

2026-05-18 Board of Selectmen Minutes

Town of Canterbury, NH
Board of Selectmen
Date: 2026 May 18
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), Michael Gamache (Fire Chief)

Others Present: Kal McKay (Admin Assistant), Edgar Rivera (Libertad Press NE)

1. Call to Order
 - a. The meeting was called to order at 5:59 p.m.
2. Department Heads
 - a. Michael Gamache (Fire Chief)
 - i. Chief Gamache distributed Canterbury Fire Department Selectmen's Report 8/21/26 through 9/25/26.
 - ii. There have been 111 calls so far this year. That is a little less than last year.
 - iii. Chief Gamache summarized the 188 Southwest Road fire. The call came in at 1 p.m. and both Chief Gamache and Chief Crotty were there in under 3 minutes. Chief Crotty took the residents to the station so that Fire Dept. could work on the response. Every town around came and helped. The Red Cross was brought in to help with the aftermath. No one was hurt. It was lucky it happened at 1 p.m. instead of 1 a.m. when response would have taken longer.
 - iv. There was a fire on Canterbury Shore Drive. It began in the leaves outside. They were able to get to it before any major damage occurred.
 - v. There were two CO incidents in the last month. The residents only became aware of the problem because they had CO detectors installed.
 - vi. The Dept. provided assistance at brush fires in Belmont and Deerfield and a structure fire in Loudon. Mutual aid is very important to participate in so other FDs are willing to help in situations like the 188 Southwest Road fire.
 - vii. There have been numerous inspections and fire drills this month.
 - viii. Fire permits are now required. They encourage people to file online, but if anyone would rather paper, they can come in to the office to fill out the paperwork.
 - ix. The annual Pancake Breakfast went well.
 - x. Their newest member has completed EMT training and is signing up for firefighter training.
 - xi. The FD has been working with the developers on the 114 West Road/Hildreth Farm project. The cistern has been installed and inspected, but isn't up and running yet. When they start pouring foundations, the FD will assign E911 numbers. The big pile of dirt out front was the developer stripping the loam.
 - xii. Chief Gamache was in FL two weeks ago to inspect the new fire engine. They were at the factory for 8 hours and came up with 14 items that weren't major but needed to be addressed. Once those items are fixed, the engine will be transported up to the local dealer in ME who will put the finishing touches on it.
 - xiii. When it arrives, the FD will be updating the run cards so that the new engine is the primary response engine.

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- xiv. The FD is hosting a CPR event tomorrow. 18 have signed up so far. This is part of a state-wide effort and the event is being hosted in many communities.
- xv. E2 is in great shape. There were significant repairs in the last couple of weeks, but those were anticipated/budgeted for and caused by regular wear.
- xvi. Canterbury Elementary School is having a Memorial Day parade on Friday.
- xvii. The Smokey the Bear sign needed to be fixed. They used a sign company for repairs this time since the work Herb Batchelder and Chief Gamache did on it last year didn't last long.
- xviii. Tonight they will be upgrading the forestry vehicle with toolboxes.
- xix. Chiefs Gamache and Crotty are working together to upgrade the Emergency Operations Center. This is on the backburner, but they expect to complete it this year.
- xx. The FD had to have the radios switched over to a new channel. Firefighter/EMT Ricky Bilodeau came in and did the work for free. Other FDs had to pay ~\$1,200 for this, but Ricky volunteered and refused payment.
- xxi. The signs and safety equipment will be up at the river beaches by the end of the month. These signs display the location of the beaches so if someone needs to call 911, they can accurately tell EMS where to find them.
- xxii. The new command car should arrive in August (warrant article 2026-13).
- xxiii. The extrication equipment has been purchased (warrant article 2026-14).
- xxiv. The NASCAR race is scheduled for August 21-23. Chief Gamache will be attending an organizational meeting next week.
- xxv. This Thursday the FD will be hosting the Compact Area Chief's monthly meeting.
- b. Justin Crotty (Police Chief)
 - i. Chief Crotty distributed Canterbury Police Department Selectmen's Report 4/20/26 through 5/17/26 and speed data analysis for New Road (at intersection with Picard Road) and Asby Road.
 - ii. There have been 8 Incidents, 1 Arrests, 85 Citations, and 421 Calls for Service this month.
 - iii. The State Police are no longer providing information about what calls they respond to in different municipalities. They used to send it out every month, but the higher-ups told them to stop. Chief Crotty will look into it and see if they can get the information another way. It is very helpful for understand what level of service the Town needs.
 - iv. The PD will be hosting 3 classes in the next few months.
 - v. The PD will be helping with the CES Memorial Day parade on Friday. The Monday parade has been cancelled; the event will just be at the Bandstand in the Center.
 - vi. Chief Crotty reviewed the speed data. Both had low percents of enforceable violations, but both had incredibly fast outliers (63 and 66 mph). They set the enforcement tolerance for the Asby Road data to 6 mph over the speed limit rather than the usual 10 mph because that part of the road has horses and children.
 - vii. The speed recorder has been very helpful. The PD got the reimbursement money from the grant, so it has been fully paid for.
 - viii. There is currently one candidate being considered for the vacant officer position. They are conducting the background check right now.
 - ix. The employment contract for Chief Crotty has been reformatted and is ready for signing. The Selectboard and Chief Crotty signed the paperwork.
 - x. The gate at the Riverland Conservation Area on Lois Lane is open. The combination lock had to be cut off because it rusted shut.
- c. Sam Papps (Town Clerk-Tax Collector)
 - i. Sam distributed the All Unpaid Receivables Listed by Warrant 5/18/2026.
 - ii. There are ~\$100K of outstanding taxes. Sam confirmed that is normal.

