

2026-04-06 Board of Selectmen Minutes

Town of Canterbury, NH
Board of Selectmen
Date: 2026 April 6
Location: Meeting House

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

Town Administrator: Ken Folsom

Others Present: Kal McKay (Admin Assistant), Edgar Rivera (Libertad Press NE), Erin Hammerstedt (Canterbury Shaker Village Executive Director), John Goegel (Cemetery Trustees Chair), Greg Paninski, Kevin Bragg

1. Call to Order
 - a. The meeting was called to order at 6 p.m.
2. Canterbury Shaker Village Quarterly Update
 - a. See Selectboard minutes 2/2/26 section 7 for previous discussion.
 - b. Canterbury Shaker Village (CSV) Executive Director Erin Hammerstedt attended.
 - c. The CSV fiscal year began on April 1st. They adopted a new strategic plan and operating budget for this year.
 - d. Brethren Shop bathrooms are under renovation and will hopefully be done by opening day.
 - e. Opening day is Saturday May 16th. They will be hosting the Shaker 5K that day.
 - f. The Ministry Privy is in progress; the Bee House is getting started. The Meeting House and East House renovations will begin this summer. They are on the Historic District Commission agenda to get those things approved and are working with Land Use Administrator Michelle Hammond to get the building permits they need.
 - g. The meeting was “Zoom bombed” and paused for about 5 minutes while that was resolved.
 - h. The Sawmill Pond dam had a bit of a washout. They called in someone right away and the person confirmed that this is a non-menace dam so the situation isn’t urgent. They are monitoring it in case it erodes further and they need to close the walking trails. They are working on a plan to not only repair the dam, but also to manage the whole water system. There are several ponds, streams, dams, etc. that are important parts of the Shaker history, so they want to determine a long-term solution, not just a quick fix.
 - i. They are changing the daily schedule this year. They intend to do a general admission model with two guides present all day. One guide will be doing a tour and the other will be floating among the open buildings. General admission will still be free for Canterbury residents.
 - j. Resident Farmer Andy Messinger moved to Maine. They were considering several proposals for the position and landed on partnering with Sanborn Mills Farm of Loudon, NH.
 - k. They are working on permitting and licensing to reopen the Creamery Café for food service. They will likely need to make improvements, not sure when to expect that to open.
 - l. Upcoming events include a Women’s Leadership Breakfast (4/24), Volunteer Cleanup Day (4/25), and Opening Day/Shaker 5K (5/16).
3. Cemetery Trustees
 - a. See Selectboard minutes 3/16/26 section 6.e. for previous discussion.
 - b. Cemetery Trustees Chair John Goegel attended.
 - c. John spoke about the importance of the historical narrative that they submit for publishing in the Town Report each year. Cemetery Historian Mark Stevens has been writing the narratives for 16 years and they have gotten a lot of favorable feedback. Some years it hasn’t made it into

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the Town Report and the Cemetery Trustees would like reassurance that the Selectboard agrees the pieces have value and should be included.

- d. Some years the historical narrative hasn't been included due to size limitations. With the new binding format, those limitations no longer apply. It was mistakenly omitted from the 2025 Town Report, so the narrative was distributed as an insert with the booklet.
 - e. The Selectboard all agreed that the historical narrative should be included in the Town Report and praised Mark's writing.
 - f. John said that the Cemetery Trustees will submit the Jeremiah Clough narrative again for the 2026 Town Report.
 - g. John requested that the Selectboard reappoint Mark Stevens as Cemetery Historian since his term is up. The Selectboard will be signing the appointment slip later in this meeting.
4. Greg Paninski re Grants
- a. See Selectboard minutes 1/5/26 section 5.a. for previous discussion.
 - b. Grant writer/resident Greg Paninski emailed several proposals to the Selectboard suggesting grants that the Town should apply for. He attended the meeting and distributed a handout with information about the Safety & Connectivity Planning Grant.
 - c. Greg spoke about the safety grant and how it can be used to fund planning work to determine how to go about making the streets in Canterbury safer for pedestrians. He suggests focusing on sidewalks/crosswalks in the Center up to the Spruces, considering the traffic that will be coming to Exit 18 with the gas station and Hildreth Farm developments, and the intersections of Shaker Road with the Sherwood Forest streets. This grant has a 20% match, but that can include time spent by staff. The grant is a minimum of \$100K and a maximum of \$1M.
 - d. Greg explained that infrastructure grants that could be used to fund implementation of projects like this require a safety plan.
 - e. Scott explained that Canterbury has a part-time government and a lean budget. The staff at the Sam Lake House are already overworked and he isn't sure who would have the time to work on a major project like this.
 - f. Ken thanked Greg for his research on this project. He explained that there was some work done to think about sidewalks/crosswalks in the Center, but because Center Road, Kimball Pond Road, and Baptist Road are all State-owned, there is a lot of red tape so planning/implementation would be a bigger project than our office is set up to do. Previously the Town tried to address the intersection of Kimball Pond and Morill Road, but wasn't able to get the DOT onboard. Due to limited staffing, the Town currently looks for solutions to problems rather than looking ahead for long-term improvement projects.
 - g. Beth asked about finding grants for smaller projects that are immediate needs (e.g. household hazardous waste collection day). Greg explained that most of those small grants are not designated for municipalities. The Town would need to partner with a non-profit like the Friends of Canterbury Center. Greg offered to help find grants for specific projects.
 - h. With grants, the application period is many months and doesn't align with Town Meeting. Several times, the Town has had to do a warrant article to get approval for the project on the condition that the grant is received.
 - i. Greg explained that part of his interest in this is due to living on Intervale Road and wishing that the Canterbury/Boscawen bridge still existed. There was some discussion about Luke Mahoney's proposal to build a footbridge where the old bridge used to be and the logistical hurdles that would need to be crossed for that project. (See 9/8/25 section 5.)
 - j. The Selectboard thanked Greg for his work and offer to help the Town find grants.
5. The Selectboard signed:
- a. Scott made a motion to sign the Accounts Payable Manifest in the amount of \$796,398.01. Beth seconded. All in favor by roll call, motion carried.

