

Town of Canterbury, NH
Board of Selectmen
Date: 2025 November 17
Location: Meeting House

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

Town Administrator: Ken Folsom

Department Heads: Sam Papps (Town Clerk-Tax Collector), Justin Crotty (Police Chief), John O'Connor (Road Agent), Rachel Baker (Library Director)

Others Present: Kal McKay (Admin Assistant), Edgar Rivera (Libertad Press NE), Bob Steenson (Conservation Commission)

1. Call to Order

- a. The meeting was called to order at 4:59 p.m.

2. Public Hearing re Floodplain Ordinance

- a. Scott moved to open the public hearing pursuant to RSA 674:57 to declare all land designated as special flood hazard areas by the Federal Emergency Management Agency (FEMA) in its "Flood Insurance Study for the County of Merrimack, N.H." dated January 23, 2026 or as amended, together with the associated Flood Insurance Rate Map (FIRM) Panels 33013C0190F, 33013C0195F, 33013C0215F, 33013C0307F, 33013C0309F, 33013C0326F, 33013C0327F, 33013C0330F, 33013C0335F, 33013C0336F, 33013C0337F, 33013C0345F, 33013C0355F dated January 23, 2026, or as amended, to be a part of the Town of Canterbury Zoning Ordinance at 5 p.m. Beth seconded. All in favor by roll call, motion carried.
- b. The public hearing was left open in case anyone wanted to comment.

3. Department Heads

- a. Sam Papps (Town Clerk-Tax Collector)
 - i. Sam distributed the All Unpaid Receivables Listed by Warrant 11/17/2025.
 - ii. Not much has changed since last month. There has been no contact or payment from Beulah Fellowship, Simbari, or Lovering heirs.
- b. Justin Crotty (Police Chief)
 - i. Chief Crotty distributed Canterbury Police Department Selectmen's Report 10/20/25 through 11/16/25 and Speed Data Analysis for Hackleboro Road 11/4-11/13.
 - ii. There have been 9 Incidents, 4 Arrests, 0 Accidents, 52 Citations, and 370 Calls for Service this month. The State Police assisted with 4 calls.
 - iii. Badges for the Tricentennial have been ordered. Chief Crotty will talk with Scott when they arrive and arrange to take a photo with the CES student who won the design contest.
 - iv. Speeding on Hackleboro Road
 - 1. The Dept. borrowed a speed recorder from Epsom PD and recorded on Hackleboro Road at the corner with Sunset Hill Road from 11/4 to 11/13.
 - 2. There were 1,197 vehicles that went by in that period. Only 2% of vehicles went 10 mph over the 30 mph speed limit and 1% went 13 mph over the speed limit. The fastest speed recorded was 58 mph. This does not indicate a speeding problem.
 - 3. The southern end of the road that was just paved will likely have more speeding issues. Next time the Dept. can borrow the device, they will measure somewhere in that area.
- c. John O'Connor (Road Agent)

