

2026-09-01 Board of Selectmen Minutes

Town of Canterbury, NH
Board of Selectmen
Date: 2026 September 1
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)

1. Call to Order
 - a. The meeting was called to order at 5:01 p.m.
2. Administration
 - a. The Selectboard signed:
 - i. Beth made a motion to sign the Accounts Payable Manifest in the amount of \$5,100. Scott seconded. All in favor by roll call, motion carried.
 1. This is to pay Peter Galatis for the shingle replacement he did on the Town Hall and Meeting House roofs.
 - ii. Beth made a motion to sign the Accounts Payable Manifest in the amount of \$614,564.19. Scott seconded. All in favor by roll call, motion carried.
 1. This includes \$559K for the School District, \$23K to H.P. Fairfield for the slide-in water tank (per WA 2026-11). We haven't received it yet; there was an issue with setup.
 - iii. Beth made a motion to sign the Payroll Manifest in the amount of \$84,592.90. Scott seconded. All in favor by roll call, motion carried.
 1. This includes \$26K in detail pay for the NH Motor Speedway race, all of which has been invoiced to NHMS.
 - iv. CDL Training Agreement with new Highway Dept. employee, Tony Galica.
 1. There was some discussion about transitioning the fleet to automatic over standard since fewer and fewer people have the skills to drive a standard truck. Most newer models are automatic, so this has already started happening naturally.
 - v. Historic District Commission application for the HVAC work at Elkins Public Library.
 1. Calvin asked if there was an HDC application for the work done on the back of the Country Store building last week. Several people had called him about it. No application had been submitted.
 2. Ken explained the work was done before the Code Enforcement Officer had a chance to visit the site and tell them to cease and desist. The Town could still send a letter.
 3. Calvin spoke in favor of sending a letter. Although replacing siding and moving some rocks are small things, all other property owners in the Historic District would need permission for that and the rules should be applied consistently.
 4. The Selectboard agreed to send a letter reminding the Canterbury Community Market LCC that exterior work needs to be approved by the HDC.
 - vi. Contract with Sara Tracy for Welfare Officer
 1. There was some discussion about changing the title from Welfare Officer to reduce stigma for those seeking help. Many of those who contact the office just need help understanding what resources are available or contact info for other services.
 2. Kal explained that having the title of "Welfare Officer" can help convey authority when talking with the State or utility companies.

3. The decision was to keep the official title as Welfare Officer, but to change the website and references to Sara to say “Human Services”.
- b. Previous Minutes Approval
 - i. Scott made a motion to approve the non-public minutes for the Selectboard meeting on August 3, 2026. Beth seconded. All in favor by roll call, motion carried.
 - ii. Scott made a motion to approve the non-public minutes for the Selectboard meeting on August 17, 2026. Beth seconded. All in favor by roll call, motion carried.
 - iii. Kal reviewed the suggested changes for the 8/17/26 draft public minutes.
 1. Line 79: clarify that “Hildreth Farm” refers to the development at Exit 18
 2. Line 132: clarify that the “vigorous discussion” is made “from the public”.
 - iv. Scott made a motion to approve the public minutes as amended for the Selectboard meeting on August 17, 2026. Beth seconded. All in favor by roll call, motion carried.
 - v. Only grammatical changes were suggested for the 8/24/26 draft minutes.
 - vi. Scott made a motion to approve the public minutes as amended for the Selectboard meeting on August 24, 2026. Beth seconded. All in favor by roll call, motion carried.
3. New Business
 - a. Eversource tree trimming on Shaker Road
 - i. Ken handed out some paperwork from Eversource. An Eversource representative came to the office to talk to him about their plan to do “enhanced overhang removal” in Canterbury and Loudon on Shaker Road from Rt 106 to just south of Asby Road.
 - ii. This involves using a 70ft bucket truck (twice as tall as a normal one). Eversource will be sending out an arborist and notifying residents along the road about what they are doing. If any trees they wish to remove are on private property, they will get permission from the owner first.
 - iii. That section of road is State-owned/maintained, so this is just an FYI.
 - b. DMV Audit of Town Clerk
 - i. The NH DMV did an audit of the Town Clerk’s office.
 - ii. The conclusion read: “The Agent is in compliance with the applicable statutes, rules and procedures. The physical setup of the Agent’s office and procedures in place provide adequate security for the revenue and inventories entrusted to the Agent. At the conclusion of the audit all inventory items entrusted to the Agent were accounted for.”
 - c. Traffic at Canterbury Elementary School
 - i. Calvin brought up that it is day 2 of the school year and already he has fielded several complaints about the traffic problems around drop-off and pickup.
 - ii. The PD posted on the Canterbury, NH Facebook Group telling people not to park on the road and instead wait in the center parking area for the busses to finish before driving up to the school. Calvin heard feedback that the PD should direct traffic and that if all of the parents park in the Center, there will be no room for others (Store, Church, etc.).
 - iii. Calvin suggested approaching the School District about this since the problem gets worse every year. Especially during the winter, it becomes a safety concern when there is a line of cars stuck on the icy hill up to the school.
 - iv. The Selectboard decided to discuss this with the Department Heads at the 9/21 Selectboard meeting and then bring this to the School District when they are scheduled to meet with the Canterbury and Belmont Selectboards on 9/22.
 - v. There was some discussion about potential solutions like having parents park at the Municipal Complex or repainting the CES parking lot to have lanes for busses and parents.
 - vi. This year is particularly bad since there are 135 students, and due to lateness issues with the busses, more and more parents are choosing to drive their kids themselves.
 - d. Mowing Slopes at Transfer Station

- i. The slopes full of knotweed at the Transfer Station were mowed. The Highway Dept. rented an excavator with a brush hog on the end of it to conduct the work. The plan was to clean the equipment before returning it to prevent the spread of knotweed.

