

2025-07-21 Board of Selectmen Minutes

Town of Canterbury, NH  
Board of Selectmen  
Date: 2025 July 21  
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), Rachel Baker (Library Director)

Others Present: Kal McKay (Admin Assistant), Brian Gaessler, Greg Meeh (as resident and Planning Board member, via Zoom)

1. Call to Order
  - a. The meeting was called to order at 4:58 p.m.
2. Department Heads
  - a. Michael Gamache (Fire Chief)
    - i. Chief Gamache distributed Canterbury Fire Department Selectmen's Report 6/16/25 through 7/21/25.
    - ii. There have been 184 incidents so far this year. Since the last meeting the Dept. assisted the Police Dept. with 3 searches. One was two kids that got lost in the woods, the 2<sup>nd</sup> was on West Road, and the 3<sup>rd</sup> was someone who left Canterbury Behavioral Health on Shaker Rd. All of the people were found.
    - iii. The Dept. helped JPI Pyrotechnics with the 7/5 fireworks. Everything went well.
    - iv. The Canterbury Fair is this weekend. The Dept. will have an EMT present for the race, and Penacook Rescue Squad will have an ambulance on hand.
    - v. Chief Gamache is working on recruiting new members. They are still in good shape, but want to get more people before it becomes a problem. There is no age maximum, there are jobs for all physical abilities.
    - vi. They are navigating some problems with DES permitting to install the dry hydrant on Pickard Road.
    - vii. Chief Gamache and Chief Crotty are working on getting Canterbury signed up for an emergency alert system that would be able to send out notices to every cellphone in the area. It is funded through E911, so there is no cost to the Town. This would only be used for extreme emergencies and would be able to override silenced cellphones. They had been working on it for a while, but decided to prioritize implementation after the flooding in TX.
    - viii. The Dept. helped a resident install free smoke/CO detectors through a program with the Red Cross. They will advertise this program again when heating season starts.
    - ix. Last month the Dept. did notification training with DCYF. Next month they will do emergency training with the gas line on Shaker Road.
    - x. The New Hampshire Motor Speedway will be having a race on 9/19 – 9/21. The Dept. will be staffing that event.
    - xi. The Dept. has been monitoring the beaches in town. They have been heavily used during the heat wave.
  - b. Justin Crotty (Police Chief)
    - i. Chief Crotty distributed Canterbury Police Department Selectmen's Report 6/15/25 through 7/21/25.

