

2025-12-01 Board of Selectmen Minutes

Town of Canterbury, NH
Board of Selectmen
Date: 2025 December 1
Location: Meeting House

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

Town Administrator: Ken Folsom

Budget Committee: Bob Steenson, Tyson Miller, Cheryl Gordon, Bob Scarponi (via Zoom), Randi Johnson, Kelly Short

Others Present: Kal McKay (Admin Assistant), Edgar Rivera (Libertad Press NE), Justin Crotty (Police Chief), Rachel Baker (Library Director), Rick Crockford (Library Trustees Chair)

1. Call to Order
 - a. The meeting was called to order at 4:01 p.m.
2. Police Department Wages
 - a. Chief Justin Crotty attended and distributed a wage scale proposal and the 2023 wage scale from Dunbarton that he based it on.
 - b. Dunbarton has 5 full-time and 5 part-time people providing 24 hour coverage. They have ~800 more people than Canterbury. They have a starting pay of \$27.79 and intend to increase wages 3-4% for 2026.
 - c. The proposed wage scale from Chief Crotty is less than the 2023 Dunbarton rates and uses a 15-year max-out with 3-year steps instead of 10-year max with 2-year steps. He chose Dunbarton as a comparison since they are similar to Canterbury and have been able to poach officers from other agencies by having a living wage scale.
 - d. This proposal would cause a jump this year, but going forward it would be regular COLA (cost of living adjustment) raises and pre-planned steps. The proposed wage scale would increase the PD wage lines by 17.2%.
 - e. Chief Crotty and Scott observed that loyalty used to help keep people in a department, but the hiring situation in law enforcement is so dire that poaching is common and turnover is high.
 - f. The Police Dept. has only had a few people apply for the current vacancy and none of them made it past the background check.
 - g. There was discussion about the current staffing. The Dept. currently consists of Chief Crotty (FT), Lt. Dupuis (PT), Sgt. Westgate (FT), Officer Dumas (FT), one FT officer vacancy, and an Admin Assistant.
 - h. On the new scale, Westgate would be Sgt. Step 1 Year 1 and Dumas would be Officer Step 2 Year 1. Westgate and Dumas are not currently being paid for their level of experience or rank due to lack of funds.
 - i. The new patrol officer would be an Officer and likely in Step 2. That would depend on the experience of who they are able to recruit. The current budget would allow for Step 3. They could make due with a Step 1 person, but that level of person right out of school would need about a year of training before they could contribute fully.
 - j. If the Dept. is able to fill the officer vacancy, then when Lt. Dupuis retires, they will likely not replace that roll. Lt. Dupuis fills in shifts and has been helping out more while the Dept. is understaffed. A Lt. and Sgt. aren't both needed in a department this size. In Canterbury, Lt. is a title given as recognition of extended service but doesn't necessarily come with increased pay.

