

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, August 25, 2022, at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matt Burdick, Katie Phelps, Kearsten O'Brien, Kate Merrill, Kellee Easler, Sarah Gerlack, Gary Moore, Penny Sarcione, Bonny John, Elaine Clow, Lawre Murphy, and Mary Estee.

**Roll Call:** completed and guests introduced.

Chairwoman Carey opened the public meeting at 6:00 P.M.

**Selectman Paul Dickey motioned to approve the Consent Agenda as presented. Seconded by Selectman Matt Burdick. All in favor. None opposed.**

No public comment on the agenda.

**New Business:** Chairwoman Lorrie Carey opened the discussion with the Boscawen Public Library. In attendance was Library Director, Bonny John, Library Trustees Elaine Clow and Mary Estee and former Trustee Lawre Murphy. The purpose of the meeting is to get clarification and come to an agreement on some outstanding items in order to move forward. Chairwoman Carey asked if four equal payments to the Library each year makes the most sense. Library Director John said currently she receives her fourth quarter payment at the end of December and it is used for the first quarter of the following year. They don't typically receive their first quarter check until after Town Meeting approval. She would prefer to receive the fourth quarter payment in October. Lawre Murphy said most of the Library's bills come in the first quarter of each year. Selectman Burdick asked if receiving payments in the first month of each quarter would be beneficial. Discussion ensued regarding receiving money ahead of Town Meeting, the aspect of continuation of business, and how the Library operates for the first quarter if payment isn't received until March. Trustee Mary Estee had concerns with paying bills and salaries during the first quarter without receiving a payment in early January. Finance Director Merrill asked if an adjustment could be made in a subsequent payment if Town Meeting doesn't approve the entire Library budget. She proposed changing the payment schedule to the first month of every quarter. All concurred. There will be four equal payments a year in January, April, July and October. This will allow the Library adequate time to figure out what is left over at the end of each fiscal year. Chairwoman Carey said they have the 3<sup>rd</sup> quarter check tonight for the Library. FD Merrill will send the 4<sup>th</sup> quarter check in October. Chairwoman Carey asked if there was a need for two Federal Tax ID numbers. Library Director Bonny John said they were told to get their own payroll company and insurance. In terms of Tax ID numbers, they've had their own since the Library moved into the municipal building in 2006. They also have a letter from Terry Knowles from the Attorney General's office saying they didn't need a separate Tax ID number because the Library is a political subdivision. Library Director John said once they had their own payroll company, they were required to have their own separate tax ID number. The Library hasn't used the Town's tax ID number since 2014 when they started their own payroll. TA Phelps asked if the separate Tax ID number was associated with a 501(c)3. Mrs. John said no. Library Director

John said the Library would like to keep all their finances separate from the town. Chairwoman Carey asked about the Library having separate insurance and insurance certificates for outside users. Library Director John clarified the Library has personal liability insurance for anybody that uses their space. Their yoga instructor has his own liability insurance. Library Director John will ensure users have insurance certificates from now on. Chairwoman Carey asked if anyone from the Library has questions for the board. Library Director John asked the board if the Library's town funds are lapsing or non-lapsing. This topic began the conversation after Finance Director Merrill attended a class which noted that funds are lapsing and unused funds need to be returned. Selectman Dickey asked if the Library had ever returned a surplus at the end of the year. Mrs. Murphy said they talked to the prior Town Accountant in 2015 who stated it had never been returned. Discussion ensued. Chairwoman Carey said they have not found any vote in any records that showed that they allow non-lapsing funds. The board's understanding was that the check for the New Year would be adjusted by the overage from the previous year. Library Director John would like to know when the due date of unused funds need to be paid back to the town. Town Administrator Phelps recommended writing a check to the town for the funds at the end of each fiscal year and not taking it from the following year just to keep things cleaner. Chairwoman Carey encouraged the Library to encumber anything that may be residual from what they projected they would need. This requires a legally enforceable obligation. Anything not encumbered by the end of the year, should be returned to the taxpayers. Library Director John asked for requirements in writing moving forward. Chairwoman Carey suggested referring to the Library Trustees Manual as it cites the law. Trustee Mary Estee wanted to clarify that the Library funds are lapsing and there won't be a letter issued it will just be in the meeting minutes. All concurred. For the record, the Library money lapses as of December 31<sup>st</sup> of every year. The Library Trustees need to issue a check to the town for any money left over. Chairwoman Carey clarified that the understanding is that it is the choice of the Library to have their own TAX ID number, a separate insurance company, separate payroll processing, and review insurance certificates of those using the Library space. She also recommended building the 2023 budget from zero, which has been requested that of all departments.

