connor about which roads to target for repairs. The Selectboard will get to make the final decision.
- c. Deeding Letter from Town Clerk Sam Papps
 - i. This is just an informational letter from Sam so the Selectboard can be aware of which properties will be affected. In the May Department Heads meeting, he will attend with the final deed list.
- d. Selectboard Representatives for Boards/Committees/Departments
 - i. See Selectboard minutes 3/17/25 section 5.c. for previous discussion.
 - ii. Scott read off the list of who will be the rep for each group.
 - iii. Scott: Planning Board, Fire Department, Police Department
 - iv. Beth: Community Power Committee, Conservation Commission, Energy Committee, Municipal Records Committee, Solid Waste Committee, Tricentennial Committee, Sherwood Forest
 - v. Calvin: Agricultural Commission, Historic District Commission, Recreation Committee, Highway Department
 - vi. The Selectboard discussed if a rep was needed for the Shaker Village. Since communication has improved vastly in the last year and Erin Hammerstedt is doing quarterly check-ins, they decided not appoint a rep.
 - vii. The Selectboard discussed if the Energy and Community Power committees should combine. CCPC only have 3 people left and they need to have both a primary and secondary representative to the CPCNH. Beth will bring both of these issues up with the committees.
 - viii. Later the Selectboard discussed having the reps to each board/committee come back and give a report to the rest of the board on a regular basis.
- e. Sam Lake House Garage Scope of Work
 - i. Warrant Article 2025-11 was approved at Town Meeting. This authorized using \$80K to renovate the Sam Lake House Garage.
 - ii. Ken emailed out a proposed scope of work for the Selectboard to review.
 - iii. There was discussion about how the historic roll around door would be restored and an inner wall would be created with a regular door to form a seal. Ken will double-check that that the 36 inch inner door would be ADA compliant.
 - iv. The Selectboard also discussed putting some kind of sidewalk from the parking lot to the garage. Either ledge pack or paving depending on what we could afford.
 - v. The alarm company is coming on Thursday to make sure our panel can be upgraded to hook up to the garage too.
 - vi. Ken will discuss fire ratings for the door with Joel and the Fire Department. The main potential ignition source will be the outside of the building since inside will just have some outlets and lights.
 - vii. Calvin brought up types of insulation, how long the finger jointed trim would last, and that cedar siding is currently \$15 per square foot. If the contractor finds lead, they will have to figure out how to handle it.
 - viii. Ken talked to Kevin Bragg (HDC Chair) and he thought as long as the design is the same, the material isn't a factor, as long as it isn't vinyl.

- ix. The bidding is going to be sealed bidding process, opening April 7th and closing May 1st. Ken will post the invitation to bid and contact a few contractors we have worked with before.
- x. Calvin and Ken discussed what would happen if the work were to cost way more than the \$80K approved in the warrant article. Ken will be the general contractor on this project. The outside will be prioritized and Ken would find a suitable stopping point if the project needs to pause and resume another year.
- xi. The Selectboard approved the proposed scope of work.
- f. Draft Code of Ethics/Conduct
 - i. See Selectboard minutes 1/6/25 section 6.a.iii. and 8/5/24 section 3 for previous discussion.
 - ii. Kal distributed the drafts Beth provided. Beth distributed an additional preamble.
 - iii. The Selectboard will send feedback to Kal who will compile it into a new draft and send it out for further review.
 - iv. There was discussion about whether enforcement should be discussed in the policy. The Selectboard only has authority over appointed officials, not elected, so at most they could publicly censure an elected official who violated the code. It might be better to not spell out consequences in the document and just handle issues as they arise.
 - v. This document will be what we aspire to. It should be short and in plain English.
 - vi. Kal will incorporate some of this into the RTK training on the 17th.
- g. The Selectboard discussed how the new zoning laws being discussed at the state level may impact the Planning Board and specifically the potential development at Exit 18. Once the bills are signed, we will know more about how they will impact our zoning ordinance and what the effective dates may be. NHMA has been heavily lobbying for local control, but that seems to be a losing battle.
- h. KMS Actuaries
 - i. See Selectboard minutes 9/9/24 section 10.c. for previous discussion.
 - ii. Last year the auditors suggested that in order to comply with general accounting practices, the Town should hire an actuary to go over retirement benefits and determine the unfunded liability.
 - iii. Ken got a proposal from KMS Actuaries, but it was forgotten during the budgeting process, so it hasn't been budgeted for. It would have cost \$5K for the first year.
 - iv. Ken asked the auditors about the consequences if we failed to do it this year. There aren't really any consequences, it would just be noted in the audit report that we are not in compliance with GASB 75.
 - v. The Selectboard could decide to wait until next year, wait until the fall to see if we will have enough of a surplus this year to do it, or move ahead with it now. Ken believes with the several vacancies we have, we will likely have the funds.
 - vi. The Selectboard agreed that with the vacancies, the money is very likely going to be available, so it is safe to move ahead with it now.
- i. The road weight limits are likely going to be removed next week, but it will depend on the weather.
- 8. Executive Session
 - a. Scott made a motion at 8:10 p.m. to enter into Non-Public session as per RSA 91-A:3 II (a) to discuss personnel matters. Beth seconded. All in favor by roll call, motion carried.
 - b. Scott made a motion at 9:03 p.m. to exit the Non-Public session. Beth seconded. All in favor by roll call, motion carried.
 - c. Scott made a motion to seal the minutes. Beth seconded. All in favor by roll call, motion carried.
- 9. David Booth Right of Way

- a. See Selectboard minutes 3/17/25 section 4 for previous discussion.
- b. At the last meeting it was decided that Ken would contact Mr. Mordarski, but Beth asked him to wait so the Selectboard could have a chance to discuss some concerns she has.
- c. The Selectboard decided to hold a work session next week to discuss this then.

10. Adjournment

- a. Scott made a motion to adjourn the meeting at 9:05 p.m. Beth seconded. All in favor by roll call, motion carried.

Next Meeting: April 21, 2025 at 6:00 p.m. in the Meeting House

Minutes submitted by Kathleen McKay, Administrative Assistant