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- i. This manifest includes a \$535K school district payment.
 - b. Beth made a motion to sign the Payroll Manifest in the amount of \$89,594.50. Scott seconded. All in favor by roll call, motion carried.
 - c. Beth made a motion to sign the Welfare Manifest in the amount of \$1,200. Scott seconded. All in favor by roll call, motion carried.
 - d. Beth made a motion to sign the Welfare Manifest in the amount of \$880. Scott seconded. All in favor by roll call, motion carried.
 - e. Interfund transfer from Firefighting Equipment Capital Reserve Fund to TDBank Operating A/C in the amount of \$40,000. This is to purchase extrication equipment per Warrant Article WA-2026-14.
 - f. Interfund transfer from TDBank Operating A/C to Renewable Energy Capital Reserve Fund in the amount of \$5,200. This is to deposit the Community Power adder money from CPCNH into the CRF per WA-2026-19.
 - g. Interfund transfer from TDBank Operating A/C to Salt Shed Capital Reserve Fund in the amount of \$25,000. This is to create the Salt Shed Capital Reserve Fund per WA-2026-17.
 - h. Interfund transfer from TDBank Operating A/C to the various capital reserve funds named in WA-2026-10. The total amount to transfer being \$139,000.
 - i. Scott signed the Plodzik & Sanderson engagement letter for auditing in 2026.
 - j. NH Liquor Commission license for Cathedral Ledge Distillery Inc. to sell liquor at the Canterbury Farmers Market.
 - i. Any time a business sells or does tastings for alcohol at events, they need to get permission from the Town and the NH Liquor Commission.
 - k. Notice of Intent to Cut Wood or Timber Map 236 Lot 17.
 - l. Yield Tax Levy in the amount of \$10,331.16.
 - m. Renew Motor Vehicle Junkyard License for Map 208 Lot 13.
 - i. This license is resigned annually. There is no inspection involved, it is just the owner agreeing to follow all State regulations.
 - n. Appointment Slips
 - i. Rec Committee: Randi Johnson, Katelynn Fehn
 - ii. Energy Committee: Jeff Beltramo
 - iii. Cemetery Historian: Mark Stevens
6. Kevin Bragg re Canterbury Country Store and Center Septic Agreement
- a. Kevin Bragg (on behalf of the Canterbury Community Market LLC) contacted Ken about the waste water agreement that the Market, Church, and Town have. The new Country Store proprietors want to open in May and are looking into expanding the food service. The State has certain septic requirements for food service, so the agreement needs to be reviewed.
 - b. Ken distributed a handout with info on the agreement, DES regulations, and the monthly meter readings since 2018.
 - c. The original 2018 agreement was agreed to by the Selectboard at the time when the Sam Lake House was getting redone. The leach field is on Town property and serves the Sam Lake House, Parish House, and the Store/Post Office/apartment. The septic system can accept 900 gallons of water per day. The agreement allows the Market's building to use up to 600 gallons per day and the Town/Church combined can use up to 300 gallons per day.
 - d. The agreement requires pumping and inspecting septic tanks every 3 years. The Town last did it in 2024 or 2025. The Market has been doing it every other year. Ken will ask the Church when they last did theirs.
 - e. The meter readings since 2018 show that none of the 3 buildings have approached the maximum allotments. In 2025 the annual daily averages were 16.05 gallons for the Town, 131.51 for the Parish House, and 125.46 for the Store.