## 2025-07-21 Board of Selectmen Minutes

- ii. There have been 13 Incidents, 8 Arrests, 2 Accidents, 119 Citations, and 516 Calls for Service this month. Dept. members did 20 hours of training.
- iii. All 4 officers will be at the Fair this Saturday.
- iv. There have been no applications for the vacant patrol officer position. Chief Crotty spoke with 2 potential candidates who were willing to take small pay cuts to work here, but neither were willing to take the pay offered for this position.
- v. Most towns are now offering take-home cars and a 3 on/4 off schedule, so those are no longer an advantage for Canterbury. Loudon currently has 4 applicants.
- vi. Chief Crotty proposed using a living pay scale modeled off of the one Dunbarton uses. This would have 15 years of 2.5% steps and annual cost of living raises.
- vii. In 2026, Chief Crotty intends to keep all budget lines the same as 2025 so this scale could be implemented. If approved, it would be a 6.35% increase to the Police Dept.'s budget.
- viii. Chief Crotty also discussed increasing Deanna's hours from 30 to 36. This would make her full-time and give her access to benefits. There is enough administrative work between Police, Fire, and Highway, that she would be able to fill that time. Currently those tasks are being done by the Dept Heads, so this would free up their time. Other municipalities are trying to poach her, and Chief Crotty is concerned about the difficulty of training someone new if she were to leave.
- ix. Changing Deanna's hours and adding benefits were not included in the 6.35% increase.
- c. Sam Papps (Town Clerk-Tax Collector)
  - i. Sam distributed the All Unpaid Receivables Listed by Warrant 7/21/2025.
  - ii. Sam sent reminder letters to everyone on this list. The overdue bills for 2025 will come up for liening in March 2026.
  - iii. None of these are unusual except for Brenda Joziatis. She passed away and no one has contacted the Town yet about her estate.
  - iv. No one has yet made an attempt to pay the tax bill for the Lovering property. Next spring will be liening and deeding for that property, so the Selectboard should determine a course of action now.
  - v. Sam and Jessie will be doing certifications in August and 2 conferences in September/October.
  - vi. There was discussion about SB 213 which is waiting to be signed by the Governor. It is meant to prevent public employees from "electioneering", but would result in towns being unable to provide information on warrant articles to voters. The Selectboard agreed to send a letter asking the Governor to veto the bill. Further discussion was postponed to later in the meeting.
- d. Rachel Baker (Library Director)
  - i. This is the last week of the summer reading program. They have done 27 programs and gotten huge attendance.
  - ii. Rachel is collaborating with the Fair and Baystate Books to clean up the Town Hall by end of day Monday.
  - iii. Big Truck day was a big success. 185 people attended. Rachel thanked the departments for participating.
  - iv. There is no Library Trustees meeting this month due to the Fair. They will resume in August.
  - v. The librarians will be taking turns trying to use up some vacation time in August.
  - vi. Rachel is the President of the NH Library Association. NHLA wrote a letter to the Governor asking her to veto SB 213. They also had been lobbying against HB 324 which would have allowed book banning in schools. Thankfully that was vetoed. Rachel will be meeting with Governor Ayotte in August to discuss the NH Library System.

## 2025-07-21 Board of Selectmen Minutes

- vii. Rachel met with Ken and Beth regarding the heating grant. She hasn't gotten the numbers back from the heating supplier yet. Once summer reading is wrapped up, she will concentrate on that.
- e. John O'Connor (Road Agent)
  - i. The Dept has been working on paving Mountain View Road, line stripping parking lots, grading roads, prepping for the annual paving.
  - ii. Roadside mowing started today.
  - iii. Boden is covering the Transfer Station while David is on vacation.
  - iv. They hauled a load of glass and aluminum out and made \$3,900.
  - v. Old Tilton Road Pavement Update
    - 1. See Selectboard minutes 7/7/25 section 4.d. for previous discussion.
    - 2. Mr. Braskie emailed Ken back about taking up the pavement. John will need to be careful not to hit the septic line.
    - 3. John will break up the pavement and grade it out. If needed, he may also bring up to Ayers Road for reclaiming.
- 3. Shell Meetinghouse Road Update
  - a. See Selectboard minutes 7/7/25 section 5.a. for previous discussion.
  - b. Greg Meeh attended via Zoom. He initially spoke as the owner of the property in question, but later contributed to the conversation as a member of the Planning Board.
  - c. Ken sent Greg's letter to the Town's attorney and they emailed back. It is their position that the laws in 1928 didn't require abutter notification for Shell Meetinghouse Road, so it was correctly discontinued. The town office staff will double-check, but it appears this reasoning could be used to clarify the state of several roads in question.
  - d. Ken will send letters with this decision to Greg and the person who complained about the lock.
  - e. Greg discussed his research in the State archives and how the formation of a road is usually harder to find evidence of than discontinuation.
  - f. Calvin got documents from Web Stout showing the original layouts of many roads in town. The scales are good, but the names and landmarks have changed.
  - g. Once these discontinued roads are confirmed, the official map should be updated and reprinted.
  - h. Calvin asked if the Town should notify abutters as the roads are confirmed to be discontinued. When a road is discontinued, the abutters property line is adjusted to the center of the road. Many people may need to have their deeds updated.
  - i. Greg explained that how the road was originally formed could affect how the land is redistributed once discontinued.
  - j. Each of these roads will be looked at on a case by case basis.
- 4. Administration
  - a. The Selectboard signed:
    - i. Beth made a motion to sign the Accounts Payable Manifest in the amount of \$52,471.35. Scott seconded. All in favor by roll call, motion carried.
    - ii. Beth made a motion to sign the Payroll Manifest in the amount of \$53,818.43. Scott seconded. All in favor by roll call, motion carried.
    - iii. Scott made a motion to sign the Welfare Manifest in the amount of \$1,644.68. Calvin seconded. All in favor by roll call, motion carried.
  - b. Previous Minutes Approval
    - i. Kal read through the proposed changes for the 7/7/25 minutes.
      - 1. Line 111: add "They will review and decide at the next meeting."
      - 2. Line 116: add "in 2014"
      - 3. Line 200: insert above "The Selectboard decided not to pursue this."
      - 4. Line 274: add "at Canterbury Elementary School during afterschool pickup."