- k. Calvin asked if we had any information on the crime rates in Dunbarton. We don't have that information. Dunbarton has 24 hour coverage because their population is over the 3000 threshold where the State will charge for supplementing coverage for a municipality. Dunbarton is able to do that amount of coverage by having 5 part-timers who can fill in nights and weekends for the full-timers.
 - l. The Canterbury PD currently staffs 7 a.m. – 11 p.m. Monday – Saturday and 8 hours on Sunday. To do that with the reduced staff, officers are working two 16-hour days and one 8-hour day per week. They are managing, but Chief Crotty believes this will lead to burnout eventually.
 - m. During the hours the PD aren't staffed, Canterbury is covered by the State Police. The State is short staffed by 70-80 troopers so they are struggling to cover all of the towns that are also short staffed. Canterbury currently has a good relationship with the State Police and they respond to calls right away. But the State recently sent out an email telling other towns that they are relying on the troopers too much. We do not know the formula they use to charge towns over 3000 people.
 - n. Chief Crotty explained that once the Dept. is fully staffed with 4 FT and no PT, they would be able to change back to 10 hour shifts covering 8 a.m. – 11 p.m. Monday – Sunday. He prefers to have a small number of full-timers rather than a large number of part-timers because PT people are beholden to their other jobs and that makes scheduling and training very difficult.
 - o. As an example, tomorrow Chief Crotty will be doing a 16 hour shift all by himself because Lt. Dupuis has to be at his FT job.
 - p. There was discussion about putting off replacing one of the 2018 cruisers (currently proposed as a \$67K warrant article) in order to afford this pay increase. Chief Crotty agreed that if he had to choose, he would rather retain and attract good people and make the vehicles last a little longer.
3. Incident at Canterbury Behavioral Health (367 Shaker Road)
- a. Chief Crotty recounted an incident that occurred over the weekend with a patient at Canterbury Behavioral Health.
 - b. Officer Dumas was called to the facility at 5:30 p.m. and was notified that an adult male with autism had walked off the property. It is a volunteer facility, so it is not illegal to leave, but due to the cold, the person's autism, and the suicidal thoughts they had expressed, the police were called in. The facility told Dumas that the person was last seen at 3:30 p.m. and was noticed missing at 4:30 p.m. They did not know which direction he went, but assumed he had wandered into the woods. The staff told Dumas that the person had arrived at the facility the previous day, but they told the Fire Department that he had arrived 6 days ago. Canterbury PD, Pembroke PD, Loudon PD, and State Police all participated in the search. Fish and Game did not get involved since they didn't know if he had gone to the woods or down the road. Drones and canines were used for the search. When the police gained access to the facility's cameras, they discovered that the person actually left around 11 a.m. and headed for the woods. Canterbury Fire Dept. found him at ~11 p.m. walking on Asby Road on their way back from searching the woods. It was determined he walked through the woods to Rt. 106 and then was circling back via Asby Road.
 - c. Chief Crotty expressed concern about the misinformation/lying that occurred by facility staff. He also indicated that it is highly unusual and irresponsible to not have regular check-ins on patients who have expressed suicidal thoughts.
 - d. There have been quite a few calls of people walking away. It is a volunteer facility, so generally the police do not get involved. The facility is supposed to be notifying abutting residents when there is a walkaway, but that hasn't been completely successful. Many residents have reported feeling unsafe.