- f. Ken spoke with Web Stout (who originally designed the system) and Web advised that having as much of a buffer as possible between the 900 and actual usage would prolong the life of the system.
- g. The agreement says that if there is a change of use in the buildings, the Town must be notified. Ken noted that the Town and Market should have redone this agreement when the Store switched from Joe Halla to the Balshaw's since a kitchen and seating were added. DES requirements per seat/employee/sqft/bedroom add up to the Market's building needing 660 gallons per day. They aren't using anywhere near that, but on paper it looks like they already don't have enough leach field capacity.
- h. Kevin explained that the Market's lawyer, Jim Moir, has done research and it looks like the DES allows using the meter readings to determine capacity. When the system was originally built, there was no historical data, so they had to use the DES minimums, but now that there is 7 years of water meter readings, the Market should be able to use a figure lower than the 660 gallons.
- i. Kevin distributed a handout with analysis of the meter readings and info from DES about how to calculate water capacity. His calculations show only 45% of the total capacity being used, so there should be plenty of room to renegotiate and keep a healthy buffer.
- j. Ken explained that until several years ago, the Sam Lake House and Parish House also shared a well. When the Church wanted to increase the student capacity at the daycare (from 22 to 29), the Town had them dig their own well. If the original well had continued to be shared, the increased use would have forced it to be reclassified as a water system requiring prohibitively expensive certified operators.
- k. Because the 2018 agreement was put into place when the capacity was 22 students, that change should also have resulted in a renegotiation of this agreement. Ken will contact the Church to find out current enrollment and maximum capacity.
- l. The 2018 agreement also needs updating because some of the language is vague. It doesn't spell out what the current uses were for each building in 2018. It does say that repairs would be charged to each of the 3 entities by % of usage, but it doesn't explain if usage would be based on daily/monthly/annual/all time average.
- m. If the Town ever goes full-time, the Sam Lake House water usage could go up to 50 gallons per day (based on DES per employee guidelines).
- n. Based on Kevin's calculations, the Country Store could have 12.5 seats with the current agreement. They had 15 seats when it was open under the Balshaw's. The new store owners would like to go up to 25 seats and make it the Canterbury Café & Country Store.
- o. Kevin and Ken noted that the Parish House water use jumped in July and August 2025. Ken will check, but the hypothesis is that July was due to the Canterbury Fair and August was due to the daycare using a water mister in the playground on hot days.
- p. Calvin pointed out that the change of use would need to go before the ZBA. Kevin explained that they are trying to figure out the septic capacity before they decide to move forward with the change to a café.
- q. Calvin asked what if the café fails and it goes back to being a general store or if the Parish House is sold to a new owner. If there is a change of use in any of the buildings, then this document will need to be renegotiated. Going forward it should be a living document.
- r. There was some discussion on if the Market should have gone to the ZBA last time the Country Store was redone. Most of the food was premade/packaged, but the Friday night pizza orders probably tipped the scales from "store" to café/restaurant. Being a restaurant would have changed the use and been an issue with the State, but restaurant is actually an allowed use in the HDC so the ZBA wouldn't have been involved. The Country Store has been grandfathered in to

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the HDC, but if the store is inactive for 3 years, it will lose that status and any subsequent stores would need to go to the ZBA to get approved again.

- s. Ken will meet with Kevin and with the Church to get more usage info and then have the Town's attorney draft up a new agreement for circulation.
 - t. There was discussion about if the agreement should be renegotiated to reflect the capacity that the Country Store needed before it closed or the increased capacity that the new owners hope to achieve. Kevin explained that the Market would like to get clarification about what amount of gallons are possible, then they will tell the new proprietors what type of service/how many seats they can have.
7. Previous Minutes Approval
- a. Kal handed out a list of proposed changes for the 3/16/26, 3/26/26, and 4/2/26 public minutes.
 - b. Scott made a motion to approve the public minutes as amended for the Selectboard meeting on March 16, 2026. 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 March 16, 2026. Beth seconded. All in favor by roll call, motion carried.
 - d. Scott made a motion to approve the public minutes as amended for the Selectboard meeting on March 26, 2026. Beth seconded. All in favor by roll call, motion carried.
 - e. Scott made a motion to approve the public minutes as amended for the Selectboard meeting on April 2, 2026. Beth seconded. All in favor by roll call, motion carried.
8. Old Business
- a. Sign Policy
 - i. See Selectboard minutes 3/16/26 section 7.a. for previous discussion.
 - ii. The Selectboard discussed the most recent draft of the sign policy.
 - iii. They decided not to go with a Town-managed signpost, both because of how it would look and because someone would need to manage it.
 - iv. Kal will edit the Facilities Use Agreement to refer to the sign policy so that they are consistent.
 - v. There was some discussion about how this policy would be enforced. Any Town Official can police the signs in the Center. If something is obviously a violation (e.g. open house, for sale, political), it will be picked up and brought to the Sam Lake House offices and the owner will be contacted. If a sign could likely comply, but hasn't been approved, the sign will remain while the owner is being contacted. That is how it has been handled so far, and this system has been working well.
 - vi. They decided that the maximum number of signs to allow at one time should be 6, but the policy should still allow the Selectboard to have discretion in case of busy seasons.
 - vii. They decided not to place a sign letting people know that they need permission to place signs since there is enough traffic in the Center by Town Officials to notice issues.
 - viii. Beth noted that the seasonal sign for Hackleboro Orchard needs to be repainted or it would violate the policy. Ken will contact them after the policy is approved so they have plenty of time to repaint it before the fall.
 - ix. Beth asked that this policy be advertised in the Town's website, Newsletter, etc.
 - x. Kal will make a clean copy for signing at the next Selectboard meeting.
 - b. Conflict of Interest Ordinance
 - i. See Selectboard minutes 3/16/26 section 6.a. for previous discussion.
 - ii. There was discussion about the exclusions section in the draft. The template copied from another town included an exclusion for election contributions. The Selectboard ultimately decided to keep that exemption in because taking it out would disallow normal election activities like asking your neighbor to put up signs in their yard.