- iii. There are two properties still on the deeding list. Christie Simbari came in and made a payment. She didn't pay it off entirely, but they expect her to come back with the rest. Deed notices are going out on Thursday. Approval for deeding will be on the Selectboard agenda on June 15th.
- iv. Scott made a motion to sign the Property Tax Warrant in the amount of \$4,181,298. Beth seconded. All in favor by roll call, motion carried.
- v. Nothing has come in from Beulah Fellowship except for the current use assessment (see 5/4/26 section 4.a.i.). They haven't made any payments or contacted Sam.
- vi. LHS Associates came in to the town office and did a demonstration for an electronic paperless voter checklist. The Supervisors of the Checklist would still check new voters in, but they would do it electronically instead of on paper (though the paper copy will be available as backup). They are waiting on full approval from the Secretary of State before proceeding. The State will provide \$3,500 towards the device.
- d. John O'Connor (Road Agent)
 - i. There was an accident at the Transfer Station. The bobcat was backing out of a trailer and hit a car that had parked right behind it. There were no injuries. An additional barricade has been placed to try to stop traffic from entering that area.
 - ii. The gate at the salt shed has been fixed.
 - iii. They shipped paper and tomorrow will be shipping out cardboard if the weather permits. Cardboard is selling for \$85/ton so they expect to get \$1,700 for the shipment.
 - iv. The new packer truck has gone to Merrimack for outfitting. Eventually, they plan to take the flippers off (device on back used to pick up and flip garbage cans for curbside pickup).
 - v. The new truck has been delivered.
 - vi. The truck that just had the \$14K of repairs is back in the shop. The mechanics finally were able to reproduce the oil pressure issue, but they don't know how to fix it yet.
 - vii. The paving has finished, but John still needs to go backup the shoulders. The truck in the shop is usually used for this, but the new truck could also be configured for it.
 - viii. The dirt roads are showing wear and need either a 1st or 2nd round of care.
 - ix. Nick Ferguson passed his CDL test on the 1st try, so he is able to use the larger trucks now.
 - x. They finished leaf pickup at Maple Grove Cemetery and are now working on Memorial Day tasks.
 - xi. The Dept. did a training on dirt road maintenance, but didn't get a practical demo because of heavy rain. No municipalities seem to be happy with the type of gravel available right now. Magnesium chloride rather than calcium chloride is now the best choice for dust control. MgCl₂ is more expensive and requires certification to use. There is no mandate to switch.
 - xii. Slide in Water Tank Update
 - 1. See Selectboard minutes 4/20/26 section 2.c.xiii. for previous discussion.
 - 2. The quote for \$18K was sent in September 2025. John talked to the vendor the first of the year and a price increase was not mentioned. Warrant article 2026-11 approved \$18K for this purchase.
 - 3. The supplier for the originally quoted device increased the price to \$27K, so our vendor switched to a different supplier. The vendor likes this supplier better, but the new price is \$21,900. There is still \$23K remaining the SB2 restricted fund (Highway Block Grant) that could be used to cover the difference of \$3,900.
 - 4. This piece of equipment is vital for maintaining dirt roads and it has been almost a year since the water truck broke down.
 - 5. The Selectboard approved using the SB2 fund to cover the remaining cost of the slide-in water tank.
 - xiii. New Packer Truck Electric Hydraulics