- i. The Transfer Station will be shipping plastic out for recycling tomorrow. Due to the current market values, we will be paying for them to take it.
- ii. Paving for the year has been completed. John put loam and seed down in the Center where the curbing was redone. There are still a few places where he needs to go back and fix the edge.
- d. Rachel Baker (Library Director)
 - i. The Library is collaborating with Canterbury United Community Church on a food drive for the Loudon food pantry. They have collected ~710 items so far.
 - ii. Rachel explained that Elkins Public Library will not be affected very much by HB 273 which was passed this year. The new law requires that parents be allowed to access their children's library records and at Elkins they already can. Elkins mostly does family patron accounts since the adults would be financially responsible if a child lost a book.
 - iii. The Library will likely do another inventory cleanup this January because they have gotten too many donations and have run out of space.
 - iv. Rachel is waiting on Peter Galatis for the gutter repair. Nick Wright is still coming to do the paint touchups outside.
 - v. Polar Express and Mrs. Clause events are scheduled. The speaker series is fully booked for 2026.
 - vi. Rachel thanked the Selectboard for the use of the Town Hall and the administrative work that Kal and Mary do for payroll and accounting. Without them handling it, the Library would either need to hire another person or reconfigure their staffing to get those tasks done.
- e. Michael Gamache (Fire Chief)
 - i. Chief Gamache could not attend. He distributed Canterbury Fire Department Selectmen's Report 10/20/25 through 11/17/25 before the meeting.
 - ii. There were 3 separate fires on Intervale Road. Scott was at 2 of the 3 and said that for Canterbury, those were fairly large fires. The causes are still under investigation.
 - iii. There was a propane leak at Canterbury Behavioral Health caused by a tree falling on the wires. The campus was evacuated and there were no injuries.
 - iv. Ken and Chief Gamache are still working on the EOP grant. They have a vendor selected and the application should be done by the end of next week.
 - v. The state-wide burn ban has been lifted, but burn permits are still required.
 - vi. The Dept. is still seeking new members.
- 4. Administration
 - a. The Selectboard signed:
 - i. Beth made a motion to sign the Accounts Payable Manifest in the amount of \$98,389.54. Scott seconded. All in favor by roll call, motion carried.
 - ii. Beth made a motion to sign the Payroll Manifest in the amount of \$59,936.23. Scott seconded. All in favor by roll call, motion carried.
 - iii. Letter to the NH Senate Commerce Committee urging them to vote no on HB 639 re cryptocurrency. (See Selectboard minutes 11/3/25 section 10 for previous discussion.)
 - iv. Land Use Change Tax Bill for Map 240 Lot 46.
 - v. Interfund transfer from Capital Reserve-Transfer Station Upgrade to TD Bank Operating A/C in the amount of \$5,976.80. This is to pay Aries Engineering for the report they did per warrant article 2025-15. The full \$6,500 appropriated was not used. If any additional information is needed in the report, the funds could be used for that.
 - b. Previous Minutes Approval
 - i. Kal reviewed the proposed changes to the 11/3/25 draft minutes.
 1. Line 46: correct "week" to "year"
 2. Line 88: insert "drafting" before "the application"

3. Line 107: add “since LED lighting is noticeably brighter.” to the end of the line.
4. Line 122: insert “(claims history)” after “experience”
5. Line 151: add “This plan is significantly cheaper than buying a new rescue truck.”
6. Line 301: replace “no longer an option” with “not an option at this time.”
- ii. Scott made a motion to approve the public minutes as amended for the Selectboard meeting on November 3, 2025. Beth seconded. All in favor by roll call, motion carried.
5. Public Hearing re Floodplain Ordinance continued
 - a. Scott moved to close the public hearing regarding the Floodplain Ordinance at 5:26 p.m. Beth second. All in favor by roll call, motion carried.
 - b. Scott moved to sign the resolution to adopt the new FEMA maps and Flood Insurance Study. Beth second. All in favor by roll call, motion carried. The Selectboard signed the resolution.
6. 2025 Tax Rate
 - a. The DRA sent out the preliminary tax rate of \$21.71 this afternoon which is down from \$22.68 last year.
 - b. Kal distributed a spreadsheet showing how contributions from the Unreserved Fund Balance (UFB) could be used to lower the rate.
 - c. Ken explained that the UFB is in good shape. There are County and School payments due in December that are just over \$1M. One of the CDs matured and made ~\$1,400 in a month. The other CD will mature in December.
 - d. There was discussion about if the Selectboard should contribute \$200K (for a \$21.22 rate) or \$500K (for a \$20.49 rate) from the UFB to reduce the tax rate. Once this rate is set, the tax bills will be sent and the UFB will begin to rise again as people pay their bills. The amount of taxes currently owed is very small. The difference on a \$400K home between the two options would be ~\$300.
 - e. Beth was concerned that using the UFB to reduce taxes isn’t a sustainable option and wanted to be sure we could do the \$500K comfortably.
 - f. Scott advocated for the \$500K because a few hundred dollars can be a big difference for residents who might be struggling.
 - g. They all agreed there was enough money in the UFB to contribute the \$500K without risk.
 - h. Scott moved to use \$500K from the Unreserved Fund Balance to reduce the 2025 tax rate to \$20.49. Beth seconded. All in favor by roll call, motion carried.
7. HB 314
 - a. See Selectboard minutes 10/6/25 section 8.b. for previous discussion.
 - b. Kal provided an update. NHMA responded to the Selectboard’s questions but Jose Cambrils did not. They forwarded NHMA’s response to the Selectboard. It does appear that this bill would affect free speech and the Legislative Administration Committee is still reviewing it.
 - c. The Selectboard agreed to send a letter urging the Committee to vote no on HB 314. Kal will draft a letter and bring it to the next meeting for signing.
8. Selectboard Representative Reports
 - a. Tricentennial Committee – Scott
 - i. The Committee had a table at the indoor Canterbury Farmers Market. It was well received. They were selling license plates, stickers, hand-crocheted cheep, and had info about upcoming t-shirts. They plan to attend the December market, too.
 - ii. They are going to be shooting a movie.
 - b. Planning Board – Scott
 - i. The application for the development at Exit 18 was approved with ~14 conditions. The development was approved for 26 residential units and 3 commercial units. The developers will need to come back when it is time for site-plan review on the commercial lots.
 - c. Recreation Committee – Calvin

