

2026-07-06 Board of Selectmen Minutes

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

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

Town Administrator: Ken Folsom

Others Present: Kal McKay (Admin Assistant), Steve Cochrane, Edgar Rivera (Libertad Press NE), Erin Hammerstedt (Shaker Village Executive Director), Justin Crotty (Police Chief), Matthew Plantier (Police Officer)

1. Creamery Road

- a. The meeting was called to order at 5:43 p.m. at Creamery Road.
- b. The Selectboard, Steve Cochrane, Ken Folsom, and Kal McKay were in attendance.
- c. Steve Cochrane requested the Selectboard meet him at Creamery Road to discuss issues with the road. He requested Road Agent John O'Connor not be in attendance.
- d. In 2020 the Town did a traffic count on that road and found an average of 54 cars per day. The Town could use the PD's speed detector to do another count.
- e. Steve explained his recollection that when the Center was redone (~2005), the drainage of the area was changed so that more water was directed to the catch basin at the northeast end of the road. There used to be a culvert that went further out into the property (Map 105 Lot 15), but it was shortened to just beyond the edge of the road. He recalled that the road used to be paved, but the previous Road Agent, Phil Stone, ripped it up and covered it with dirt instead of repairing the pavement. Steve previously attended a Selectboard meeting (9/14/2015) and discussed the same topic, but no action was taken.
- f. Steve pointed out the ruts in the road that have been caused by storm water. Steve expressed his displeasure with how this road has been maintained and how all the dirt roads in town have been maintained. He would like Creamery Road to be repaved or at least have material added.
- g. Beth asked Steve if he has ever not been able to get down the road. Steve confirmed he has never not been able to get down the road. He uses the road to get his trucks from Center Road to Old Tilton Road since the other intersection is too sharp to turn.
- h. There was discussion about how and why the dirt roads in town are in poor condition. Steve argued that this was one of the worst roads in town, but the Selectboard explained that there are others in much worse shape and the ARPA funds were used to address the most dire areas first.
- i. There was discussion about how the quality of material available for roads has gone down in the past few years.
- j. The Selectboard explained that there isn't money in the budget for paving this road, but they could at least get the cost of material to see if the Highway Dept. could repair it.
- k. Steve offered to do the work for a fee. He will provide an estimate. He doesn't like the work that the Highway Dept. does and feels it should be done by a private contractor.
- l. There was discussion about if the culvert should be extended again. Ken recalled that the owners of Map 105 Lot 15 at the time wouldn't allow the easement, but he could inquire again with the current owners.
- m. The meeting moved to the Meeting House at 6:03 p.m.

2. The Selectboard swore in Police Officer Matthew Plantier.

- a. Officer Plantier is on the waitlist for the next police academy in August. If he doesn't get in, then they will do field training first and have him attend the next academy.

3. Canterbury Shaker Village Quarterly Update

- a. See Selectboard minutes 4/6/26 section 2 for previous discussion.
- b. Canterbury Shaker Village (CSV) Executive Director Erin Hammerstedt attended.
- c. Attendance was a little slow last year due to the rain every weekend, but this year it is back up to normal. They don't have numbers on how many Canterbury residents are taking advantage of the free admission, but they are still encouraging people to use that option.
- d. They held 2 barn dances this spring that were very well attended. They will likely do another once the weather cools down in the fall.
- e. They have started a trail club that is growing slowly.
- f. Construction is moving along. The Meeting House has been lifted, a new sill installed, and set back down. The East House has the chimneys and roof being repaired, structural fixes will be next. The Ministry Privy is complete after being taken inside for repairs over the winter. The Bee House is in progress but slow going; they hope to have an opening event on August 29th. The North Shop fundraising is done, so they will be getting that painted. The public restroom renovation has completed.
- g. They are still working on reopening the café at the Creamery building. They have the new floor installed, the state licenses lined up, and are coordinating the various contractors. They will be in touch with Building Inspector Joel French about building permits. They don't expect to do any exterior changes except maybe to remove or reduce the size of an exhaust fan. If exterior changes will be made, they will get in touch with the HDC. They are still pushing for reopening in July, but more likely it will be August.
- h. The Village is partnering with Sanborn Mills Farm of Loudon to do the gardens. Sanborn Mills will be placing a farm cart under the horse barn patio to sell produce. It will be cash and Venmo only, no staffing.
- i. They are getting ready to do a timber harvest on the west side of Shaker Road. They have the driveway permit from the state and will be submitting the intent to cut to the Town tomorrow. They will be using the existing gap in the stone wall and will need to make some improvements to the landing. They are hoping to start in about a month.
- j. They are still gathering info and determining a plan for handling Sawmill Pond Dam and Factory Pond Dike. They have met with the easement holders and an archeologist. The State issued a letter with 5 options and the Village is leaning towards repairing over a controlled breach. The recent rain has worsened the conditions a bit but both are still stable. The trails are closed in those areas just in case. The engineer they consulted says it would be about \$250K to do repairs, so if they pursue repairing, it will take some time to fundraise for that.
- k. The Simply Shaker fundraising diner last week was very successful and raised \$140K.