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- e. The facility switched owners a few years ago and changed their services from schooling for those recovering from addiction to inpatient mental healthcare. Since then, the number of emergency calls has gone up dramatically. There were 22 calls in 2020 and 45 so far in 2025.
 - f. Ken will set up another meeting with the facility owners. Chief Crotty, Scott, and Beth will attend.
 - g. Later in the meeting Beth decided not to attend so that it could be a private meeting instead of a publicly noticed Selectboard meeting. The Board also further emphasized how it is unacceptable that residents don't feel safe in their homes and yards because of these incidents. They will start by talking with the owners again, but if solutions are not found, the Town could see if this is a zoning violation and/or report them to the State DHHS.
4. 2026 Library Budget
- a. Library Director Rachel Baker and Library Trustees Chair Rick Crockford attended the meeting.
 - b. The draft 2026 overall operating budget started at an increase of 8.5%. The Selectboard is trying to get it down closer to 4%.
 - c. The proposed budget from the Library Trustees increases wages from \$155,356 to \$170,302 (+9.6%), the overall Library budget from \$257,971 to \$275,756 (+6.9%), and the contribution from the trust funds from \$9K to \$23,946.
 - d. The Selectboard asked if the Library Trustees intend to fund the wage increase in perpetuity. Rick said that they intend to keep funding it for about 5 years, but it depends on the market.
 - e. Rick explained that the Trustees felt very strongly that wages needed to be increased to achieve fair wages, retain people, and attract new ones when the senior librarians retire. The Trustees decided it was important enough that they didn't increase any other lines and raised the contribution from the Library's trusts.
 - f. Rick confirmed that this raise would put the Library where they need to be so that going forward raises would only be COLA.
 - g. The Library currently consists of Director Baker (FT), a youth services librarian (FT), 1 full-time circulation librarian, 2 part-time circulation librarians, and 1 part-time assistant.
 - h. Calvin asked what full-staffing for the library is and what the pay cap would be.
 - i. Rachel explained that they would not want to cap COLA raises. The wages that the Library is proposing for 2026 would bring them up to be comparable with other departments in the Town and other similar libraries in the State. Their current starting pay is \$20/hour. Two employees who have been with the Town 8 and 12 years respectively, have not yet reached \$20/hour with only COLA raises. New employees would no longer be willing to start at \$10/hour. She is proud of her staff and glad that they have stayed. She would like to compensate them for their education levels and longevity.
 - j. The composition of the staffing may change in the near future as the employees who are well past retirement age choose to leave. The 3 part-timers are working 5, 12, and 13 hours per week respectively.
 - k. The Selectboard expressed concern that the Trustees won't continue to fund the raises beyond 5 years. With the funding, the portion of wages to be raised by taxes is increased from 2025 to 2026 by \$15K (9.6%). If the funding wasn't available, the increase would be \$30K (19.3%).
 - l. There was discussion about the feasibility of reducing Library hours. Rachel explained that the Library is very well used (18K patrons and 385 programs in 2025). It is currently open 41 hours a week, which is more than others in the area.
 - m. Friends of Elkins Public Library (FOEPL) pays for most of the programming and has proved a reliable source of funding.
 - n. 2 of the 3 full-timers work enough hours to get retirement benefits through NHRS. Rachel doesn't expect the 3rd to reach that. She explained that they added the 3rd full-timer because

Rachel wasn't paying herself for all of her hours or using her vacation and the Trustees didn't want her to do that.

- o. Rachel said that her staff is currently paid so low that some are receiving cash/fuel assistance.
- p. Calvin asked how only doing a COLA this year would affect retention. Rachel said they would need to find a new Director.
- q. The Selectboard asked Kal to create a 5-year wage projection for the Police and Library with the proposed wage increases.
- r. The Selectboard discussed that they do not have the authority to control raises for the Library. They are only allowed to set the bottom line budget. The Library Trustees control how that budget is spent. If the Selectboard cut their bottom line, the Library would have to change their plans or fund more from their trust funds and FOEPL.

5. Administration

- a. The Selectboard signed:
 - i. Scott signed a mileage reimbursement check to Treasurer Al Edelstein in the amount of \$728.
 - ii. Beth made a motion to sign the Accounts Payable Manifest in the amount of \$1,869,373.12 Scott seconded. All in favor by roll call, motion carried.
 - 1. This included payments to Merrimack County (\$910,374), Shaker Regional School District (\$535,915), and Pike Industries for the annual paving (\$296,979.23).
 - iii. Beth made a motion to sign the Payroll Manifest in the amount of \$49,756.66. Scott seconded. All in favor by roll call, motion carried.
 - iv. Scott made a motion to sign the bond agreement in the amount of \$490,000 to purchase the new fire engine. Beth seconded. All in favor by roll call, motion carried.
 - v. Notice of Intent to Cut Wood or Timber for Map 248 Lot 1.
 - vi. Veteran's Tax Credit for Map 220 Lot 1.
 - vii. Property Tax Supplement Warrant in the amount of \$1,022 for Map 267 Lot 59.
 - 1. The Selectboard weren't sure what this warrant was for. Generally 11 Oxbow Pond Road is granted a tax exemption because it is home to the Concord Monthly Meeting Of The Religious Society Of Friends (Quakers).
 - 2. After the meeting, Assessor Mandy Irving was able to confirm that due to a software error, the daycare which also resides at 11 Oxbow Pond Road mistakenly had their taxes abated. This warrant was to correct that error.
 - viii. 2025 Municipal Assessment Data Certificate.
 - 1. Assessor Mandy Irving had highlighted a few numbers and written a note that they aren't correct.
 - 2. Ken explained that these numbers were generated incorrectly by the DRA's new software. Mandy is working on getting it fixed, but in the meantime, this form needs to be submitted for a 12/15/25 deadline.
 - ix. One year contract with Sander Searches, LLC.
 - 1. This for services when Town Clerk-Tax Collector Sam Papps has to research deeds and properties. He has been using them for several years.

