

1 Town of Canterbury, NH
2 Board of Selectmen – Draft Minutes
3 Date: 2024 September 9
4 Location: Meeting House
5

6 Selectmen: Scott Doherty (Chair), Kent Ruesswick, Beth Blair
7 Town Administrator: Ken Folsom
8 Budget Committee: Art Hudson, Calvin Todd, Cheryl Gordon, Jan Stout (via Zoom), Robert Steenson,
9 Tyson Miller

10 School District: Michael Tursi (Superintendent), Debbie Thompson (Business Administrator)

11 School Board: Michelle Lewis (Chair), Randi Johnson, Alice Todd

12 Others Present: Edgar Rivera, Sam Papps, Jim Miller, Justin Crotty, Jordan Westgate, Rick Crockford,
13 Silvia Styles, Jan Cote, Erin Meagher, Stephanie Jackson, Mark Stevens, Bill Adams, Ron Routhier
14

15 1. Call to Order

16 a. The meeting was called to order at 5:00 p.m.

17 2. Administration

18 a. The Selectboard signed:

19 i. Kent made a motion to sign the Accounts Payable Manifest in the amount of \$572,391.50.

20 Beth seconded. All in favor by roll call, motion carried.

21 ii. Kent made a motion to sign the Payroll Manifest in the amount of \$43,792.36. Beth

22 seconded. All in favor by roll call, motion carried.

23 iii. The Selectboard signed the Welfare Manifest in the amount of \$1,549.25.

24 iv. The Selectboard signed the Veterans' Tax Credit Application for Map 102 Lot 2.

25 v. The Selectboard signed the Yield Tax Warrant for Map 263 Lot 53/54 in the amount of
26 \$3,661.11.

27 vi. The Selectboard signed an interfund transfer from TDBank Operating A/C to Conservation
28 Commission Fund in the amount of \$962.50 and another in the amount of \$14,200. These
29 are both Land Use Change Tax payments.

30 vii. The Selectboard signed the Security Alarm Pass Code Policy.

31 1. See Selectboard minutes 8/19/24 Section 4.a.vi. for previous discussion.

32 b. Previous Minutes Approval

33 i. Kent made a motion to approve the public minutes for the Selectboard meeting on August
34 19, 2024. Beth seconded. All in favor by roll call, motion carried.

35 ii. Kent made a motion to approve the non-public minutes for the Selectboard meeting on
36 August 19, 2024. Beth seconded. All in favor by roll call, motion carried.

37 3. Sam Papps and Jim Miller

38 a. Accept \$3,500 CTCL grant for election administration

39 i. Sam applied for and received a grant from the Center for Tech and Civic Life to pay for
40 election supplies.

41 ii. Specifically he would like to buy a lockable cage for ballot storage in the basement of the
42 Sam Lake House. There was one made of chicken wire before the renovation, but it was not
43 very secure and not replaced. The basement is currently sufficiently dry to store these files.
44 The cage would cost \$1,200 to \$1,500 and would be bolted to the wall.

45 iii. Kent moved to accept the \$3,500 grant from CTCL to pay for election supplies. Beth
46 seconded. All in favor by roll call, motion carried.

47 iv. Scott signed the Center for Tech and Civic Life Election Infrastructure Grant Agreement.

48 b. Sam and Jim confirmed that everything is ready for the election tomorrow. It is being held at the
49 elementary school and voting will be from 7 a.m. to 7 p.m.

