

2025-08-18 Board of Selectmen Minutes

Town of Canterbury, NH
Board of Selectmen
Date: 2025 August 18
Location: Meeting House, Center

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

Town Administrator: Ken Folsom

Department Heads: Sam Papps (Town Clerk-Tax Collector), Michael Gamache (Fire Chief), Rachel Baker (Library Director)

Others Present: Kal McKay (Admin Assistant), Edgar Rivera (Libertad Press NE), Kevin Bragg (HDC Chair, Friends of Canterbury Center), Stephanie Jackson

1. Call to Order
 - a. The meeting was called to order at 4:30 p.m.
2. Meet with Kevin Bragg in the Center Gazebo to review tree placement
 - a. See Selectboard minutes 8/4/25 section 4.a. for previous discussion.
 - b. Kevin distributed two documents showing potential trees and placements.
 - c. Kevin, Ken, and the Selectboard discussed planting a new evergreen tree near the gazebo.
 - i. This tree is intended to be a backup for when the current evergreen “Christmas” tree dies. The current tree is not in bad shape and Kevin estimated that it had another 10-15 years left.
 - ii. The Friends of Canterbury Center (FCC) have volunteered to plant it and pay for it.
 - iii. They discussed two possible locations, one near the flag pole and one to the west of the Gazebo. They decided on the location near the flag pole.
 - iv. They decided on a dwarf spruce tree that would grow about 15ft tall. A spruce would be harder for children to climb, a smaller tree won’t need a bucket truck to decorate like the current one does, and while it is growing kids can decorate it during the annual tree lighting.
 - v. Kevin will try to get a baby blue eyes spruce that is 6ft tall, but the Selectboard agreed that Kevin could use his own judgement when at the nursery and seeing what is available.
 - d. There was discussion about replacing the tree next to the cemetery that Unital took down last year.
 - i. Last year Kevin had proposed replacing the tree with another maple, but he is now recommending a serviceberry. A serviceberry would grow shorter, so it wouldn’t interfere with the powerlines. It would diversify the trees in the Center, so a blight would be less likely to kill all of the trees at once (which happened in Boscawen with their elms). It is also a native plant that has beautiful foliage/blooms in spring and fall.
 - ii. The Selectboard agreed.
 - e. Kevin will plant the new spruce and serviceberry after Labor Day.
 - f. There was discussion about planting a shade tree to the west of the Gazebo.
 - i. Kevin noted that when afternoon performances happen in the Gazebo, the sun is often right in the eyes of whoever is on stage. At the Fair this year, they set up a tent which blocked the glare, but the FCC’s summer concerts have had issues with it.
 - ii. The young maple tree to the west of the Gazebo is about 15 years away from being able to provide shade, so a faster growing evergreen might be a good idea.
 - iii. The Selectboard will consider putting this in the budget for next year and finding out if the FCC would be interested in helping with that one too.

2025-08-18 Board of Selectmen Minutes

- iv. In the meantime, a visor could be hung up on the existing hooks in the Gazebo when there are afternoon performances.
- g. There was also some discussion about what might be a good replacement for the old maple tree between the Sam Lake House Garage and the Parish House. No conclusion was reached.
- 3. The meeting was recessed at 4:54 p.m. so the Selectboard could relocate to the Meeting House.
- 4. The meeting was resumed at 5:00 p.m. in the Meeting House.
- 5. Executive Session
 - a. Scott made a motion at 5:01 p.m. to enter into Non-Public session as per RSA 91-A:3 II (c) to discuss a Fire Department matter with Chief Gamache. Beth seconded. All in favor by roll call, motion carried.
 - b. Scott made a motion at 5:16 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.
- 6. Department Heads
 - a. Michael Gamache (Fire Chief)
 - i. Chief Gamache distributed Canterbury Fire Department Selectmen's Report 7/21/25 through 8/18/25.
 - ii. There have been 207 incidents so far this year.
 - iii. Since the last update, the Dept. assisted with a brush fire in Franklin and handled another brush fire on Hackleboro Road. There were also multiple serious accidents on I93 and Rt 106. At the Canterbury Fair, there were two medical incidents.
 - iv. In October, they will be doing their annual demonstration at CES for Fire Prevention Week.
 - v. They did the annual inspection for the Canterbury Whole Child Center and will complete the inspection for CES by November 1st.
 - vi. Meridian reached out to the Dept. regarding the 114 West Road (Hildreth Farm) development. Based on Meridian's calculations, the proposed development would add 4 calls per year. Chief Gamache encouraged them to install fire suppression systems and waster cisterns.
 - vii. One new membership application has been submitted. They are still seeking new members.
 - viii. The installation of the dry hydrant on Pickard Road is at a standstill. DES denied the initial application so the Dept. is looking to work with an expert who can help navigate the process.
 - ix. The Dept. will be staffing the NHMS race in September for all 3 days. They are attending a walkthrough of the facility this evening to prepare.
 - x. The town beaches have been very active this summer. There was a drowning in Concord just down the river at Sewalls Falls Park.
 - xi. The foam systems on Forestry 1 needs replacing. Chief Gamache is working with a vendor.
 - xii. Chief Gamache distributed copies of 911 Address Standards. The State has a 60 page document detailing the specifications, but Gamache created this one page info sheet to help residents understand the requirements. There have been multiple calls in town where response was delayed due to not being able to find the residence. These requirements are dictated by RSA, but the Dept. doesn't have the time to enforce it, so they are focusing on education instead.
 - xiii. The new fire engine is about one year away from completion. Chief Gamache will be meeting with the dealer's president at an open house in September. We got it for \$800K and there was a 3 year wait. The same engine being ordered today is selling for \$1.21M and has a 5 year wait. We shouldn't need to get a new engine for quite some time once this is delivered.