4. Old Business

a. Municipal Building Roof Update

- i. See Selectboard minutes 8/24/26 section 5 for previous discussion.
- ii. The roofing company Ken met with quoted \$32K to repair the roof. He has asked them for the cost of doing everything except replacing the screws on the drip edge and is waiting on that number.
- iii. Ken was able to find an HVAC company willing to replace the vent pipe that was damaged by snow.
- iv. Calvin asked for the cost of a full roof replacement so we can start saving up for it.
- v. Ken explained the roofing company said the roof is actually in good shape aside from the old boots/gaskets, snow damaged vent, and dripline screws. They would like to pull apart the caulking done in the valley over the Fire Chief's office to see if there are issues underneath it. Once those issues are addressed, they don't think it needs to be replaced.
- vi. There was some discussion about trying to stretch the life of the roof versus replacing it with one that hasn't had leaking problems for decades. They considered the cost of continually fixing things vs the cost of total replacement and how this fits in with all of the other major expenses coming up (like replacing the salt shed).
- vii. Ken had asked the roofer about solar and they said it could be done with clamps. Ken suggested that when a solar proposal is brought forward, we check with a roofing company and the people in the building to make sure to avoid areas where there have been leaks.
- viii. It was noted that some of the leaking problems have been due to the faulty HVAC system rather than the roof leaking.
- ix. The Selectboard will review the Capital Improvement Plan at the next meeting to see where this fits with the rest of the upcoming expenses.

b. Library HVAC Update

- i. See Selectboard minutes 8/24/26 section 4 for previous discussion.
- ii. Ken contacted the vendors. ReVision is all set and the contract has been signed. He talked to Unitil about getting \$2,100 from NH Saves and arranging the on-bill financing. \$20K will come from the Building Maintenance CRF. The Library has already received the \$15K grant.
- iii. ReVision said they will make this project a priority, but construction wouldn't begin until early to mid-October.
- iv. There was discussion about what to do with the old furnaces and ductwork since ReVision's proposal doesn't include removing those. Ken will ask ReVision about it, but the ductwork is probably fine to leave as long as it is capped. Calvin offered to get some volunteers to remove the furnaces.

c. September 8th Primary Election

- i. The Selectboard reaffirmed that the election on 9/8 will be at CES.
- ii. At their last meeting they decided to hold the election at the Town Hall because we weren't going to be able to get into CES to do setup. But it turned out it was too late to change the location with the State, so we have to make it work. CES has since agreed to let the Town setup on Thursday night (9/3).

5. Executive Session

- a. Scott made a motion at 5:58 p.m. to enter into Non-Public session as per RSA 91-A:3 II (1) to discuss legal counsel regarding code enforcement and roads and (a) to discuss a personnel matter. Beth seconded. All in favor by roll call, motion carried.

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- b. Scott made a motion at 6:58 p.m. to exit the Non-Public session. Beth seconded. All in favor by roll call, motion carried.
- c. Scott made a motion to seal the minutes. Beth seconded. All in favor by roll call, motion carried.
- 6. ZBA's Letter to Canterbury Community Market LLC
 - a. See ZBA minutes from 8/26/26 for the ZBA's discussion about the letter.
 - b. Ken spoke with ZBA Vice-Chair Web Stout and one of the edits that the ZBA will consider at their next meeting includes setting a deadline.
 - c. Kal explained the other edits requested by the ZBA. ZBA Member Gary Spaulding has written some suggested language and Kal will discuss it with ZBA Chair Jim Wieck when he returns.
 - d. No code enforcement action would happen until the ZBA actually approves a letter and not until the deadline if one is added to the letter.
- 7. Snow Removal on Private Roads
 - a. Scott moved to have a meeting with representatives of Sherwood Forest Shores Association, the Canterbury Community Market LLC, and Canterbury United Community Church about the Town doing snow removal on private roads/property. Beth seconded. All in favor by roll call, motion carried.
 - b. They discussed scheduling. Ken will contact the various parties and try to schedule for 9/4, 9/10, or 9/11.
- 8. Adjournment
 - a. Scott made a motion to adjourn the meeting at 7:04 p.m. Beth seconded. All in favor by roll call, motion carried.

Next Meeting: Land Use Board Meeting: 2026 September 15, 7 p.m. at the Meeting House
 Regular Meeting: 2026 September 21, 5 p.m. at the Meeting House

Minutes submitted by Kal McKay, Administrative Assistant