

Town of Canterbury, NH
Board of Selectmen
Date: 2025 January 6
Location: Meeting House

Selectmen: Scott Doherty (Chair), Kent Ruesswick, Beth Blair

Town Administrator: Ken Folsom

Others Present: Edgar Rivera (Libertad Press NE), Greg Meeh (Planning Board Chair), Mike Tardiff (CNHRPC), Clifton Mathieu, Rich Marcou (Solid Waste Committee Chair)

1. Call to Order
 - a. The meeting was called to order at 4:57 p.m.
2. Planning Board (PB) HOP Grant
 - a. See Selectboard minutes 9/23/24 Section 7.a. and 12/30/24 Section 3.c. for previous discussion.
 - b. PB Chair Greg Meeh and Mike Tardiff of CNHRPC attended to discuss a new HOP Grant. The Selectboard agreed to apply for the grant at the 9/23/24 meeting. The grant was awarded. The Selectboard now needs to sign the contracts.
 - c. This grant includes money to cover administration costs. CNHRPC intends to do most of the paperwork for the Town, but the Town could get reimbursed for time spent on reporting.
 - d. The PB intend to use this grant to work through housing related zoning changes. They would do public hearings and craft warrant articles for the 2026 Town Meeting.
 - e. Greg explained that the workforce housing ordinance is out of date and needs to be updated. There is also a lot of support for protecting open fields and “viewsapes”, but not much agreement on how to do that. This would be a continuation of the conversation started with the new Master Plan.
 - f. The first public hearing would be this summer to leave room for more meetings later in the year.
 - g. They plan to suggest a series of warrant articles so that the voters can decide on each change individually.
 - h. Greg signed the contract with CNHRPC as Chair of the Planning Board.
 - i. Clifton Mathieu asked if the PB voted to apply for this grant. Greg answered yes. The Town applied for it after the Selectboard agreed at the 9/23/24 meeting.
 - j. The HOP Grant is awarded by the State of NH, but no one present was sure where the funds came from. The previous round of grants used ARPA funds. This round could potentially be using money from the State’s General Fund.
 - k. The Selectboard signed the grant acceptance paperwork.
 - l. There was discussion about bringing in CNHRPC’s circuit rider to the office for a few hours. Consulting with the circuit rider is included in the Town’s membership, but if the questions turn into hours of work every week, then they will start charging \$65 an hour. If it would be helpful, he could come into the office to work on a specific project or train staff.
 - m. The circuit rider could also review specific applications and the cost of his time could be paid by the applicant rather than the Town.
3. Solid Waste Committee (SWC) Warrant Article
 - a. See Selectboard minutes 12/2/24 Section 7 for previous discussion.
 - b. SWC Chair Rich Marcou attended to present a proposed timeline, footprint, and cost estimate for the New Transfer Station project.
 - c. A new site would need 3-phase power and 3-5 acres to accommodate more storage, a drive-on weighing scale, composting, easy access for trailer trucks, and multiple lanes of traffic.