6. Budget Committee

- a. Ken reviewed the latest highlights for the 2026 draft budget. In the draft handed out tonight, the operating budget would increase 8.5% over 2025.
 - i. Most other towns seem to be doing a 3% COLA (as surveyed through a town admin listserv), one town is doing no raises at all.
 - ii. The Selectboard decide on HealthTrust for the 2026 employee health insurance. 3 plans will be offered. The cost of the plans are up, but we don't know the overall increases until enrollment is completed.

- iii. Liability (4196) is up \$15K because Primex ended their assistance program where they subsidized smaller municipalities. The Town has had a few claims, but the jump is almost exclusively due to the discontinuance of the program.
 - iv. The utility revaluation (4152) doesn't need to be done every year, so reduced to \$1 for 2026.
 - v. Dispatch costs (4210.6) are up. The organization who does dispatch for us bases the fees on call volume. Ken could get the numbers for Canterbury if needed.
 - vi. We haven't used the whole salt budget (4312.1) for the year yet, but the provider let us know that the cost is going up.
 - vii. The recycling line (4321.2) currently includes C&D costs. We pass those costs on to the consumer, but we don't have a scale so we charge people based on estimated volume. We are very likely undercharging, but the cost of a scale is substantial.
 - viii. There was some discussion about the Transfer Station fees and cost of PAYT bags. There was consensus that the prices and what materials are accepted should be reviewed. Residents could be directed to Concord for things like C&D, but cost and convenience need to be balanced. Bob Steenson and Beth will look into that.
 - ix. We don't have the exact numbers from Penacook Rescue Squad yet, so we have put a 7% placeholder for now on line 4415.2.
 - x. The 4th of July cost (4583.2) is up \$2K. Originally JPI Pyrotechnics told us that it would be \$25K to get the fireworks done on the 4th of July (rather than the week before or after), but they watched the Selectboard meeting where the Board discussed what to do and were moved by Calvin's words. They contacted us to offer to do it on the 4th for \$10K instead. The Selectboard and Budget Committee thanked them.
- b. Library Budget
- i. Bob Steenson feels that the Library wages are out of step. He is concerned that the Trustees will not continue to fund their half of the wage increases after 2026. There is no visibility into the trusts and it is not something the Selectboard can control.
 - ii. Ken put together a comparison of our Library with the other towns that we normally use for wage comparisons (Andover, Chichester, Dunbarton, New Hampton, and Webster). This data is from 2024 and shows that our Library's operating budget is 2-5 times more than those of these towns.
 - iii. There was discussion about the different positions and wages shown in the comparison chart. Our Library has more staffing and longer hours than the others.
 - iv. Some ideas to reduce the budget were suggested including relying more on volunteer staff and having the trustees pay an extra stipend rather than increasing wages.
 - v. The proposed budget from the Library Trustees increases wages by 9.6% for an overall budget increase of 6.9% (\$17K for a total of \$275K). The portion of wages to be raised by taxes is increased by \$15K (9.6%). The Trustees increased their wage funding from \$9K to \$15K. If the Trustees did not contribute to the wages, the wage line increase would be \$30K (19.3%). If the wage line was reduced to only the 4% COLA, the increase would be \$6,200.
 - vi. It was noted later in the meeting that the printed budget draft had an error on line 4550.4. The numbers listed here are the corrected ones.
 - vii. Currently the Town does accounts payable and payroll for the Library. At the end of the year, the Town requests reimbursement from the Library trust funds for expenses that went over the budgeted amount to be raised by taxes. Separating these functions would increase administrative costs for the Library significantly.
 - viii. During budgeting, the Library Trustees create a proposed budget and give it to the Selectboard. The Selectboard can either include it as is, or reduce the bottom line in the proposed budget that they present at Town Meeting. In the past, this has resulted in a motion from the floor to restore the budget back to the original proposal.