Chairwoman Carey opened the Public Hearing on the Department of Safety Emergency Management Performance Grant (EMPG) at 6:44pm.

Chairwoman Carey read the public notice. No public comment.

Chairwoman Carey closed the Public Hearing at 6:44pm.

**Selectman Dickey motioned to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$49,750 for the purchase and installation of a generator at the community's emergency shelter. Furthermore, the Select Board acknowledges that the total cost of the project will be \$99,500 in which the town will be responsible for a 50% match of \$49,750 as approved in Warrant Article 17 at the Town Meeting on March 8<sup>th</sup>, 2022. Seconded by Selectman Burdick. All in favor. None opposed.**

Chairwoman Carey opened the Public Hearing on the Emergency Food and Shelter Program Grant at 6:45pm.

The Community Services Department was granted \$16,000 to be used for qualifying residents of Boscawen for cost of shelter, rental assistance, mortgage payments and electrical assistance. The spending period for the funds is 11/01/2021 - 04/30/2023, with the eligibility to use funds for services that were paid for going back no later than 11/01/2021.

No public comment.

Chairwoman Carey closed the Public Hearing at 6:46pm.

**Chairwoman Carey motioned to accept the \$16,000 grant from the Emergency Food and Shelter Program for use in the Community Services Department in any way the Director sees fit, for the duration of the grant. Seconded by Selectman Burdick. All in favor. None opposed.**

FD Merrill presented an ARPA request on behalf of Fire Chief Tim Kenney. There is currently \$19,825.90 left in ARPA funds. Chief Kenney's request was for \$10,200 to replace out of date Fire Attack hose. He requested forty 50-foot pieces of 1.75-inch fire attack hose. FD Merrill read a summary of Chief Kenney's explanation for the new hose. The purchase of the new hose would replace half of the hose needed to bring the department into compliance with NFPA standards.

**Selectman Dickey motioned to approve the ARPA request under Revenue Replacement for \$10,200 to replace out of date fire attack hose. Seconded by Selectman Burdick. All in favor. None opposed.**

FD Merrill stated the remaining balance in ARPA funds will be \$9,625.90.

Facilities Director Gary Moore recommended paving and seal coating the Municipal Building parking lot. There are many cracks, and it is starting to crumble and disintegrate. He received a quote from Howard's Paving in Boscawen for a total of \$14,000 for two projects. The first project would include paving a few areas. The second part would be to seal coat and fill the cracks, crumbled edges, and striping. The striping, handicap sign and arrows would be included. FD Moore said Public Works Director Dean Hollins was comfortable with the company and pricing. FD Moore is working on the logistics of how to complete the project. The Library is willing to work with him. Howard's Paving will set up a system to leave a path for the Police Station. The Police Station must be available 24/7. They would set it up on a weekend, so it is completed by Monday morning. FD Moore said currently in Capital Improvement funding, there is \$60,000 allocated for this year. With all the projects approved so far, the remaining funds would be \$22,000 until the next Town meeting in June 2023. FD Moore said if this project was approved, he would hold off on doing the steel doors for the back of the Library. Town Administrator Katie Phelps asked if the funds could be taken out of the Municipal Buildings Capital Reserve Fund as it's not maintenance to the actual building itself. Chairwoman Carey agreed that one aspect would be improvement, but the crack seal would be considered maintenance. FD Moore can look into taking one portion out of Capital Improvements and the other project money out of Maintenance. Selectman Dickey stated they have to be careful with paving an area that is not already paved. Discussion ensued. Selectman Dickey suggested

obtaining one more quote for everything included. Town Clerk Hoyt will contact Penacook Academy Review Committee to have communication regarding the town seal coating the driveway.

Deputy Planning and Community Development Director Kearsten O'Brien presented a Land Use Change Tax for Map 45, Lot 64 in the amount of \$300.

**Selectman Burdick motioned to allow Tax Collector Nicole Hoyt to collect the land use change taxes for Map 45, Lot 64, in the amount of \$300. Seconded by Selectman Dickey. All in favor. None opposed.**

Planning and Community Development Director Kellee Easler never received the PA-82 from Liberty Utilities for signature because it was sent to Mr. Alan Hardy's old email. Avitar is currently working on getting the PA-82 numbers finalized and the MS-1 is on hold until Avitar receives the correct numbers.