- 50 4. Police Department Candidate
- 51 a. Chief Crotty introduced Jordan Westgate, the candidate for the vacant officer position in the
- 52 Police Department. Jordan introduced himself and discussed his military and law enforcement
- 53 career.
- 54 b. This position is the vacancy that was created when Chief Crotty was promoted earlier this year.
- 55 The position is already in the Police Department budget.
- 56 c. Lt. Crockwell is retiring next month. His position is not being backfilled.
- 57 d. Chief Crotty confirmed that Jordan has cleared all checks and can start on Monday.
- 58 e. The Selectboard welcomed Jordan. They will swear him in at the September 23rd meeting.
- 59 5. Tricentennial Committee
- 60 a. Jan Cote, Erin Meagher, Stephanie Jackson, Mark Stevens, Bill Adams, Ron Routhier attended
- 61 to learn more about and potentially join the Tricentennial Committee.
- 62 b. There were questions about what exactly the committee duties would be and what kind of time
- 63 commitment was expected. The Committee would need to decide what the Town should do for
- 64 the celebration and plan those events. So time commitment isn't known yet.
- 65 c. Erin Meagher, Bill Adams, and Ron Routhier signed their appointment slips.
- 66 6. Shaker Regional School District
- 67 a. Debbie Thompson explained the FY 24/25 School Budget.
- 68 b. In March, the budget was not yet firmed up, so the estimated increase in how much more
- 69 money needs to be raised was \$1.4M. Now that the budget has been finalized and FY 23/24 has
- 70 been closed, the estimated increase is \$1.1M.
- 71 c. For FY 23/24 Canterbury paid \$4,043,915. The estimate for FY 24/25 is currently \$5,140,568.
- 72 d. There are several reasons for the increase. Revenue is going down by \$2M and the budget is
- 73 going up by \$1M.
- 74 i. Revenue is going down due to filling vacant positions and loss of COVID federal funds.
- 75 ii. For several years there were positions that were needed and budgeted for, but no one was
- 76 hired, so those funds were able to go back into the Unreserved Fund Balance.
- 77 e. Since the books closed for FY 23/24, there is \$982,362 in the school's unreserved fund balance
- 78 that could be used to offset taxes. There were unanticipated revenues from earnings on
- 79 investment in the amount of \$55K and other sources in the amount of \$146K.
- 80 f. The State's Adequate Education funding was recalculated and both Belmont and Canterbury
- 81 will be receiving more money.
- 82

	FY 23/24	FY 24/25 Estimate
Amount Canterbury contributes to the School District	\$4,043,915	\$5,140,568
School Tax Rate per \$1000	\$10.91	\$13.67
Total Tax Rate per \$1000	\$21.00	> \$23.76*
Taxes owed on \$400K home	\$8,400	> \$9,504*

83 *The County, State, and Town have not yet set their budgets for 2025.

84

- 85 g. The "Equalized Valuation" is what the state considers the Town of Canterbury property to be
- 86 worth currently. That is opposed to the "Assessed Value", which is based on the last time the
- 87 time was revalued. The Equalized Valuation is \$502,952,655 and the 2024 Estimated Assessed
- 88 Value is \$375,979,513.
- 89 h. The Assessed Value is what is used to calculate the tax rate.
- 90 i. Cost per \$1000 = Amount to Raise / Assessed Value * 1000
- 91 i. If the Equalized Value equaled the Assessed Value, the tax rate would be 25% lower.
- 92 j. The Town of Canterbury last revalued in 2021 and the next is scheduled for 2026.