- ix. There was discussion about the idea of changing the budgeting process so that the Selectboard first decide what bottom line they can afford and then giving that to the Library Trustees to work with. The thought was that this would encourage the Trustees to contribute more from the trust funds if they felt strongly enough about an expense being necessary.
- x. Both the Library and Police Dept. are suggesting significant wage increases this year and both kept their budget flat besides wages (for expenses they could control). Several Budget Committee members felt the comparison to the Police Dept. wasn't apt because staffing the PD is a matter of safety and staffing the Library is not.
- c. Ken reviewed the proposed Warrant Articles.
 - i. Ken distributed a current balance sheet for each Capital Reserve Fund (CRF).
 - ii. The current water truck is a 1978 GMC C-6500 and it is beyond repair. Road Agent John O'Connor would like to replace the truck with a slide-in water tank that can be placed on one of the other vehicles. It costs \$18K and would be covered by the Highway Equipment CRF, so no tax impact.
 - iii. T1 is a 2011 International dump truck. The body is rusted through in some places and it has a lot of mechanical problems. John would like to replace it in 2026. If it is ordered in March after Town Meeting, it likely wouldn't get into service until the beginning of 2027. So T1 would need to continue working for another year. The new vehicle would cost \$250K. \$150K could be funded from the Highway Truck CRF and the other \$100K could be from the Highway Equipment CRF, so no tax impact.
 - iv. Canterbury has 5 plow routes and enough people to staff all of them. Right now one of the plow trucks is a 2005 Sterling. When that goes John plans to replace it with an F550 instead of another big truck.
 - v. The Fire Dept. needs to replace Rescue 1. The new engine that will be delivered in May will be able to hold all of the heavy rescue equipment, so Rescue 1 would only be needed for medical calls. Chief Gamache would like to use the current Command Car for Rescue 1 and then get a new F250 pickup truck for the Command Car. There is \$180K in the Rescue Truck CRF, which would be enough to buy a new pickup and outfit the Command Car as Rescue 1. This plan is significantly cheaper than buying a new rescue truck. We have been funding this CRF at \$12K per year, so that would be dropped.
 - vi. There was discussion about rearranging the vehicles between departments. The Highway Dept. Ford F150 is out of service because it is rusted through and won't pass inspection; it was originally a hand-me-down from PD. Rescue 1 could be giving to Highway as a replacement.
 - vii. Randi noticed that the PD had 2018 cruisers due to be replaced in 2026. She suggested trying to get more life out of those. Ken explained that one has already been purchased with the end of year surplus and the other will probably be put off until 2027 to compensate for the PD wage increases.
 - viii. Bob Steenson suggested getting the PD a cheap car for commuting to try and keep the mileage low on the cruisers. In this area, having take-home cruisers has become a standard to attract/retain officers. Commuting in a cruiser allows the officer to start patrol as soon as they hit the town line rather than having to go to the office and switch cars first.
 - ix. The warrant article to contribute to the CRFs is proposed at \$141K. \$50K was added since last year to begin saving for the next fire engine. That likely won't be enough to save up for a new engine, so the amount will need to be revisited next year.
- d. The discussion about the Library Budget was continued.
 - i. Bob Scarponi asked for clarification on the Library's budget numbers with the correction to line 4550.4. Kal read out the corrected numbers.