4. Administration

- a. The Selectboard signed:
 - i. Beth made a motion to sign the Accounts Payable Manifest in the amount of \$786.02. Scott seconded. All in favor by roll call, motion carried.
 - ii. Beth made a motion to sign the Accounts Payable Manifest in the amount of \$582,315.31. Scott seconded. All in favor by roll call, motion carried.
 1. This manifest included a \$559K payment to Shaker Regional School District.
 - iii. Beth made a motion to sign the Payroll Manifest in the amount of \$62,374.51. Scott seconded. All in favor by roll call, motion carried.
 - iv. Beth made a motion to sign the Payroll Manifest in the amount of \$56,573.34. Scott seconded. All in favor by roll call, motion carried.
 - v. Agricultural Commission Appointments - Jessie Scanlon, Ben Davis (Alternate)
 1. Scott read aloud an email from Chair Jill McCullough which explained Jessie and Ben's extensive qualifications and histories with the Commission.

- vi. NH Liquor Commission permits for Cathedral Ledge Distillery to sell alcohol at Brookford Farm's Christmas with the Cows and Sunflower Soiree events.
- b. Previous Minutes Approval
 - i. Kal reviewed the suggested changes for the 6/15/26 minutes. On line 117 "Peter Maille" should be corrected to "Russ Maille".
 - ii. Scott made a motion to approve the public minutes as amended for the Selectboard meeting on June 15, 2026. Beth seconded. All in favor by roll call, motion carried.
 - iii. Scott made a motion to approve the public minutes for the Selectboard meeting on June 24, 2026. Beth seconded. All in favor by roll call, motion carried.
- 5. New Business
 - a. School Legislation Update
 - i. Shaker Regional School District School Board member Alice Todd sent the Selectboard a document summarizing the legislative updates from this year that would affect the district.
 - ii. All of these bills are waiting to be signed by the Governor, so unless the Selectboard have a strong objection and wish to write a letter, there is no action to be taken at this time.
 - b. Dead Tree on Morrill Road
 - i. Last week a resident called Ken about a big dead oak tree on the stone wall in front of 245 Morrill Road. The tree is leaning towards the house and the owners would like the Town to remove it. It is on top of the stone wall which is on the property of 245, but in the right of way for the Town-owned road.
 - ii. Ken met with the owners and spoke with Road Agent John O'Connor. The Town doesn't typically cut down trees like this, but in NHMA's A Hard Road to Travel, it is explained that if the tree were to fall and cause damage or injury, the Town wouldn't be entirely without liability.
 - iii. This tree is about 3 ft across at the base and has a large leader coming off the base towards the house. The tree may not be tall enough to reach the house.
 - iv. Beth asked why the town would be liable when it is on private property and what makes this dead tree more dangerous than the hundreds of others along the roads in town. Ken explained those threatening utility lines aren't so much of an issue, but this one is unique in its location and risk and the fact it has been officially reported.
 - v. In Canterbury, we would have to hire a contractor to do this work since we don't have dedicated people and equipment who can do this. NHMA's advice to err on the side of caution may be more geared towards larger towns, but the RSAs still indicate liability.
 - vi. We could have a contractor come look at it to provide an estimate and to see if the danger could be mitigated by removing limbs instead of the whole tree.
 - vii. There was some discussion of previous trees that property owners have asked the Town for help with. The one on Intervale Road was determined to not be at risk of damaging property so the Town decided not to remove it. In another instance, the Town contributed to the cost of removal for several dead trees that were on the line with town-owned property.
 - viii. The Selectboard was concerned about setting a precedent, but agreed to at least get the costs and evaluate the situation. They requested estimates from several companies.
 - c. Temporary Camper Permit
 - i. Ken was contacted by the new owner of 445 Shaker Road. He has a building permit, septic design, and driveway permit. The owners are currently living in a camper in a neighboring town and they would like permission to move their camper to 445 Shaker Road while the house is being built. They would do so after the well and septic have been installed so the camper could be hooked up to those utilities (estimated to be August). They expect the house to be complete enough to move in in April 2027.