- 93 k. The Selectboard could choose to move that up, but it is a very large project to do, which is why
94 it is only done every 5 years.
- 95 l. Robert Steenson discussed how valuation affects the tax rate.
- 96 m. Canterbury pays 24% of the amount that needs to be raised for SAU80, excluding funds from
97 the state. Belmont gets a little more from the state, so Canterbury pays slightly more than 24%.
- 98 n. The final bill for the school district cannot be determined until the DRA sets the tax bill. The
99 only number left to calculate is the Special Education funds. Debbie does not expect this
100 number to significantly affect the estimate.
- 101 o. There was discussion about how to explain this issue to residents. Mike Tursi and Debbie said
102 they would be happy to get on the phone with anyone who had questions and walk them
103 through it. The office number is 603-267-9223.
- 104 p. Debbie and Mike do not anticipate any large hike in next year's budget. 80% of the school
105 budget is wages and the collective bargaining hasn't happened yet.
- 106 q. Special education funds are a reimbursement to the district based on how much they spent in the
107 previous year. They cannot anticipate how many students may need additional assistance, so
108 this has the potential to significantly and unexpectedly increase costs.
- 109 r. Michelle Lewis explained that even if the School Board had known about the revenue loss at
110 the very beginning of the budget process, to prevent this increase, they would have had to slash
111 the budget by firing people that were just hired. That would lead to personnel burnout,
112 increased class sizes, cutting programs, and limiting program offerings. The School Board
113 likely would not have voted to do that.
- 114 s. A teaching assistant can augment teaching, but someone cannot give instruction without being
115 certified by the state.
- 116 t. Very few people attend School Board meetings. They are encouraging people to attend and join
117 the Budget Advisory Committee.
- 118 u. There was more discussion about how to notify people of this change so they can budget for the
119 increase ahead of time. Many people already know because it was discussed at Town Meeting.
120 It was suggested to publicize this information on the website, Facebook, Town email, through
121 flyers.
- 122 v. There was discussion about how the Equalized Valuation can affect some more than others if
123 property values go up unequally. The Selectboard could ask Assessor Mandy Irving if that is an
124 issue in this town.
- 125 w. The School District would like to have a joint meeting in October with the School Board,
126 Belmont Selectboard, and Canterbury Selectboard.
- 127 7. Budget Committee
- 128 a. Scott reviewed the Budget Highlights YTD September 9, 2023 document.
- 129 b. There were several updates since the document was created.
- 130 c. Salisbury has withdrawn from the Penacook Rescue Squad talks. They are still paying and the
131 talks are still ongoing with the towns that remain and Merrimack County. It has been suggested
132 that Merrimack County should contribute since PRS is covering the nursing home and jail.
- 133 d. The Selectboard met the new Patrol Officer today and he will start next week.
- 134 e. For the snow plow drivers, the Town is hiring individual contractors who have their own
135 equipment. The State pays theirs 10 hours a week of standby pay. Canterbury is advertising at 5
136 hours a week of standby pay at \$125 per hour. That will be \$20K minimum for a 16 week
137 plowing season.
- 138 f. We have one contract employee. In general, if a person is using the Town's equipment for
139 plowing, we need assurance of their skill level or it is a liability. Primex (our insurance
140 provider) and other towns recommended that we hire drivers who use their own equipment.