- ii. Bob Scarponi suggested that the Budget Committee make a formal recommendation to the Selectboard to put a cap on how high the Library's budget should go. Bob Steenson agreed.
- iii. There was discussion about which line should be used for capping the budget. The Library Expenses subtotal shows what money will be raised by taxes, the Trust Fund Expenses subtotal shows what money will be spent and reimbursed from the Library's trust funds, and the 4550 Library line is the other two combined. For the DRA, we must report line 4550 as the budget for the Library, but we separate it out in the Town Report to distinguish between what will and will not affect the tax rate.
- iv. Bob Steenson thought that the 4550 line should be used for the cap because it reflected the total amount of money the Town is on the hook for. Kal thought that the Library Expenses subtotal should be used for the cap because the money from the Library trust funds is "free" and only included in the budget because the DRA requires it to be.
- v. There was some concern expressed that the reimbursement model of trust fund payment could result in a situation where the Town has spent the money and the Trustees cannot or will not pay the Town back.
- vi. Kelly referred back to the report showing that Canterbury's library is much more expensive than the others. She suggested trying to compare the library costs by how many hours each are open and maybe reducing/adjusting hours to serve patrons at the more popular times.
- vii. There was discussion about if the details of the Library's budget should/could even be considered in this decision. The Selectboard has no authority to say how the Library's budget should be spent, but it would be helpful to understand what we would have to give up if the bottom line budget was reduced.
- viii. There was discussion about what percent the Library's budget should be capped at. It was decided to tie the Library increase to the COLA raises that will be given to other departments (discussed below) and cap it at a 3% increase. It was decided to use the Library Expenses subtotal line for the cap so as not to discourage the Library Trustees from contributing more if they wanted to bring the total budget back up to what they originally proposed.
- ix. The Selectboard will have another discussion with the Library Trustees to discuss the budget cap idea and the Budget Committee's concerns.
- e. Cost of Living Adjustment (COLA) Raises
 - i. The Selectboard discussed if the COLA raises this year should be 3 or 4 percent. The CPI is ~3% and most other towns seem to be doing a 3% COLA. There was concern about a lower raise affecting retention and about a higher raise being out of step with the desire to keep the budget increase down.
 - ii. The Selectboard agreed on a 3.5% COLA raise for 2026.
 - iii. Bob Steenson suggested looking at how COLAs will affect the budget long term. It looks like the operating budget is going to be at \$4M in 2027.
- f. Discussion about the proposed warrant articles continued.
 - i. The 1999 Packer Truck needs to be replaced. It is only at 32K miles, but it has 50K hours, the hopper is rusted through again, and the turbo is making noises. A used packer would cost \$120-140K. If we added an electric hydraulic pump for \$20K, then the new truck wouldn't need to run constantly and that could extend its life.
 - ii. At the 11/18 meeting, the Selectboard decided that the best way to proceed with the Transfer Station is to replace the packer and do more analysis on the Aries report to determine what other projects we should start saving money for.
 - iii. Bob Steenson advocated for extending the life of the packer rather than replacing it. \$10K was put into packer repairs in 2025.