PCD Director Easler presented a Unitil Abatement for signature. She explained they did a settlement agreement with Unitil, back in 2020 for \$70,500. They talked about it being paid over 3 years instead of doing a bulk payment, but it was never done. PCD Director Easler spoke with a Unitil representative, Jacob, who said the Town could begin the payment schedule, however, legal suggested taking care of it this year so it doesn't get missed again. PCD Director Easler suggested doing an abatement and applying it as a credit and then subtracting the \$70,500 from the final bill of 2022. If they are in agreement it will be sent to the Tax Collector.

**Selectman Dickey motioned to authorize an abatement for the total amount of \$70,500 which shall be posted to the record as a credited against the 2022 final taxes owed. Seconded by Selectman Burdick. All in favor. None opposed.**

**Department Head Updates:** Parks and Recreation Director Penny Sarcione reported a camper had a broken wrist and they received a call from Primex about a camper with a twisted pinky. She will be touching base with the parents to ensure there will be no follow up. Ms. Sarcione said they cancelled their last two field trips. The Merrimack County Nursing Home field trip was cancelled due to Covid and there was no lifeguard for the Wellington Beach field trip. On average, there was 40 kids a day at camp and the summer went well.

Community Services Director Sarah Gerlack met with Sheriff David Croft to talk about the Holiday Food Basket Program. They are starting a pilot voucher program this year to use at Market Basket. There will be limitations to what they can buy such as no alcohol, lottery tickets or tobacco products. The smallest voucher will be \$50 and the highest will be \$150. People will have to come in and sign for their vouchers. The pickup date will be December 9<sup>th</sup> and it will expire on January 30<sup>th</sup>, 2023. CS Director Gerlack said they will be collecting donations at Old Home Day for the Backpack Program.

FD Merrill said the Smoke Shack will be donating ice cream to the Employee and Volunteer Appreciation event. She will put together a 'Thank You' letter for the board to sign.

FD Merrill said there will be a public hearing on September 15<sup>th</sup> for a one-time Highway payment in the amount of \$72,835.74.

Town Administrator Phelps said the Merrimack Valley Youth Baseball and Softball League requested an extension on the porta potty at the field for Fall Ball until the end of October. Best Septic was planning on picking up the porta potty around Columbus Day. They are willing to extend it to November 11<sup>th</sup> for an additional \$185. TA Phelps would like to know who should be paying for the extension. Selectman Dickey suggested Merrimack Valley Youth Baseball and Softball League pay for the extension expense. All concurred.

TA Phelps presented the 20 High Street deed for signature. There is no closing date yet. TA Phelps is waiting on the buyer to schedule it. Deputy PCD Director O'Brien said the buyer would like to put a sober living facility in town but there are no official plans yet. All Select Board members signed the deed and TA Phelps notarized it.

Deputy PCD Director O'Brien posted the movie night event for the Parks and Rec program. She purchased a blow-up projector screen. There are 145 people interested. She will be reaching out to Mark Ciarametaro at Merrimack Valley to see if drama students would be interested in dressing up as characters from the movie, for kids to take pictures with. She is also looking for fall food to include as well. There are only drink donations leftover from the Police vs Fire game. They made \$605 from the Police vs Fire game and received positive feedback for a second year running. Deputy PCD Director O'Brien sent out 'Thank You' letters to all the donors. At the game, 'Thank You' bouquets and gifts were given out to all volunteers. Deputy PCD Director O'Brien donated left over snacks to the Backpack Program.

Deputy PCD Director O'Brien will be presenting ideas to the board for Parks and Rec next year. People have expressed they would like to see more senior and teenage activities. Deputy PCD Director O'Brien and TA Phelps will be learning about a grant program on Monday for workout machines installed in playgrounds. They will update the board on their findings.

Chairwoman Carey stated on September 24<sup>th</sup>, it is the 25<sup>th</sup> anniversary of the NH State Veteran's Cemetery. She would like the Town to acknowledge the event. Suggestions are encouraged if anyone has ideas.

**Next Meeting:** Thursday, September 1, 2022 at 6:00 PM.

**Selectman Dickey motioned to adjourn. Seconded by Selectman Burdick. All in favor. None Opposed.**

*Respectfully submitted by Hannah Gardner*