- i. Soccer and Halloween are done.
- ii. Brian Magoon will bring his truck to string the lights on the tree in the Center. The Lighting Ceremony will be 11/29.
- iii. The Committee will have all receipts in by 12/1.
- iv. The Committee is looking into repairing the soccer shed down at CES. They are trying to figure out if it should be done by the Town or the School.
- d. Historic District Commission – Calvin
 - i. Alex Young resigned.
 - ii. The November meeting was cancelled because there were no applications.
- e. Agricultural Commission – Calvin
 - i. At their last meeting, the Commission handed out seeds for the Tricentennial tree planting project and went over their list of active farms. They are considering putting out a survey to get more data for their farm list.
- f. Conservation Commission – Beth
 - i. The CCC is working on several projects with signs, mowing, gardening, etc.
 - ii. They have a joint subcommittee with the Planning Board that is working on a potential wetlands setback ordinance.
 - iii. The CCC weighed in on the discussion of HB 639. They are opposed.
 - iv. They received a study from NH DES about the daily maximum load at New Pond. It appears there may be a load problem due to septic systems adjacent to the pond. Kelly is going to contact DES to find out next steps and try to determine who is responsible for implementing improvements (adjacent property owners, Sherwood Forrest Association, and/or the Town).
 - v. The CCC is continuing to reach out to people to see if they want to conserve their land.
- g. Energy Committee – Beth
 - i. 2 members left the EC. They are looking for new members.
 - ii. The Window Dressers event was a big success.
 - iii. The EC is hosting an info session about heat pumps in the Town Hall on 11/18 at 7 p.m.
 - iv. The EC is investigating participating in C-PACER. C-PACER is a loan fund for commercial entities who are doing energy/resiliency projects. The Town may need to approve the program for it to be used locally, but the Town itself would not be funding the projects.
 - v. The EC has been working with Ken on LED lighting in the Municipal Complex and streetlights. (See 11/3/25 section 8.)
 - vi. Ken contacted the State about the 2 streetlights that are on state-owned roads. He hasn't heard back from the State, but he talked to Utilil and the bill will be sent to the State from now on. The lights in the Center are scheduled to be changed out this Thursday.
- h. Community Power Committee – Beth
 - i. CCPC had Jackson Kaspari from CPCNH attend a meeting and discuss the program as a whole, new changes, and legislative concerns.
 - ii. The CCPC discussed how to get more people to opt into Community Power and to opt up to plans with the adder. For those who move into town or within town, the Selectboard will need to request a refresh from CPCNH.
 - iii. CPCNH is still working on getting the municipal adder included will all plan levels above Granite Basic.
 - iv. The CCPC will need to come up with warrant article language for accepting the adder funds from CPCNH into the Renewable Energy Capital Reserve Fund. We will need to see what the Town's balance is before the meeting.