1. The hydraulic pump is being installed on the truck; the electrical connection still needs to be installed on the site.
2. The electric hydraulics requires 3-phase power, so a variable speed drive will be needed. This will probably mean that we can't run the baler and the packer at the same time or it may pop the breakers on the poles.
3. Beth asked if the electrician could install a failsafe to prevent that from ever happening. Ken and John explained that due to the low staffing, baling is only done when the Transfer Station is closed, so we would never have both running at the same time.
- xiv. The part-time mowing job is still available.
- e. Rachel Baker (Library Director)
 - i. Rachel couldn't attend because she was on vacation.
3. Administration
 - a. The Selectboard signed:
 - i. Beth made a motion to sign the Accounts Payable Manifest in the amount of \$29,708.77. Scott seconded. All in favor by roll call, motion carried.
 - ii. Beth made a motion to sign the Payroll Manifest in the amount of \$56,484.45. Scott seconded. All in favor by roll call, motion carried.
 - iii. Yield Tax Levy for Map 245 Lot 2 in the amount of \$1,963.58.
 - iv. Tax Abatement for Map 252 Lot 9, 188 Southwest Road.
 1. The house on this property burned down on April 6th, only 6 days after the April 1st assessment date. Assessor Mandy Irving had some trouble getting in contact with the taxpayer, but she was eventually able to connect via phone and get confirmation that they would like the abatement.
 2. Mandy recommends adjusting the assessed value from the original \$229,300 to \$3,769 to account for 6 days the property was habitable.
 3. Scott moved to approve the abatement for Map 252 Lot 9. Beth seconded. All in favor by roll call, motion carried.
 4. There was some discussion about the remains of the house. A property owner can leave the remains of an uninhabitable house for as long as they want unless the Code Enforcement Officer deems it a danger to the public.
 - v. Leave request for Ken Folsom. He will not be able to attend the June 1st Selectboard meeting.
 - vi. Interfund transfer from TDBank Operating A/C to the new Public Safety Details Revolving Funds in the amount of \$7,000. This is to set up the Police and Fire Revolving Funds from Warrant Articles 2026-7 and 2026-8.
 - vii. Interfund transfer from the Highway Truck and Highway Equipment Capital Reserves to TDBank Operating A/C in the amount of \$248,902. This is to purchase the Highway truck, wing, and plow from Warrant Article 2026-12.
- b. Previous Minutes Approval
 - i. The only suggested change for the 5/4/26 public minutes was to add "he believes" to line 79 to clarify it was Mr. McGill's opinion.
 - ii. Scott made a motion to approve the public minutes as amended for the Selectboard meeting on May 4, 2026. Beth seconded. All in favor by roll call, motion carried.
 - iii. Beth requested that line 65 of the 5/4/26 non-public minutes should be rephrased so that it is clear what Chief Crotty's counter-offer was.
 - iv. Scott made a motion to approve the non-public minutes as amended for the Selectboard meeting on May 4, 2026. Beth seconded. All in favor by roll call, motion carried.
 - v. Scott made a motion to approve the public minutes for the Selectboard meeting on May 8, 2026. Beth seconded. All in favor by roll call, motion carried.