2025-08-18 Board of Selectmen Minutes

- xiv. The HVAC system was leaking through the ceiling of the Dept. The techs came in and fixed it. The Selectboard will discuss this further later in the meeting.
- b. Sam Papps (Town Clerk-Tax Collector)
 - i. Sam distributed the All Unpaid Receivables Listed by Warrant 8/18/2025 and 8/18/25 Collections Summary report.
 - ii. Everything looks normal. \$4.4M has been committed and \$142K remains outstanding.
 - iii. An outstanding Land Use Change Tax was cleared up yesterday.
 - iv. Beulah Fellowship has not sent any correspondence or paid any taxes.
 - v. The Lovering and Simbari properties will be up for deeding in the spring. The Selectboard will put this on the agenda for 9/22.
- c. Rachel Baker (Library Director)
 - i. Rachel has prepared the budget for 2026. Ken, Beth, Rachel, and Rick Crockford (Library Trustees Chair) will meet to discuss next week before the Budget Committee meets with the Selectboard on 9/8.
 - ii. August is a slow month. Staff are cycling through vacations, they redesigned the kids room and the Shaker room, and only 100-110 people are visiting per day.
 - iii. The Library will be expanding their “library of things”. They have made some room for it and got funds from a trust for new items. This also has the benefit of allowing the Library to lend almost anything they have and count it as non-book material circulation in state and federal reporting. Storage is the biggest issue, but there is enough for now.
 - iv. Rachel has secured a \$15K grant to put towards replacing the heating system. She had been planning to go with geothermal (\$159K), but the federal heating subsidy (\$78K) is now in question. It wouldn’t be affordable without the subsidy and she doesn’t want to sign a contract without assurance those subsidies will still be in place next year. She is talking with the company now to determine how likely the subsidies are to remain in place long enough to complete the project.
 - v. Rob and Kerry Hunter have taken of stewardship of the garden. Doneta Fischer and Sam Murch were the previous stewards. Rachel thanked Doneta for her years of work on this.
 - vi. Gordon Jackson is continuing his fight against the poison ivy on the back hill. Rachel thanked him for his work. This is making that space useable for the Library and the Farmers Market.
- d. John O’Connor (Road Agent)
 - i. John couldn’t attend this evening. Ken gave his report.
 - ii. The dirt road work for the ARPA grant is finished.
 - iii. The water truck is broken again. The Dept. will be asking for a slide-in water tank for the dump truck in 2026’s budget.
 - iv. Because the water truck keeps breaking, they were unable to water the roads after putting in the new material with the ARPA funds. The heavy rains recently have washed out a lot of the silt on a few of the roads they repaired.
 - v. They have already tried asking local construction/paving companies to see if there are any available to buy/rent/borrow. Ken will have John explore mutual aid with other towns next.
- e. Justin Crotty (Police Chief)
 - i. Chief Crotty was unable to attend. He distributed Canterbury Police Department Selectmen’s Report 7/20/25 through 8/18/25 ahead of the meeting.
 - ii. There have been 7 Incidents, 3 Arrests, 2 Accidents, 64 Citations, and 371 Calls for Service this month.
 - iii. The officers have done 24 hours of training and Officer Westgate got certified to be a rifle instructor.