- ii. Scott made a motion to approve the public minutes as amended for the Selectboard meeting on July 7 2025. Beth seconded. All in favor by roll call, motion carried.
  - iii. Scott made a motion to approve the non-public minutes for the Selectboard meeting on July 7 2025. Beth seconded. All in favor by roll call, motion carried.
5. New Business
- a. Peter Shephard Letter re Speed Limits
    - i. Peter Shephard sent the Selectboard an email on 7/17/2025 requesting the creation of a reduced speed zone in the Center.
    - ii. Ken explained that Kimball Pond Road, Center Road, and Baptist Road are all State roads and the Town has no authority to set the speed limit on those. The Town tried to get the State to lower the speeds a few years ago, but the DOT explained that unless there is data showing accidents or speeding problems, they would not lower it. The Police Dept. borrowed a recording device measuring speed on Kimball Pond Road and found that it was a very small percentage of people who sped and most went below the posted limit. The DOT deemed that insufficient reason to change the posted limit.
    - iii. Mr. Shepard could write a letter to the DOT and our State Reps if he wanted to pursue that path again.
    - iv. Old Tilton Road and Hackleboro Road are Town roads, so the Selectboard have the authority to change the speed limit there. The current posted limit for both is 30 mph.
    - v. There was discussion about getting data about speeds on those roads. The Police could borrow a recording device again or the Town could ask CNHRPC to add 2 more roads to the 5 we are allowed for the annual traffic study. Ken will start by asking CNHRPC.
    - vi. Ken will contact Mr. Shepard with an update.
6. Luke Mahoney re Footbridge across the Merrimack River
- a. Luke Mahoney contacted Ken because he would like the Town to build a foot/bicycle bridge to connect Canterbury and Boscawen where the old bridge used to be at the end of West Road.
  - b. Luke distributed copies of his proposal and explained that creating this access would allow access to the Northern Rail Trail that exists just on the other side of the River. He thinks that tying into this access would be good for Canterbury's economy and allow Canterbury residents a safe way to reach the trail without going through the area around Exit 17. Since there are plans to expand this rail trail, it will hopefully be able to reach Concord one day.
  - c. Luke spoke with Boscawen and found out that they are developing parks, pavilions, sports fields, etc. directly on the other side of the river. Boscawen doesn't have beaches, so this could give each town access to something they don't have.
  - d. Ken explained that the old bridge was closed in 1962 to car traffic and taken down in 2015. It was very unsafe and both towns contributed to the costs of taking it down. The State required a historic marker on each side. Canterbury put up a sign and Boscawen began this pavilion project.
  - e. Katie Phelps, the Boscawen Town Administrator, sent out an update on the project recently. They have managed to raise \$400K of the \$450K needed for the project and will begin construction next spring.
  - f. Beth agreed that Luke's idea is good, but thinks that the timing might be bad.
  - g. This project would require a lot of planning, engineering, fundraising, and cooperation between the two towns. Both towns would have to vote to approve the project at their town meetings. Since Boscawen are about to construct something right across the river, it is likely too late to change their project to accommodate a foot bridge.
  - h. The Selectboard supported pitching the idea. Luke will begin by contacting members of the Boscawen committee that organized this project. If they are receptive, Luke will get back to the Selectboard.