- iii. This ordinance would require approval at Town Meeting. Kal will make a clean copy for the Selectboard to approve at the next meeting and put it on the list of warrant articles for 2027.
- c. Waste Oil Burner Additional Costs
 - i. See Selectboard minutes 3/16/26 section 3.e.x. for previous discussion.
 - ii. The waste oil burner has been installed in the Highway Garage. The warrant article was for \$20K. It cost \$19,275 to install it. There will be a bill coming in from the electrician for the hookup which will put it just over the \$20K budget.
 - iii. Ken asked the installation company about a transfer pump and the one they recommended would be \$2,400. Ken was able to find an alternative option for \$1K, but it isn't as good.
 - iv. Ken can find the additional money in one of the Highway Dept. budget lines, but he would like approval from the Selectboard first.
 - v. The Selectboard agreed to purchase the transfer pump and urged Ken to pick whichever option is better rather than cheaper.
- d. CNHRPC Traffic Counts for 2026
 - i. The Planning Board recommended that the 2026 traffic counts should be done on Boyce Road, Carter Hill Road, Intervale Road at the intersection with West Road, Kimball Pond Road during the school year, and Old Gilmanton Road.
 - ii. The Selectboard agreed to the list recommended by the Planning Board.
 - iii. If CNHRPC is unable to do Kimball Pond Road during school (since they normally do these counts in the summer), the Police Dept. should be able to get that data by using the new speed camera.
- e. Electrical Supply Rates and Contract
 - i. See Selectboard minutes 3/26/26 section 2 for previous discussion.
 - ii. The municipal buildings have been switched from Community Power to Neighborhood Energy. The Community Power rate was \$0.12899 per kWh, the new rate is \$0.10176 per kWh. For the February bill, the Town would have saved \$309.50.
 - iii. Ken heard back from Constellation (the 3rd party supplier that the Town used to use before Community Power) and their rates would have been \$0.1361 per kWh.
 - iv. The contract with Neighborhood Energy is for 7 months.
- 9. Other Business
 - a. Record Retention Policy
 - i. The Municipal Records Committee created a Record Retention Policy and it is ready for Selectboard approval.
 - ii. Scott thanked the MRC for their work.
 - iii. The Selectboard agreed to the policy. Kal will make a clean copy for them to sign at the next meeting.
 - iv. The MRC will next be working on policies for non-public minutes review and Right to Know request handling. They will also review the IT policy and work on moving documents into the Sam Lake House Garage.
 - v. Kal will schedule the next MRC meeting for June.
 - b. The Community Power Committee listening session is tomorrow night in the Town Hall at 7.
 - c. Brookford Farm invited the Selectboard to the opening of their new store on 4/18 at 9 a.m. Beth will attend.
 - d. Ken let the Selectboard know that they could attend Jesse Crowell v Town of Canterbury hearing for dismissal on 5/4, but they should let the attorney know ahead of time. They don't believe anyone will be called for testimony, so it would just be for observation.
 - e. New Packer Truck
 - i. See Selectboard minutes 4/2/26 section 3 for previous discussion.

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- ii. Ken spoke with NH Hydraulics Inc. about putting the electric hydraulics on the new packer truck. Once the new packer becomes Town property, they will come in and give an estimate for the work.

10. Adjournment

- a. Scott made a motion to adjourn the meeting at 8:30 p.m. Beth seconded. All in favor by roll call, motion carried.

Next Meeting: 2026 April 20, 6:00 p.m. at the Meeting House

Minutes submitted by Kal McKay, Administrative Assistant