7. Administration

2025-08-18 Board of Selectmen Minutes

- a. The Selectboard signed:
 - i. Beth made a motion to sign the Accounts Payable Manifest in the amount of \$66,777.60. Scott seconded. All in favor by roll call, motion carried.
 - ii. Beth made a motion to sign the Payroll Manifest in the amount of \$51,159.33. Scott seconded. All in favor by roll call, motion carried.
 - iii. Beth made a motion to sign the Welfare Manifest in the amount of \$193.50. Scott seconded. All in favor by roll call, motion carried. This is for Case 2025-9.
 - iv. The Selectboard signed an interfund transfer from the Operating Account to the Conservation Commission Fund in the amount of \$1,475.48. This is a Land Use Change Tax for Map 212 Lot 9.
 - v. The Selectboard signed a Veteran's Tax Credit for Map 108 Lot 2. Calvin recused himself since this application is for his brother.
 - vi. The Selectboard signed the 2025 MS-535 DRA form.
 - vii. The Selectboard signed appointment slips for the Agricultural Commission.
 - 1. Members: Mark Stevens, Jill McCullough, Daimon Meeh, Craig Pullen, Corinne Pullen
 - 2. Alternate: Katie Archer
 - b. Previous Minutes Approval
 - i. Scott made a motion to approve the non-public minutes for the Selectboard meeting on August 4, 2025. Beth seconded. All in favor by roll call, motion carried.
 - ii. Kal read aloud the suggested changes to the 8/4/25 minutes.
 - 1. Line 67 add "to the public"
 - 2. Line 73 add "This is to replace the maple by the center cemetery that was removed by Unitil."
 - 3. Line 115 and 118 "1.4M" should be "1.5M"
 - 4. Line 122 insert "The requirement to have a 100-year plan was discontinued by DES."
 - 5. Line 144 replace the first sentence with "Beth asked if the gas station at Exit 18 was moving forward. At the ZBA hearing for this project (12/11/2024), the owner argued that the property hadn't been abandoned, but it continues to appear abandoned. No one present knew for sure what the state of the project is."
 - iii. Scott made a motion to approve the public minutes as amended for the Selectboard meeting on August 4, 2025. Beth seconded. All in favor by roll call, motion carried.
8. New Business
- a. Welfare Job Description
 - i. Kal created a job description for Welfare Officer. This position has historically been included in the Administrative Assistant position and Kal currently does it.
 - ii. This position is similar to the Health Officer in that there is no way of knowing how frequently they will be needed. In the last two years, the number and complexity of cases has risen dramatically. Hours range from nothing for weeks to taking up the whole day.
 - iii. There was discussion about if this position should be salaried or hourly. Benefits wouldn't be a concern unless they worked 32+ hours consistently across many weeks.
 - iv. This position would require a very trustworthy person because it would be hard to keep track of what they are doing and if their hours are accurately recorded. Other towns have had problems with that.
 - v. Kal reviewed what other towns do for this position. Some combine it with another position like in Canterbury, some have a dedicated person, some have entire departments. Portsmouth has an agreement with neighboring towns to pool resources, but when Kal asked Concord about doing something similar, they refused.
 - vi. If we did want to separate this into it's own position, it would need to be budgeted for. The Selectboard could bring this up with the Budget Committee in September.