4. New Policies

- a. The auditors asked that we create several policies. Ken did some research to find similar policies in other towns. He and Kal customized them to Canterbury and emailed them to the Selectboard to read before tonight's meeting.
- b. Fraud and Corruption Prevention Policy
 - i. Beth asked if the policy should list specifically which "internal controls, policies, and procedures" are in place to "deter, prevent, and detect fraud and corruption."
 - ii. Ken felt that we don't need to list those out. Once these policies are approved, Ken will send them to the auditors and if they need anything spelled out, we can add it later.
 - iii. Beth asked if the Town has a procurement policy that covers things like bidding.
 - iv. Ken explained that we don't currently have a competitive bidding policy. Typically, if something is more than \$10K, we try to get at least 2 bids unless it is a specialty item that only one company makes.
 - v. Beth explained she would like the Town to have one since she had seen this issue pop up in the news a lot recently. Having a competitive bidding policy would be another way to prevent fraud/corruption.
 - vi. Ken will look into what other towns have for that kind of policy and bring a draft to the Selectboard.
 - vii. The Selectboard agreed to approve the Fraud and Corruption Prevention Policy. They signed a clean copy of the document.
- c. Fund Balance Policy
 - i. Ken reviewed the open questions that he and Kal had discussed.
 - ii. For the question of whether or not to include the DRA's definition of "Fund Balance", they decided to first see if the DRA has a decent definition. Kal will look into it.
 - iii. For the question of whether or not to include the DRA's tax rate setting process and the recommendations they make about how much to keep in the unreserved fund balance, they decided not to include it since the DRA keeps changing their methods and interpretations.
 - iv. Kal will make a new draft for the next meeting.
- d. Town Officials Resignation Policy
 - i. The Selectboard agreed that, for convenience, Chairs of Boards/Committees should be able to accept resignations along with the Town Clerk/Selectboard.
 - ii. There was discussion about if resignations needed to be effective immediately or if a future date could be specified. It is nice to get warning if someone is going to move, but if someone is angry about something, you wouldn't want them remaining in office.
 - iii. NHMA recommends not allowing future resignation dates to avoid the situation of someone resigning in anger and then changing their mind after a replacement has already been found.
 - iv. There was discussion about the more frequent problem of someone who just stops coming to meetings and doesn't bother to resign. If the person is appointed, the Selectboard could simply not renew their appointment. If the person is elected, there is no recourse. As long as the public body is still able to make a quorum, they should be able to function without the person.
 - v. There was discussion about how to handle verbal resignations. Even with a policy telling people to do so in writing, it is inevitable that some will ignore the policy and just say it in a meeting. The Selectboard decided that best practice is for the Chair to try to confirm during the meeting that person really wants to quit and then have the Secretary make note of it in the minutes. If that person changes their mind and they are appointed, it would be up to the Selectboard if they can come back.

- vi. Scott noted that he has encountered this situation in a previous job. The person resigned in writing and later attempted to rescind. When the organization refused to take the person back, the person sued and lost in court.
 - vii. Despite this policy not being enforceable for elected officials, the auditors still asked for the Town to have this policy. It is a good document to have as a guideline for those who want to resign and don't know how to go about it.
 - viii. The Selectboard decided to allow resignations to be submitted in advance.
5. Budget v Actual
- a. Ken asked the Selectboard to review the Budget v Actual document for 5/14/26. There are some lines that are over, mostly equipment repair. If they have any questions, they will contact Ken.
6. Selectboard Representative Reports
- a. Tricentennial Committee – Scott
 - i. The wearables store is open again and can be found on Facebook and the Historical Society website (canterburyhistory.org). They chose to use Shirtmasters in Chichester since they can do high volume and wide variety, and have the ability to make the sales a fundraiser.
 - ii. The challenge coins are in and selling briskly. The Committee is proceeding with the film, quilt, and other projects.
 - b. Agricultural Commission – Calvin
 - i. At the meeting last month, a couple of students from UNH attended and did a presentation about environmental economics.
 - ii. The AC reviewed who is and isn't on the board. Mark Stevens stepped down as Chair. Vice-Chair Eric Glines hasn't been to a meeting since before he was appointed to that position. So the AC is somewhat in purgatory since they don't have someone to call a meeting.
 - iii. The Selectboard discussed wanting a mission statement from the AC. Calvin noted that they have only had 3 meetings in the past year and the topics bounced around. Should the AC be more about education/information or should it be a zoning liaison? Once a new Chair is designated, the AC could have input into this.
 - iv. The Selectboard discussed finding out what AC's do in other towns (like Boscawen). There is a lot of potential with an AC, but ours needs focus and more clarity on membership.
 - v. Calvin will get mission statements from other AC's. The Selectboard will resume this discussion at the June 15th meeting.
 - c. Recreation Committee – Calvin
 - i. Nothing to report; they are waiting for soccer season to start.
 - d. Planning Board – Calvin
 - i. The PB approved a subdivision on Foster Road.
 - ii. Steve Cochran came to the last meeting, requesting that his property on exit 18 be rezoned. There was good discussion. It is a tricky situation because of the State's easement on Steve's property. The PB will continue to discuss and determine what makes sense for the Town.
 - iii. The PB will be continuing to discuss the cluster subdivision ordinance over the summer to get it ready before warrant article season.
 - iv. The regularly scheduled meeting next week is cancelled due to there being nothing on the agenda.
 - e. Conservation Commission – Beth
 - i. At the last meeting, Kelly Short reported back to the CCC about the Land Use Boards meeting.
 - ii. The CCC will weigh in on their recommendation for changing the language around vernal pools in the wetland setback ordinance.