- 141 g. The Highway Department hasn't been paying wages/benefits for two employees since May, so
142 there is plenty of money in the current budget for this.
- 143 h. The Budget Committee asked the Selectboard to calculate how far under budget the Highway
144 and Police Departments will be so that the tax rate doesn't go up for those departments.
- 145 i. Since the theft, the Transfer Station is no longer storing cash when it is closed.
- 146 j. The Transfer Station is using a temp worker service to fill in shifts on Saturdays.
- 147 k. Bob Steenson suggested reevaluating at the end of the year if the Land Use Administrator
148 position was still needed. Perhaps once things settle down with the Planning Board, there will
149 be less work to do.
- 150 l. The Town had to reimburse an attorney \$700 because the previous ZBA Chair didn't respond to
151 an Right To Know request properly. To address that incident, the Town's Counsel did two RTK
152 training sessions which were well attended.
- 153 m. Ken spoke with Eric Baker today about the gazebo repairs (Warrant Article 2024-22). He will
154 begin work in the next few weeks.
- 155 n. The folder/insert from WA 2024-21 has been purchased and is in use.
- 156 o. The mini-split from WA 2024-18 has been installed.
- 157 p. The cemetery work from WA 2024-17 is almost completed. 400 lots were added.
- 158 q. The website from WA 2024-19 is being constructed and will be finished by the end of the year.
- 159 r. The steam cleaner from WA 2024-20 has been purchased and delivered.
- 160 s. Lois Scribner is leaving Canterbury and will no longer be the secretary for the Planning Board,
161 Solid Waste Committee, and Historic District Commission. Michelle Hammond is currently
162 being trained to take over those roles.
- 163 t. So far the only known big ticket item for 2025 is the Solid Waste Committee's proposal to have
164 another Hazardous Waste Day. The Town hasn't had one for almost 10 years. They will be
165 getting estimates for the Selectboard.
- 166 u. Calvin Todd asked if there were plans to fix the Sam Lake House Garage. There is currently
167 \$69K in the Capital Reserve Account for SLH Maintenance. There was some discussion about
168 what should be done with that building. A firm decision on the purpose of the building would
169 need to be made before getting estimates for the work. \$69K likely wouldn't cover it.
- 170 v. The Budget Committee and Selectboard were in agreement to try to keep the budget level this
171 year to compensate for the School District's increase.
- 172 w. There was discussion about how the Highway Department vacancies will affect the budget and
173 if offering higher wages or pooling resources with another town might help.
- 174 8. Energy Committee re Window Dressers
- 175 a. See Selectboard minutes 8/19/24 Section 6 for previous discussion.
- 176 b. Jeff Beltramo (EC Chair) discussed the measurements he and Beth did for the Town Hall
177 window inserts.
- 178 c. Kent had pointed out in an email that they missed the 13th window. That will need to be
179 measured before placing the order, but the cost can be estimated based on the other windows.
- 180 d. The Selectboard agreed that white finish (rather than pine) was preferred.
- 181 e. The white window inserts were an average of \$70.50. It will cost \$942.51 +/- a few cents for 13
182 windows.
- 183 f. Window Dressers says that the inserts save 8 gallons of heating oil per window per year. If we
184 estimate \$4 per gallon, that is \$416 in savings per year.
- 185 g. October 4th is the deadline to order the inserts. There is another Selectboard meeting before
186 then, so they can sign the accounts payable manifest for it at the next meeting. Jeff will measure
187 the last window and provide the information needed to pay the invoice.
- 188 h. Some of the windows will need the window shade brackets to be moved. That can be done in a
189 few hours with volunteer work.

- 190 i. Kent spoke with Kevin Bragg (HDC Chair) about the inserts and Kevin did not think that the
191 HDC needed to weigh in officially.
- 192 9. New Business
- 193 a. Town of Andover ZBA Public Hearing Notice re wireless service facility
- 194 i. Scott read the notices aloud. Andover's ZBA will be having public hearings on September
195 17, 2024 at 7 p.m. for Vertex Towers, LLC's proposal to create a personal wireless service
196 facility (aka cell phone tower).
- 197 ii. Canterbury was notified because this type of project is considered to have regional impact
198 and we happen to be within the circle they drew around Andover.
- 199 iii. Beth suggested that someone from Canterbury should attend in case there is any helpful
200 information that could be used to improve cell phone coverage in our area.
- 201 iv. Kal will notify the CCPC about this meeting.
- 202 b. HealthTrust Annual Member Meeting and Board Elections
- 203 i. Scott read aloud the notice from HealthTrust, the Town's health insurance provider. It was
204 just letting the Town know that they will be having the Annual Member Meeting and Board
205 Elections and municipal officials may attend.
- 206 c. Email from Howard Moffett re Canterbury Community Power Committee (CCPC)
- 207 i. Scot read aloud the email.
- 208 ii. Howard, Ellen Scarponi, Kelley Stonebraker, and Ben Stonebraker are all resigning from
209 CCPC for various personal reasons.
- 210 iii. CCPC voted and asked the Selectboard to confirm Tom Franco as the new Chair and
211 Primary Representative to CPCNH.
- 212 iv. Scott and Kent have both discussed this with Howard and Tom previously.
- 213 v. Scott motioned to appoint Tom Franco as the Chair of CCPC. Kent seconded. All in favor
214 by roll call, motion carried.
- 215 vi. Their next meeting is on September 11th. They will elect a new secretary then.
- 216 vii. There was a discussion about who the new secretary could be since no one on the
217 Committee wants to do it.
- 218 viii. Kal suggested asking Michelle Hammond. Beth said that she could also get the names of
219 who Boscawen uses for their recoding secretaries.
- 220 ix. The Energy Committee will be discussing at their meeting tonight if they want to combine
221 with the CCPC.
- 222 10. Old Business
- 223 a. Lyford Pond Dam Update
- 224 i. The Friends of Lyford Pond chose to install a culvert to fix the issues with Lyford Pond
225 Dam. The culvert was installed last week.
- 226 ii. This is a mid-term solution, that will buy about ten years before a long-term solution must
227 be put in place.
- 228 iii. The Attorney General's Office is still determining legal ownership of the dam. Once that is
229 decided, the Friends of Lyford Pond could start working with the owner.
- 230 iv. Sherwood Forrest had a meeting recently and changed their leadership. Ken will get the Se-
231 lectboard the new contact info and board lineup.
- 232 b. 1 Carter Hill Road Update
- 233 i. See Selectboard minutes 7/1/24 Section 5.e.ix. for previous discussion.
- 234 ii. Ken received an email from the property owner. They are going through bankruptcy so any
235 action that the Town takes would need to go through the bankruptcy management team. The
236 owner provided contact information for his son who is trying to clean up the property, but
237 not for the bankruptcy team.