- ii. This use is allowed in the Zoning Ordinance for up to a year with permission from the Selectboard. In the past it has been used in cases where there has been a fire or major renovation where the owners aren't able to live in the residence while it is being worked on.
 - iii. Ken made a request form for the Selectboard to review. The Selectboard approved the form template.
 - iv. The Selectboard agreed to allow the resident to live in the camper for up to a year while the house is being built as long as it is hooked up to the septic system. Ken will fill out the new form for this and have the Selectboard sign it. He will give a copy to the Building Inspector so that Joel can ensure the camper is vacated within a year.
- d. Library HVAC
- i. 2 of the 3 furnaces in the Elkins Library have stopped working. Library Director Rachel Baker has been working on getting estimates for replacement. Scott and Ken met with Rachel and Rick Crockford (Library Trustees Chair) to review the options.
 - ii. The bid the Library would like to go with is the one to replace the propane furnaces with heat-pumps for \$62,028. Unitil is willing to do on-bill financing which would allow us to pay it off over the next 10 or 20 years at 0% interest.
 - iii. There is \$26K in the Building Maintenance capital reserve fund and \$5K in the Renewable Energy CRF. The Library Trustees have \$15K that they could use. The more we put down, the smaller the monthly payment will be.
 - iv. Ken contacted the Town's counsel and the DRA to find out the best way to go about authorizing this expense mid-year. He is waiting to hear back from the DRA.
 - v. We aren't sure if the Renewable Energy CRF could be spent on this project.
 - vi. Calvin asked if the Library has investigated the cost of replacing the 2 furnaces rather than switching to heat-pumps. Ken recalled that they had gotten quotes for that, but wasn't able to find the estimates during the meeting.
 - vii. Calvin observed that lately we have been having to fix a lot of infrastructure that was poorly planned or installed 20 years ago. He is concerned about the cost of implementing quality fixes for everything at once and would like to know the cost of replacing the furnaces to see if that could buy us time.
 - viii. There was discussion about the viability of heat-pumps in extreme cold, how they can also provide cooling, how much we might save on propane compared to how much more electricity would be used. The breakeven point would change if the Town later chooses to put more solar panels in.
 - ix. Calvin was concerned about how the on-bill financing couldn't be paid off early.
 - x. Scott was concerned about making sure this is done before heating season begins.
 - xi. Ken will gather the requested information and email it to the Selectboard. If they need to, they will hold an extra meeting to decide on a course of action and authorize expenses.

6. Old Business

- a. Small Claims Court Update
 - i. See Selectboard minutes 3/26/26 section 3.a. for previous discussion.
 - ii. Ken went to the hearing on 6/30/26 and the former employee attended. The former employee agreed to repay the Town in full. He came to the office that day and paid Sam.
- b. Solid Waste Reimbursement Update
 - i. Reimbursement for the new \$3.50 State surcharge for solid waste disposal is now available. The portal opened on July 1st and Ken spent an hour trying to get it to work to get reimbursed \$360 for the surcharges collected in Quarter 1. Some of that reimbursement will be sent to Shaver. This process will need to be done once a quarter from now on.
 - ii. A major issue is that WIN Waste's software is calculating the surcharges slightly differently so the invoices aren't matching the State's calculation. Ken will contact them about this.

- iii. Overall it is a frustrating process, but technically worth the amount of money returned.
- c. Packer Truck Update
 - i. The variable speed drive is working. When the Transfer Station is busy they have it running, but otherwise they shut it off since the fan is noisy. The packer truck is no longer idling and the new system actually works faster.
- d. Thank Yous
 - i. CASA sent a letter to the Selectboard thanking Canterbury for the \$2,500 donation.
 - ii. Beth would like to send a thank you note to JPI Pyrotechnics for the excellent work they did on the fireworks display. The Selectboard agreed.
 - iii. Beth spoke with Kim Scamman about the culvert project on Harmony Lane. The project is finally finished and paid. The construction company, F.L. Merrill in Loudon was very understanding and patient while waiting for the federal grant money to come in. They didn't need to be so nice, and Beth was wondering if we should send them a thank you. The Selectboard decided that since this was a private project, instead of sending a thank you note, they would just thank them publicly at this meeting.
- e. Sherwood Forrest Roads
 - i. Jonas Sanborn is again the President of Sherwood Forrest Shores Association.
 - ii. Jonas reached out to Calvin about the roads. Currently there is a resident barricading a road which is preventing another resident from accessing their property. That is something SFSA is handling, but they would like to talk to the Town and see if it is possible to make a deal about road maintenance.
 - iii. The suggestion was to have a 2 or 3 year contract where SFSA would buy material and then pay the Town for having the Highway Department spread the material. They would be willing to sign a contract to waive any liability the Town may have.
 - iv. Calvin thought it was a good idea to start a conversation about the roads since this keeps coming up as an issue. He feels with Jonas as President, SFSA is the most organized they have been in a long time.
 - v. Scott and Beth were leery of agreeing to anything for a private road like this. The Highway Department is still down one full-timer and the start of this meeting was an example of how the Town hasn't been funded or staffed enough to care sufficiently for all of the town-owned dirt roads. But they agreed it never hurts to talk.
 - vi. It is also possible that the cost of labor and use of the town's machinery might be too high for SFSA.
 - vii. Ken will look into this so the conversation can continue.
- f. Community Power Rates
 - i. See Selectboard minutes 6/15/26 section 3 for previous discussion.
 - ii. CCPC sent the Selectboard information about the new rates.
 - iii. The Town buildings aren't on Community Power. The current supplier (Neighborhood Energy) reached out to see if we wanted to extend our 6-month contract that ends in September.
 - iv. Ken will get the rates from the supplier so the Selectboard can compare it to Community Power and decide what to do.
- g. Agricultural Commission
 - i. The next meetings are August 18th and September 13th.
 - ii. There had been some talk of meeting at a barn, but they decided to meet at the Meeting House.
- h. Fireworks
 - i. The Town did decide to have a police detail at the fireworks this year in anticipation of traffic problems from CES fencing off part of their driveway during HVAC repairs.