- iv. A waste oil burner (discussed 11/3) would cost ~\$20K. This would allow the Town to process the waste oil accepted by the Transfer Station and heat the Highway bay. Bob Steenson suggested not taking waste oil at the Transfer Station at all, but others were concerned this would lead to people dumping it or hiding it in their trash bags.
 - v. A new warrant article would establish a Police Department restricted fund. This would allow us to remove Off Duty Details (4210.10) from the operating budget. Off duty details are when officers are hired to do a detail by someone like Unitil or NH Motor Speedway. The entity that hires them pays \$90 an hour to cover wages and administrative fees. Right now the DRA requires that we include this in our budget, but we can't predict how often they will be hired, so we don't know how much to budget. Because off duty details actually make the Town money, it erroneously makes it look like the PD went over budget.
 - vi. Many towns have created a restricted fund to solve this problem. It would put all money received for off duty details into a separate fund that doesn't need to be counted towards the operating budget. That money would only be used for paying officers who do the details and purchasing equipment for the PD.
 - vii. Randi asked if we could make a similar fund for the Library's trust fund expenses so those could be taken out of the budget. Ken will ask NHMA.
 - viii. Bob Steenson doesn't like the idea of taking money "off the books". Ken pointed out that we still track this money and still put it in the Town Report, it just helps make the operating budget more accurate.
 - g. Kelly asked for clarification about the wage lines that aren't showing 4% increases. Kal explained that those are due to hours changing, all employees except for PD and Library are expected to get COLA raises.
 - h. This year the Town Report will include 2025 actual offsets, not just 2026 expected offsets. This will allow us to show revenue from grants and off duty detail income right next to lines that appear to be over. This money was always reflected in the Revenues section of the Town Report, but people would have to know where to look to understand what income offset which expense. Kal will fill in this information and the encumbrances after the 1st of the year.
 - i. Beth thanked Kal for their work on preparing data needed to create the budget.
 - j. The Budget Committee endorsed the warrant article for a new copier.
 - k. Assessor Mandy Irving will be doing the revaluation next year. The increased labor is included in her salary. She has magnets for her vehicle so she can be easily identified when visiting properties.
 - l. The Selectboard will be visiting the Transfer Station on Wednesday to tour it and discuss raising fees for the PAYT bags and other accepted waste. Any changes they make could be put into affect on January 1st.
7. No one from the Energy Committee arrived for their 6:30 appointment so the C-PACER discussion was postponed.
8. Previous Minutes Approval
- a. Beth pointed out that some discussion about the Transfer Station was missing in section 3 of the 11/18/25 draft minutes. Ken will refer to his notes and make corrections to review at the next meeting.
 - b. Scott made a motion to approve the public minutes for the Selectboard meeting on November 17, 2025. Beth seconded. All in favor by roll call, motion carried.
 - c. Scott made a motion to approve the non-public minutes for the Selectboard meeting on November 3, 2025. Beth seconded. All in favor by roll call, motion carried.
 - d. Scott made a motion to approve the non-public minutes for the Selectboard meeting on November 17, 2025. Beth seconded. All in favor by roll call, motion carried.
9. New Business

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- a. The Selectboard received an email about applying for a grant to put a foot bridge over the Merrimack River. This email was received last minute, so they will review the materials and discuss at a later meeting.

10. Board Vacancies

- a. UMRAC (Upper Merrimack River Local Advisory Committee) notified the Selectboard that David Day is leaving the Committee and a new representative for Canterbury needs to be appointed. Adrienne Hutchinson is Canterbury's other representative.
- b. Beth will look into the skills and commitment needed for the position and see if the Conservation Commission knows anyone who would be a good fit.
- c. The Selectboard will send David a thank you note for his service.
- d. Alex Young has stepped down from the HDC (Historic District Commission). That leaves Kevin Bragg (Chair), Anne Emerson, Vanessa Crofton, and Calvin Todd (BOS Rep). Anne has not been attending meetings, so Kevin is going to see if she still wants to be on the Commission. The November and December meetings were cancelled due to no applications and lack of quorum.
- e. Vanessa is expected to submit an application to the HDC to do some work at her house in the Center Historic District. Because Kevin and Calvin will both be involved in the work, all three of them will need to recuse themselves for this application. In order to make a quorum for that hearing, we need at least 2 new members and 2 new alternates.
- f. Scott would like to have a future discussion about committees in general.
- g. The Energy Committee and Community Power Committee also desperately need people, but the HDC is an urgent legal requirement dictated by our Zoning Ordinance.
- h. Ken will ask NHMA if the Selectboard are able to hear applications if the HDC is unable to make a quorum.

11. Adjournment

- a. Scott made a motion to adjourn the meeting at 7:36 p.m. Beth seconded. All in favor by roll call, motion carried.

Next Meeting: 2025 December 3, 1:00 p.m. at the Transfer Station – Working Session
 2025 December 15, 5:00 p.m. at the Meeting House – Regular Meeting

Minutes submitted by Kal McKay, Administrative Assistant