7. New Business Continued

a. Land Use RSA Revisions

- i. Governor Ayotte signed multiple House and Senate bills, some of which impact Canterbury's Zoning Ordinances.
- ii. HB 577 allows ADUs (accessory dwelling units) by right. Gov. Ayotte signed it on 7/15, but it is retroactive to 7/1.
- iii. There is currently a CUP (conditional use permit) application for an ADU in front of the Planning Board. NHMA said that it is now a moot point and the ADU must be allowed. PB Chair Brendan O'Donnell disagrees and intends to discuss the subject at the PB meeting tomorrow night.
- iv. There was discussion about how to interpret the new RSA and what the Building Inspector should do if the applicants come to the office and ask for a building permit. There was doubt that the PB will have sufficient time to discuss this tomorrow after a site walk and two hearings.
- v. There was discussion about SB 213. The Selectboard would likely have to stop explaining warrant articles at Town Meeting. If someone complained, it would have to go to court and the Selectboard members could be charged with a misdemeanor.
- vi. The Selectboard read the letter that Kal sent to Gov. Ayotte requesting that she veto the bill. They agreed to minor edits to the letter so that it is from the Selectboard's perspective. Kal will make the edits and call the Selectboard members to come sign it tomorrow morning.

b. Town Hall Electrical

- i. The electrician will install 2 20-amp circuits with outlets on the exterior of the Town Hall near the ramp entrance. This can be used by Canterbury Fair and Farmers Market.
- ii. The electrician gave an estimate of \$6K for bringing the electric line from the Town Hall to the Houser Museum. It costs about \$60 per month to have the separate meter at the Houser Museum, so Ken will need to do the math to see what the payback time would be.

c. Vacancies

- i. Robin Preve has been the long-time janitor for the Town and she recently resigned due to health concerns. Ken read aloud a letter from Robin.
- ii. The Selectboard will send a letter of thanks to Robin for her time with the Town.
- iii. Ken is going to attend a job fair at NHES this Thursday. They have a fair every week, so he is going to start by trying to recruit for the Highway Dept. vacancy.
- iv. Andres Romero who works at the Transfer Station let Ken know that he will likely be leaving at the end of the year. So there will be a vacancy there too.
- v. There are 2 applications in for the janitor position. Right now the staff are cleaning up after themselves.

d. Class VI Road Inspections

- i. Road Agent John O'Connor did the annual Class VI Road Inspections and distributed the results.
- ii. Flagg Road needs new crushed gravel. The Class VI Road Waiver for Flagg Road was signed before the Town started doing Road Improvement Agreements, so the owner cannot be forced to fix the road. If the road is not fixed and emergency vehicles are unable to get down the road, then the signed waiver will protect the Town from liability.
- iii. There is a plow truck parked in the turnaround on Welch Road. Ken will send a letter asking the property owner not to park there.

8. Old Business

a. Retiree Healthcare Costs

- i. See Selectboard minutes 7/7/25 section 4.c. for previous discussion.