9. Old Business

- a. Misc. Updates

- i. NH Bond Bank approved the application to take a \$490K bond for the fire engine that is being delivered in May. Ken will bring the paperwork to the next meeting for signing.
- ii. We are waiting on the parts in order to fix the lights in the Highway Dept.
- iii. The interior framing and rough electrical are finished for the Sam Lake House Garage renovation. The siding should be done this week or next. Once the rough electrical inspection is done, it will be ready for insulation.
- b. Municipal Building Security System
 - i. The cameras at the Municipal Complex were installed in 2017. The PD would like to add another camera, but the vendor has not been responsive.
 - ii. Ken met with the company that provides security cameras to the Sam Lake House regarding taking over the system at the Municipal Complex. They cannot use the existing equipment, so the cameras would need to be replaced. The existing cameras have a life-span of 10 years. Ken will get an estimate for replacement.
 - iii. This change would make the cameras at the Municipal Complex cloud-based. Internet interruptions would not cause the cameras to lose any footage.
- c. Highway Department Hiring
 - i. See Selectboard minutes 11/3/25 section 11 for previous discussion.
 - ii. John and Ken interviewed a candidate a couple week ago. All of the background and reference checks went well. Ken recommends the Selectboard hire him.
 - iii. The candidate is Charles LeMahieu. He has a CDL but it is automatic restricted. He has driven standard, so will need to practice on our equipment and get an appointment with the DMV to lift the restriction. There would be no training costs for that.
 - iv. We have 2 seasonal people who will plow this winter. Roy Plisko and Charles LeMahieu would be able to drive the pickup trucks. Including John, we have enough people for all 5 routes.
 - v. Scott moved to hire Charles LeMahieu for the vacancy in the Highway Department. Beth seconded. All in favor by roll call, motion carried.

10. Executive Session

- a. Scott made a motion at 6:06 p.m. to enter into Non-Public session as per RSA 91-A:3 II (a) to discuss a personnel matter. Beth seconded. All in favor by roll call, motion carried.
- b. Scott made a motion at 6:58 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.

11. 2026 Budget

- a. The Selectboard will meet tomorrow at the Sam Lake House at 5 p.m. for a work session on the 2026 budget. They will focus on the future of the Transfer Station.

12. Code Enforcement

- a. Beth heard from a resident that a petition warrant article may be brought forward regarding code enforcement in town. She isn't sure why they would approach the issue this way. The person cited a number of things.
- b. Calvin heard the same, potentially from the same person. Someone else called him complaining about real estate signs that are larger than what is permitted by the zoning ordinance.
- c. Bob Steenson explained that the intent of the ordinance was not to prevent temporary signs.
- d. The people who have been complaining seem to either have submitted a complaint and think it isn't being taken care of, submitted a complaint and disagree with the decision, refuse to submit a formal complaint because they want to remain anonymous, or are upset about issues that don't fall under the purview of the Code Enforcement Officer.

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- e. There was discussion about how the process works. Complaints can't be completely anonymous, the Code Enforcement Officer at least needs to know who it was. When a complaint is received, Joel French, the Code Enforcement Officer looks into it. If a violation is found, the Selectboard have the discretion to enforce it or not.
- f. Joel works part-time for the Town, about 18 hours per week.

13. Wetlands Subcommittee

- a. Bob Steenson reported that the Wetlands Subcommittee finished their draft ordinance and will bring it to the next Planning Board meeting.

14. Adjournment

- a. Beth made a motion to adjourn the meeting at 7:13 p.m. Scott seconded. All in favor by roll call, motion carried.

Next Meeting: 2025 November 18, 5:00 p.m. Working Session at the Sam Lake House
2025 December 1, 5:00 p.m. Regular Meeting at the Meeting House

Minutes submitted by Kal McKay, Administrative Assistant