- vii. Beth will hold off on circulating the job description to interested parties for now.
- b. Solid Waste Surcharges
 - i. DES Solid Waste Management Bureau worked with the legislature to include a provision in HB 2 to require a surcharge of \$3.50 per ton when disposing of waste. Municipalities will have to pay this fee on top of the regular disposal costs, but then can be reimbursed for it by submitting an invoice quarterly.
 - ii. This was done to get around the federal commerce laws preventing states from prohibiting trash coming from other states. NH is running out of landfill space and would like to reserve what is left for in-state towns/cities.
 - iii. It will not cost the Town more in the end, but it will still be reflected in the budget as an increase. Currently the cost is \$95 per ton. In 2026 it will be \$100 per ton. With this surcharge, we will need to budget for \$103.50 per ton.
 - iv. The process hasn't been established yet, so we aren't sure how this will affect the private haulers in town who get to pay the same rates as the town and have their tonnage count towards Canterbury's total.
 - v. Ken forwarded this information to George Holt so it can be considered in the Aries Engineering report.
- c. 2025 Budget
 - i. Kal distributed copies of the 8/14/25 Budget v Actual Report.
 - ii. So far, the ZBA has spent \$2,836 of their \$3,900 budget (Lines 4191.11-16). They have received \$1,484 in income (Line 3401.3).
 - iii. Line 4194.17 Municipal Building Maintenance is \$8,453 over budget.
 - iv. Line 4195.5 Parts & Supplies for Cemeteries shows a huge overage percentage because only \$1 was budgeted and \$788 was spent. The Cemetery budget overall is still well underspent.
 - v. Section 4323 Solid Waste has spent \$89,963 of their budget (52%). They have received \$61,064 in income (Line 3500.1).
 - vi. Building Inspection has spent \$8,909 of their budget (41.4%). They have received \$7,257 in income (Line 3230).
 - vii. The Planning Board legal expenses line (4191.4) is overspent (\$2,585 of \$1,000). The 114 West Road application is still ongoing, so more consultation may be needed. We don't know what of these expenses could be recouped from Meridian.
 - viii. Overall the budget is looking good. Ken will have a better breakdown for the Budget Committee in September.
- d. Moderator
 - i. Jim Miller has resigned as Moderator due to health concerns.
 - ii. The Supervisors of the Checklist have contacted several people to try and find someone to fill in the position. They could probably easily find someone to fill in temporarily until the next election, but they are hoping to find someone who actually wants the position and would be willing to run for it again in March.
- 9. Old Business
 - a. Land Acknowledgment
 - i. See Selectboard minutes 5/5/25 section 7.f. for previous discussion.
 - ii. Evan Christensen replied to the Selectboard's request for more information.
 - iii. Beth explained that she spoke with Denise Pouliot, a demonstrator at the Canterbury Fair and one of the founders of the Indigenous NH Collaborative Collective. She learned that the intent of this type of acknowledgment is to recognize the responsibility of stewardship of the land because the original people are no longer here to do it.
 - iv. Evan also brought this up with the Tricentennial Committee to see if such an acknowledgement could be worked into those festivities.

- v. Calvin suggested bringing this up with other committees that might be interested in weighing in.
- vi. Calvin will consult the Historic District Commission. Beth will consult the Conservation Commission.
- b. HVAC at Fire Station
 - i. The condenser pump on the HVAC unit had stopped working and the water sensor to detect overflow in the drain pan was never wired correctly. The pump has been replaced, but the company would like to also install a new drain pan under the entire unit and install a new water sensor. They quoted \$833.70 to do that additional work.
 - ii. As discussed previously, the Municipal Building Maintenance line is already over spent.
 - iii. Ken recommended doing this despite the budget because it will prevent future leaks and the cost of fixing more damage.
 - iv. The Selectboard agreed.

10. Selectboard Representative Reports

- a. Planning Board - Scott
 - i. For 114 West Road, the PB did a site walk and continued the public hearing on the application. The case is continuing to the 8/26 meeting.
 - ii. The PB okayed a minor subdivision for 75 Intervale Road. The applicants indicated they may not go through with it, but they now have the option.
 - iii. Calvin questioned if there is a limit on the number of hearings or how quickly a decision must be made regarding the 114 West Road application. Those present didn't think there were any RSA dictated constraints as long as legitimate questions still needed answering.
 - iv. The PB is holding off on further edits to the Solid Waste chapter of the Master Plan until the Aries Report on the Transfer Station is complete.
 - v. The PB discussed the new state regulations about ADUs. They agreed that the pending application could skip the CUP and move on to getting a building permit. There could be a few more that come to the PB, but the vast majority will now skip the CUP.
 - vi. The PB is going to discuss how ADUs should count towards the building cap. If ADUs do count, they will also need to discuss what happens when someone wants to build an ADU by right, but the annual building cap has already been reached.
- b. Conservation Commission - Beth
 - i. Meridian came to the CCC regarding the 114 West Road application. The CCC asked questions about the open space, the location and size of the pump house, and the road to the pump house. The CCC seemed okay with the project and made suggestions that Meridian seemed willing to incorporate.
 - ii. It seems Meridian is leaning towards removing two housing units on the southern end of the neighborhood and replacing them with a pond. Meridian will bring their changes to the next PB meeting.
 - iii. The CCC continued discussing the PB's proposed contaminated materials ordinance. They will be sending their recommendations to the PB for the 8/26 meeting.
 - iv. The CCC would like to do something to prevent people from parking their cars on the earthen dam at Kimball Pond. There was discussion about potential options. Beth will ask the CCC to talk with Highway and Fire then come back with a proposal for which option they want to try out.
 - v. The CCC would like Highway to remove the big brush piles in the field on Kimball Pond Road. Ken will ask John about it.
- c. Energy Committee - Beth
 - i. The EC will be hosting a panel discussion about electric vehicle ownership on Sept. 9th. The next day they will be holding the annual Electric Car Petting Zoo in the Center during the