## 2025-07-21 Board of Selectmen Minutes

- ii. Kal sent out an email with what it would cost for the Town to pay the difference in cost between the SchoolCare plans and the NHIT plans for the 3 retirees. For 2 retirees the cost went up. The total difference for the 2<sup>nd</sup> half of 2025 would be \$3,754.50.
  - iii. Ken explained that the budget is pretty good on the bottom line. Some lines have gone over, but the vacancies have provided some wiggle room. He thinks we could come up with this amount. The whole NHIT shutdown situation will be discussed when the Budget Committee gathers in September.
  - iv. Calvin felt that if we can find the money, then paying for this is the right thing to do.
  - v. Beth agreed and brought up that the investment policy should also be looked at. If the Town's cash was invested instead of sitting in a checking account, we might have been able to cover this expense using the investment interest.
  - vi. The Selectboard agreed to pay the difference in cost between the SchoolCare and NHIT plans for retirees for the 2<sup>nd</sup> half of 2025.
- b. 367 Shaker Road Update
- i. See Selectboard minutes 6/16/25 section 9.g. for previous discussion.
  - ii. Canterbury Behavioral Health has changed their policy about what patients they will accept. This will hopefully take care of the issues they were having.
- c. Beulah Fellowship Update
- i. See Selectboard minutes 6/2/25 section 6.e. for previous discussion.
  - ii. Ken emailed the Selectboard a copy of Mandy's opinion and Joel's letter regarding their visit to the Beulah Fellowship property.
  - iii. Ken did not ask Mr. Davis to attend tonight's meeting. If the Selectboard deny the exemption, he will be able to appeal and attend a future meeting.
  - iv. Scott felt that the property should not be exempt. From the application and letters, he saw no evidence that the property is being used at all or for a religious purpose.
  - v. Beth agreed. There was an absence of qualifying use and the buildings are unusable.
  - vi. Scott moved to deny the tax exemption for Beulah Fellowship. Beth seconded. All in favor by roll call, motion carried.
- d. Sam Lake House Garage Update
- i. See Selectboard minutes 5/19/25 section 7.c. for previous discussion.
  - ii. Construction will begin next week, weather permitting. They will begin by removing the shingles and testing for lead. Demolition debris will go to our Transfer Station.
  - iii. The Fair will be moving their stuff out this weekend. There are also a few things in there owned by the Town: two metal desks and a vintage hand-operated baling machine.
  - iv. The Historical Society has already said they don't have room for the baler. Ken will contact the Agricultural Commission to see if they know of any farmers or museums that might want it.
- e. All Board Meeting Update
- i. See Selectboard minutes 7/7/25 section 4.a. for previous discussion.
  - ii. Ken sent out an email inviting everyone to attend the All Board Meeting on September 4<sup>th</sup>. Still waiting for RSVPs from the Energy Committee, Trustees of the Trust Funds, and the Zoning Board.
  - iii. The Selectboard is hosting the meeting, so they need to come up with an agenda. The purpose of the meeting is to discuss the Code of Conduct.
  - iv. Beth asked that boards/committees provide their reasoning for recommending new members to the Selectboard. Kal explained that at least the ZBA was already doing that. Going forward Kal will include the recommendation letter/minutes when they bring appointment slips for signing.
- f. Transfer Station Report from Aries Engineering

## 2025-07-21 Board of Selectmen Minutes

- i. See Selectboard minutes 7/7/25 section 12 for previous discussion.
  - ii. The electrician got back to Ken about the cost estimate for adding 3-phase power to the Transfer Station. Just for the electrical work, it would be \$18-19K.
  - iii. That number doesn't include the \$217K for the utility poles, or the cost of an electrical baler.
  - iv. Ken sent this to Aries, so the report should be finished soon.
  - v. Canterbury Elementary School is also looking to getting 3-phase power brought up from the Center. Ken is finding out if they decided to do that. If they did, it could reduce the cost for the Transfer Station by a few poles. Calvin will ask at the next Schoolboard meeting.
  - vi. The Selectboard noted that as expensive as this project would be, it would still be much cheaper than relocating to a new site entirely.
- g. Historic District Commission
- i. Calvin noted that the HDC has a new Secretary.
  - ii. Kal explained that Cheryl Andrew agreed to be the new Recording Secretary for the HDC. Michelle, the Land Use Administrator, is handling the applications, noticing, etc. and is coordinating with Cheryl who is doing the minutes.
9. Executive Session
- a. Scott made a motion at 7:07 p.m. to enter into Non-Public session as per RSA 91-A:3 II (a) to discuss a personnel matter. Beth seconded. All in favor by roll call, motion carried.
  - b. Scott made a motion at 7:26 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.
10. Adjournment
- a. Scott made a motion to adjourn the meeting at 7:27 p.m. Beth seconded. All in favor by roll call, motion carried.

Next Meeting: 2025 August 4, 5:00 p.m. at the Meeting House

Minutes submitted by Kal McKay, Administrative Assistant