- 238 iii. The property is still in bad shape and more trucks have been witnessed unloading junk.
239 iv. Scott suggested revisiting this topic at the next meeting and perhaps setting a deadline and
240 sanctions for non-compliance.
241 v. The property owner's daughter also owns a portion of the property, but she has not been in
242 contact.
243 vi. The Town would need to have a public hearing to determine if the property is being used for
244 an obnoxious use. Then a cease and desist could be sent, then it could go to court.
245 c. Actuarial Estimate for Unfunded Liability Calculation
246 i. See Selectboard minutes 8/19/24 Section 8.d. for previous discussion.
247 ii. Ken sent the Selectboard copies of the proposal from KMS Actuaries. It is a four-year con-
248 tract for a total of \$9K.
249 iii. Beth thought their rates were reasonable, but we could shop around.
250 iv. The Selectboard agreed that since calculating the unfunded liability is required, we need to
251 do this.
252 d. Action Items Review
253 i. The Selectboard reviewed the Action Items list from 9/5/24.
254 ii. 20: The Master Plan is in its final review. Once that is complete, the process to create an of-
255 ficial road map can continue. (4/1/24 Section 5.b)
256 iii. 67: Ken will draft this letter and invite Joe to a Selectboard meeting.
257 iv. 74: Beth is still drafting the Code of Conduct. (8/5/24 Section 3)
258 v. 140: Ken checked in with legal about the CCPC's grant applications for solar projects. They
259 said that even if the money would be reimbursed right away, the expense would need to be
260 approved by warrant article at the next Town Meeting. (7/15/24 Section 4)
261 vi. 149: Ken sent Bryan at Comcast the proposed franchise agreement changes and is waiting
262 for a callback to get a list of addresses that have been hooked up. (8/5/24 Section 4)
263 vii. 153: The Town's Counsel sent a certified letter to the employee, but it was returned undeliv-
264 erable. Ken confirmed that it was the correct address, so that means the person refused to
265 sign. So they will be filing this with small claims court. (8/5/24 Section 8.b)
266 viii. 156: Ken spoke with the contractor who is supposed to repair the Library door. He said
267 he would start the work right away. (8/19/24 Section 3.d.ii)
268 e. Dirt Road Update
269 i. See Selectboard minutes 8/19/24 Section 3.e.vi. for previous discussion.
270 ii. Ken spoke with Mike Rislov twice. He was supposed to call back and set up a date, but he
271 did not. The Selectboard decided to give him another call and a deadline of October 1st.
272 iii. The Selectboard discussed other ways the ARPA funds could be spent if this falls through.
273 11. Adjournment
274 a. Kent made a motion to adjourn the meeting at 7:44 p.m. Scott seconded. All in favor by roll
275 call, motion carried.
276
277 Next Meeting: 2024 September 23, 5:00 p.m. at the Meeting House
278
279 Minutes submitted by Kathleen McKay, Administrative Assistant