

Town of Canterbury
Board of Selectmen
October 15, 2012

Selectmen Present: Bob Steenson
 Tyson Miller
 Cheryl Gordon

The meeting was called to order at 5:01 PM.

Bill Chapman and Funi Burdick from Shaker Village, Assessor Mandy Irving and Chuck Reese from the Department of Revenue attended the meeting to discuss the tax bill received on the restaurant.

Funi explained that they used to operate the restaurant in the Creamery building; they outgrew that building and built the new restaurant to current building codes using the same site/footprint of the blacksmith shop.

Bill explained that the income from the restaurant is used to defray operating expenses. They want visitors to stay at the Village more than a few hours.

Mandy explained that after visiting the site, she feels that only a portion of the building be taxed. Chuck explained that this would fall into the category of being taxable; the occupancy plays a crucial roll and suggested that the limit of income be reviewed.

The Board explained that the Village does receive Town Services, such as Police and Fire. Funi explained that they have invested in the Mill Ponds that the Town can take advantage of.

A brief discussion was held on the payment in lieu of taxes that Shaker Village used to submit. Jan will research the last payment received from the Village.

Mandy will create an abatement for the portion of the building that is not taxable.

Funi mentioned that she had heard that a Selectman used to be on the Board of Trustees for Shaker Village and asked that they consider that again.

The Board thanked, Bill, Funi, Chuck and Mandy for attending the meeting.

Fire Chief Angwin and Deputy Chief Jon Camire attended the meeting.

The Board updated Pete & Jon on the newly acquired Town property at 11 Kimball Pond Road.

Pete updated the Board on the Mezzanine project.

The Board explained that Shaker Village stated that they had upgraded the fire ponds and the pump house on their property. Both Pete and Jon explained that this is an advantage to the Town for fire suppression purposes.

Bob asked Pete to notify the Board when they finish burning the chicken coop on West Road.

The Board thanked Pete and Jon for attending.

Road Agent Jim Sawicki and Bob Haney attended the meeting. Jim explained that he would hire to

hire Bob for the vacant Highway Department position. Jim submitted Bob's resume for review. The Board asked Jim to have Bob see Jan on Monday to fill out the necessary paperwork.

Chief John LaRoche attended the meeting.

The Board discussed a request received from his department. The Board will revisit the request.

The Selectmen discussed the Camera and Alarm System for the Municipal Building. Bob will be contacting the Vendor's for further information

Chief LaRoche reported that he will be submitting a request for 2 cruisers next year. If it comes down to only 1 car being purchased, he would like to look into purchasing an extended warranty on the expedition. Bob asked the Chief to look into what it covers.

The Board thanked Chief for attending.

Jim Sawicki and Heidi Hutchinson attended the meeting.

Heidi explained that she is unsatisfied with the response time from the Town Administrator regarding a situation she had at the Transfer Station. She was looking for a simple response and found the process too long.

A brief discussion was held on emails being sent to personal email addresses. Bob explained that the email she received from the Transfer Station is consistent with others sent from Transfer Station.

Bob explained that the Board can see how she can feel that she was being ignored and they apologized for that. The Board has never drawn up a formal email notification policy.

The Board thanked Heidi for attending.

Jim submitted samples of employee evaluation forms for the Board to review.

The Board reviewed a request from Transfer Station Manager Adrienne Hutchinson to apply for a grant. The Selectmen approved to Adrienne be the Grant Administrator for this grant.

The Selectmen authorized Jim Sawicki to make an offer to Bob Haney for the open position in the Highway Department with a review in 6 months. Cheryl seconded the motion. All in favor, motion carried.

Bob made a motion to enter into a non-public session at 7:50 PM to discuss a personnel matter. Cheryl seconded the motion. All in favor by roll call, motion carried.

Bob made a motion to exit the non-public session at 8:25 PM and to permanently seal the minutes due to the personnel matters discussed. Cheryl seconded the motion. All in favor by roll call, motion carried.

The Board thanked Jim for attending.

The Board signed: Accounts Payable Manifest
 Payroll Manifest
 2 Welfare Manifest
 Interfund Transfer

Land Use Change Tax – Tax Map 258 Lot 1
State Forest Fire Warden re-appointment forms

The Board reviewed a request from an employee for a Payroll Advance. The Board will review a formal policy and will revisit the request.

The Board reviewed the minutes of the October 1, 2012 Selectmen's meeting. Bob made a motion to approve the minutes as amended. Ty seconded the motion.

Bob made a motion to adjourn the meeting at 9:40PM. Bob seconded the motion. All in favor by roll call, motion carried.

The next regularly scheduled Selectmen's meeting will be held on November 5, 2012 at 6:00 PM at the Meeting House.

Respectfully submitted,

Jan Stout
Administrative Assistant