- iii. They talked extensively about knotweed. Ken Folsom and Kelly have been discussing the knotweed on the roads and at the Transfer Station. The CCC are thinking of doing an educational event for people in town about the basics of not spreading it.
- iv. Ken noted that someone sent a letter to the CCC about land stewardship. He followed up and it turns out this person is an expert in knotweed from MA. He is thinking of contacting this person for advice.
- v. The CCC continues to reach out to land owners about conserving property. They are getting the co-occurrence maps updated to see which properties would be most beneficial.
- vi. Audra Klumb gave an update to the CCC about UMLAC. They recently toured the Franklin wastewater treatment plant.
- vii. The Concord CC are attending the June meeting to see what the two groups might have in common.
- viii. The CCC has a work party scheduled at the Robert S Fife conservation area for bittersweet removal.
- f. Energy Committee – Beth
 - i. Keith Brown attended the last meeting; he is considering joining the EC.
 - ii. The EC really supports the C-Pacer program and would like to implement it in Canterbury. A seminar on April 26th showed there are efforts at the state-level to make it super easy for towns to do. Beth is still wary and would rather other towns try it first.
 - iii. Regarding the energy audit at the Municipal Complex (see 5/4/26 section 6.d.), Turn Cycle Solutions ended up not being helpful. Beth McGuinn is going to contact Resilient Energy to get the cost of a level 3 audit.
 - iv. The EC discussed assessing the roof of the Municipal Center for future solar. Leaks in the roof keep coming up as a stumbling block, but Beth McGuinn says that many solar companies are able to assess roofs and advise how to deal with leaks before/during installation.
 - v. The EC is going to reach out to the PB to see if it would be useful for the EC to attend a PB meeting to discuss implementing a solar-friendly ordinance.
 - vi. The EC would like to form a subcommittee to come up with a plan for maintaining the current town-owned solar arrays. Herb Batchelder was going to work with Jim Snyder on adjusting the panels in the spring and fall to increase productivity, but they haven't gotten to it yet. The panels are 13-15 years old. They aren't near their end of life, but the company that was going to be maintaining them doesn't exist anymore. This subcommittee could figure out if the inverters need replacing, make a long term plan for maintenance, and manage the biannual adjustments. Fred Portnoy and Keith Brown both volunteered to help with this. Ken will contact Herb.
 - vii. The EC is planning to host two workshops.
- g. Community Power Committee – Beth
 - i. The CCPC is working on informing residents with solar that they can sell their renewable energy certificates (RECs). Beth Blair is going to figure out the step by step process so they can publish it. CPCNH has said that they will buy the RECs and retire them so that they can't be bought by power plants that don't support renewable energy.
 - ii. The CCPC is investigating peak shaving. There is an alert system that people could sign up for which would notify them at peak times so they can do things to temporarily reduce electricity consumption (e.g. turn off AC). This initiative is aimed at avoiding more low efficiency plants coming online to handle peak demand.
 - iii. Beth McGuinn and Edgar attended the CPCNH annual meeting. The organization voted to allow having a 2nd alternate, so CCPC will begin searching for a 3rd representative. Edgar is

going to begin work on the Audit Committee and Beth McGuinn will remain on the Projects and Programs Committee. CPCNH distributed copies of their annual report.

- iv. 5 families showed up to the “Bring Your Own Bill” session. The CCPC was successfully able to help the residents understand their bills and change their plans. For one family, the savings would only have been \$7/month, so they decided not to opt out. For one person, they opted down from the 100% renewable plan to the Canterbury Basic plan. The CCPC would like to do more of these events and maybe set up a table at the Farmers Market.

- h. Historic District Commission – Calvin

- i. The HDC approved several projects at the Shaker Village, window and roof work at Vanessa Crofton’s, and a waiver for tree removal at Sam Papp’s. They also did a conceptual review for a ramp at the Canterbury United Community Church in the Center.
- ii. Next week they have several more hearings scheduled.

- 7. Other Business

- a. Painting

- i. Ken is getting the materials for some painting to be done at the Municipal Complex, Meeting House, and Sam Lake House. The NH Dept. of Corrections is providing the labor.
- ii. The Meeting House may need to be washed/scraped first.
- iii. Beth will be painting the Meeting House doors.
- b. Kal attended a cybersecurity training this morning. There are a number of to-do items that they will begin working on.

- 8. Adjournment

- a. Scott made a motion to adjourn the meeting at 7:53 p.m. Beth seconded. All in favor by roll call, motion carried.

Next Meeting: 2026 June 1, 6:00 p.m. at the Meeting House

Minutes submitted by Kal McKay, Administrative Assistant