- d. A drive-on scale would allow for more accurate charging of construction debris. Right now we charge residents by volume, but when we bring it to the landfill, they charge us by weight.
 - e. There is a new state law requiring any individual business that generates one ton of food waste per week to have a composting program. Canterbury currently doesn't have a business that meets those requirements, but this closer scrutiny of food waste by the State indicates that this may need to be added in the future.
 - f. No one present was sure if Canterbury Elementary School is affected by that law or which private contractor hauls their waste.
 - g. The SWC estimates the total cost of the New Transfer Station project to be under \$2M, likely closer to \$1.5M.
 - h. The timeline presented would have the SWC spending 2025 on finding a location, engaging the community, and planning/budgeting; at the 2026 Town Meeting they would propose a warrant article to buy the land; 2026 they would focus on working with engineers to get firm costs and seek grants; and at the 2027 Town Meeting they would propose a warrant article for the new facility.
 - i. Right now, the SWC would like \$10K in a Capital Reserve Fund (CRF) to begin funding the project.
 - j. Rich will attend the Budget Committee meeting tomorrow night to present this proposal.
 - k. In 1985 a CRF was made for the "implementation" of a Transfer Station. That was built in 1988, and a small amount was left in the account. It may need to be two separate warrant articles, but that remaining \$6K could be moved to a new CRF to build a new Transfer Station.
 - l. The Highway Department would likely continue to use the present site for the salt shed. However, once the Transfer Station moves, DES may decide to put more pressure on capping the landfill. The SWC would need to meet with DES to find out what they would require.
 - m. There is a CRF for capping the landfill. It has \$114K in it, which would likely not even cover the engineering cost of that project.
 - n. There was discussion about if composting would include "tree debris" or if we would continue to use the burn pile. Composting would be helped by leaves and small branches from lawns. If the Town wanted to compost larger items, a chipper would be needed. Larger items would likely continue to be burned at the new site. The fire needs to be monitored, so it could not be done at the old site.
 - o. The SWC would try to layout the new site so one person could monitor everything from a central office. The Selectboard questioned if it was possible to estimate labor needs at this point.
 - p. To create a \$10K CRF for this project, the \$6K from the old CRF could be used, and then \$4K could be raised.
 - q. The suggested 2026 and 2027 warrant articles would need to be bonds. Bonds require all details to be firmly worked out. Bonds cannot be paid off early, so there would be 2 bonds active at the same time for one project.
 - r. There was discussion about how long the incinerator might be in operation and what the options might be if it stops. Due to existing contracts, it likely will continue for at least 7 more years. If the company broke a contract, they would likely give a year's notice.
 - s. There was discussion about using different fee models. Instead of the green "pay as you throw" bags, we could use stickers or even pay by weight for everyone.
 - t. If this project moves forward, the Selectboard will need to decide if the SWC has time to continue the project or if a new committee should be formed.
 - u. The next SWC task is to reevaluate the fee schedule since the current one was made in 2012.
4. Administration
- a. The Selectboard signed:

- i. Kent made a motion to sign the 12/31/24 Accounts Payable Manifest in the amount of \$24,519.52. Beth seconded. All in favor by roll call, motion carried.
 - ii. Kent made a motion to sign the 1/6/25 Accounts Payable Manifest in the amount of \$534,293.65. Beth seconded. All in favor by roll call, motion carried.
 - iii. Kent made a motion to sign the Payroll Manifest in the amount of \$51,413.03. Beth seconded. All in favor by roll call, motion carried.
 - b. Previous Minutes Approval
 - i. Proposed changes to the 12/16/24 minutes.
 - 1. Move sections 2.c.xiv. and 2.e.vi. to section 3, so that all discussion about the Snowshoe Hill Road Waiver was in the same location.
 - 2. Add a note of previous discussion in the 12/2/24 minutes to section 2.e.ii.
 - 3. Reorder the text in sections 4.a.v. to be in chronological order.
 - 4. Rewrite section 8.e.vii. to say "...teach the new and remind the current board/committee members that the requirements for posting notices and draft minutes come from the State..."
 - ii. Beth made a motion to approve the public minutes as amended for the Selectboard meeting on December 16, 2024. Kent seconded. All in favor by roll call, motion carried.
 - iii. Proposed changes to the 12/30/24 minutes.
 - 1. Line 44 change to "... 35 hours per week and if it would be helpful for her workload, which would..."
 - 2. Line 60 add "... that it is appropriate to add separate legal line to the Planning Board budget."
 - iv. Beth made a motion to approve the public minutes as amended for the Selectboard meeting on December 30, 2024. Kent seconded. All in favor by roll call, motion carried.
- 5. New Business
 - a. Security System Update
 - i. There are security systems in the Houser Museum, the Elkins Museum, and the Town Hall. Last year the Town Hall system was upgraded because the device was too old.
 - ii. There have been several false/mystery alarms in the other two buildings. If we upgraded the systems, we could have cameras that would allow the person who gets the alarm notification to see if anything is actually amiss and if the police should actually be dispatched.
 - iii. The new systems would be about \$500 per building. We got a discount on the Town Hall system, so Ken will see if we could get a discount on these too. The cost would be absorbed in the 2025 budget.
 - iv. Beth spoke in favor of the upgrade since she has been getting the alerts and visiting the buildings when the alarm goes off. She would like to be able to see the building before deciding to cancel the alarm or alert the police.
 - v. The Selectboard agreed to upgrade the two security systems.
- 6. Old Business
 - a. Website Update
 - i. The new website is ready to go live, but the developer is having technical difficulties with getting it on the new canterburynh.gov domain. It should finished this week.
 - ii. There was discussion about how to ensure compliance with RSA 91:A on the website and with the various boards and committees. The new website resolves the technical and process issues that were partly to blame for delayed postings in 2024.
 - iii. Beth is expecting to finish writing the Code of Conduct within the next two months.
 - b. Solar Panels
 - i. The inverter for the solar array at the Town Office is dead. Jim Snyder thinks it might be an issue with the wires between the building and the array. If so, digging would need to