Farmers Market. Kal and Ken already spoke with Beth McGuinn about having an EC member direct traffic. They can get some cones from Highway.

- ii. Jeff Beltramo will be looking into a free energy audit for the Municipal Complex. Two members will be attending a conference. Another member will be talking to Clean Energy NH to get advice on how to complete request for proposals.
- iii. Beth McGuinn will be working with Joshua Gordon (PB) about a new model solar zoning ordinance.
- iv. The EC will be holding the next Window Dressers event in November.
- d. Community Power Committee - Beth
 - i. Edgar will be working with Andrew Hatch of CPCNH to get the adder money transferred to the Town's account. The last total was \$5,200, but apparently CPCNH may need to hold on to some of the money if there are customers who haven't paid their bills yet.
 - ii. There is a research program starting up to understand peak demand usage in homes. Anyone in town can volunteer. The program will have an electrician install equipment to monitor energy usage in the home and the homeowner gets to keep the equipment when the program ends. This is for Unitil customers only and sign-up closes on Friday.
 - iii. Tim Meeh is working on updating their mission statement. The group was originally created to implement community power in Canterbury, but since that project is done, the focus needs to change.
 - iv. Beth presented the cell coverage improvement project idea, but no one on CCPC has the time to take it on. Fred Portnoy is happy to contribute, but unable to lead it.
 - v. Beth is going to call North Hampton to learn about a company they were working with to improve cell coverage.
- e. Historic District Commission - Calvin
 - i. Last month the HDC approved rooftop solar on Daimon Meeh's barn and discussed a potential window renovation project from Shaker Village.
 - ii. At the meeting this week Calvin will bring up the potential info sign in the Center. Beth will send Calvin her mockups from the last time this project was attempted.
- f. Recreation Committee - Calvin
 - i. Soccer registration has closed. It looks like another good year for enrollment.
 - ii. The Committee has begun planning Halloween. Afterwards they will switch to the Christmas tree lighting. They may work with the Friends of Canterbury Center on that event.
- g. School Board - Calvin
 - i. Enrollment is up. Last year there were 23 kids enrolled for kindergarten, this year there are 29.
 - ii. Calvin spoke with them about the traffic issues at CES and they are going to try and address them. Principal Chubb explained that they are also receiving complaints about it. The issue is partially because transportation problems with the busses have led to more parents dropping off/picking up individually. Calvin suggested a two lane system, one for cars where the kids can just get in and another for cars where the parents need to get out and help buckle the kids in.
 - iii. The school zone sign is bent and Principal Chubb wasn't sure who could fix it. Calvin will let her know it is a state road, so DOT should be contacted.
 - iv. Calvin asked about 3-phase power. They didn't have any updates. 3-phase is needed to replace the HVAC system.

11. Executive Session

2025-08-18 Board of Selectmen Minutes

- a. Scott made a motion at 7:05 p.m. to enter into Non-Public session as per RSA 91-A:3 II (b) to discuss hiring a custodian and RSA 91-A:3 II (m) to consider whether or not to disclose non-public minutes of 3/17/25. Beth seconded. All in favor by roll call, motion carried.
 - b. Scott made a motion at 7:23 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.
 - d. Scott moved to unseal the non-public minutes of the 3/17/25 Selectboard meeting related to the conversation the Selectboard had with the Crowell's and their complaint against the Canterbury Police Department. Beth seconded. All in favor by roll call, motion carried.
 - e. The Selectboard expressed support for the Canterbury Police Department in the matter with the Crowell's. Scott has reviewed the body camera footage and feels that the officers acted in an extremely professional manner.
12. Adjournment
- a. Scott made a motion to adjourn the meeting at 7:25 p.m. Beth seconded. All in favor by roll call, motion carried.

Next Meeting: 2025 September 8 5:00 p.m. at the Meeting House

Minutes submitted by Kal McKay, Administrative Assistant