- ii. Chief Crotty did the detail and noted some safety issues that we may want to correct for next year. There are no streetlights in the area and people park at the municipal building and along both sides of the road. He is concerned about the parked cars blocking access for emergency vehicles trying to get on the road and about the numerous pedestrians crossing the dark road. He suggests renting/buying a big floodlight to light up the area during this event and organizing the parking so vehicles are less haphazardly placed.
 - iii. Beth noted that parking in the Center was also crazy and suggested asking Ron and Judy (10 Center Road) if they would be willing to have some parking in their field next year like they do for the Fair.
 - i. Septic Joint Use Agreement
 - i. See Selectboard minutes 6/24/26 section 2 and Zoning Board of Adjustment minutes 6/24/26 for previous discussion.
 - ii. After the ZBA hearing Ken did some research with DES and DHHS and came up with a list of items that need to be clarified in the joint use agreement.
 - 1. How many bedrooms are in the apartment? The JUA says 2, but the LLC said 1 at the ZBA hearing.
 - 2. NHDES regulations specify average daily use needs to be calculated using only days that occupancies are in use. To do this properly the store and apartment need to be metered separately. Also the calculations that we did for all 3 buildings needs to change to consider when the offices, daycare, store are closed and when the apartment is vacant. Removing those days will increase the daily averages that were calculated.
 - 3. NHDES also uses “Peaking Factor” for commercial enterprises. For a restaurant it ranges from 1-3. Ken spoke with a designer who recommended using 2-2.5.
 - 4. The pumping schedule for the café/store should be at least annually depending on the inspection results.
 - 5. Determine if there is actually a “grease trap” in the store’s kitchen. Technically this would be a separate tank that drains from food preparation sinks before entering the main septic tank. At the hearing it sounded like there might be a new septic tank and an old one that the sink drains to, but maybe not a formal “grease trap”.
 - 6. The JUA should have more documentation on what the café/store is actually serving. The designer explained that DES distinguishes between heavy vs light commercial use and some food prep (e.g. soft-serve ice-cream) is considered heavy use.
 - 7. The JUA should specify “unacceptable waste” such as fats, oils, grease.
 - iii. The designer explained to Ken that a leach bed is not designed for peak flow every day. Just because the system is designed for 900 gallons in a day, doesn’t mean it can take that amount every day. It will fail much faster if the use approaches the limit consistently.
 - iv. Ken will ask the LLC to start sending the Town their septic inspection reports.
 - v. Ken provided a copy of the provisional license that the new store has gotten: 27 transients, 7-seat coffee shop, paper service only. The DES septic permit was updated, but only for a 7-seat coffee shop. This should be clarified. Since they discussed 18 seats at the ZBA hearing, this license would need to be updated again.
 - vi. There was some discussion about what if any follow-up should occur about the license. The Selectboard are only concerned with the septic in relation to the JUA. The ZBA hearing is a separate matter and the Selectboard don’t want to overstep. However, the Town is an abutter to this project, so the Selectboard do have a right to present information at the hearing. They decided to get clarity on this information for the JUA and give the permit info to the ZBA in case they need that information at the next hearing.
 - vii. Ken will coordinate with the Church and Market LLC to start discussing these changes.
7. Executive Session

2026-07-06 Board of Selectmen Minutes

- a. Scott made a motion at 7:42 p.m. to enter into Non-Public session as per RSA 91-A:3 II (c) to discuss Jesse Crowell vs Town of Canterbury and a zoning/DES complaint. Beth seconded. All in favor by roll call, motion carried.
 - b. Scott made a motion at 8:17 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.
8. Adjournment
- a. Scott made a motion to adjourn the meeting at 8:19 p.m. Beth seconded. All in favor by roll call, motion carried.

Next Meeting: 2026 July 20, 5:00 p.m. at the Meeting House

Minutes submitted by Kal McKay, Administrative Assistant