happen, so fixing it would have to wait until spring. Larry Martin is going to come take a look too.

- ii. The panel at the Municipal Complex that Jim repositioned last month is producing 21% more than the others. So he will move forward with the plan to change the hardware to make repositioning easier and train a few people in how to do it. (See 12/2/24 Section 8.a.)

c. 2025 Budget Prep

- i. Ken distributed a few draft budget documents. Most of the budget lines have been filled in and it is currently 7.5% higher than last year. Ken reviewed the 2025 Budget Highlights.
- ii. The Planning Board is concerned that they will again have high legal expenses in 2025 and would like to have it's own legal budget. (See 12/30/24 Section 3.c.) Ken went through the invoices from 2024 and found that the legal expenses (line 4153.3) included \$7,563 for Planning Board, \$668 for ZBA, \$3,623 for RSA 91:A training. The rest were miscellaneous expenses relating to Wyven Road, a quitclaim property, etc.
- iii. Ken reviewed the potential warrant articles. Several had extended discussion:
 1. The Library and CCPC told Ken today that they would like a \$20K warrant for weatherizing the Elkins Public Library building. Tom Franco was unable to attend tonight, but will try to go to the Budget Committee meeting tomorrow. Tom estimates that the savings in heating costs will earn back the money in 3-5 years.
 2. The Voting Machine was in the 2023 budget and encumbered in 2024 but due to an extensive testing process, it is still unavailable. It should be available in 2025, so the Town is asking for the funds again, but using a warrant article this time.
 3. Sam Papps would like to start a CRF for Voting Equipment. There is a new state law requiring all towns to have handicap accessible voting machines at all elections including state and local. We currently borrow our equipment from the State, but theirs is old and they may not be lending it out much longer. \$5K in a CRF plus grants should cover purchasing our own equipment.
- iv. The public hearing for the 2025 Budget will be February 3rd since that is the first regular Selectboard meeting of February.

d. David Heath Retirement

- i. A resident contacted Kent and asked how the Town would be honoring David's 40 years with the Town. The Selectboard agreed to include a dedication and photo in the Highway Department report in the 2024 Town Report.

e. Decaying House on Old Tilton Road

- i. The same resident contacted Kent about an abandoned house that is falling in on Old Tilton Road. They wanted it to be rebuilt, but it is private property and not in the Town's control.
- ii. Code Enforcement has been in contact with the property owner and told them to post no trespassing signs and disconnect the power for safety of the public and firefighters.
- iii. The property is still being taxed. No one present was sure if the assessed value has been decreased yet.

f. 2024 Town Report

- i. Scott will draft the Selectboard report and send it to the others for review.
- ii. The dedication has been written and is being edited.
- iii. Sam Papps and Bob Scarponi are doing the cover.

7. Adjournment

- a. Kent made a motion to adjourn the meeting at 6:43 p.m. Scott seconded. All in favor by roll call, motion carried.

Minutes submitted by Kathleen McKay, Administrative Assistant