

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, September 1, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Matt Burdick, Kearsten O'Brien, Katie Phelps, Kate Merrill, Kellee Easler, Kevin Wyman, Dean Hollins, Gary Moore, Tim Kenney, Don Moyer & Ricker Miller

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

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

Chairwoman Lorrie Carey requested grammatical changes to line 74, 123, 124, 133 & 172.

**Selectman Matt Burdick motioned to approve the Consent Agenda as amended. Seconded by Chairwoman Carey. All in favor. None opposed.**

No public comment on the agenda.

**New Business:** Mr. Don Moyer, and Mr. Ricker Miller from the Friends of the Northern Rail Trail discussed the extension work that will begin next week. Mr. Moyer stated they are building a trail to the north face of the Route 4 overpass. The reason being, to accommodate the Scenic Rail Riders. Their business is to the south of the overpass and their lease is good until 2024. The first phase of the agreement will start next week and be finished in 3 weeks. Next Wednesday and Thursday, New England Right of Way Vegetation Management will bring a full-size excavator to grind out all the trees and brush. It will be 12 to 15 feet from the center line of the trail on either side. Mr. Moyer said they typically try to get 25 to 30 feet, tree to tree line on the trail. The trees will be cleared this year. Mr. Mark Thompson from Andover will be the 2<sup>nd</sup> contractor. He will be removing the railroad ties and stacking them along the bank of the trail. He will also be ditching and culvert cleaning. Mr. Moyer said the last part of this year's phase will be sub grading and sub compacting the ballast. Phase 2 will include putting fine dust on which they will need an additional \$20,000. By the end of this year, the ballast will be passable for wide tire bikes and snow mobiles. People can also walk on it, but road bikes won't be able to ride this year. The Department of Transportation (DOT) will allow them to build a stone pack ramp from the rail bed down to River Road. The DOT requirement is that any trail that approaches the road has to be 20 feet long and perpendicular to the road. Mr. Moyer explained their project to Mr. Jay Hathaway, one of the homeowners on the trail. Mr. Hathaway was very supportive of the project. Mr. Chuck Corliss, Railroad Engineer, will be overseeing the project because it involves building a new trail on DOT property and they work under DOT rules. Once the project is complete, the maintenance responsibility will fall under the NH Bureau of Trails. Mr. Moyer said the Rail Trail Board wants to do more with corporate sponsorships and develop good relationships with each town. Chairwoman Carey said the Board would love to learn more and they are interested in sharing information.

**Department Head Updates:** Planning and Community Development Director Kellee Easler gave an update on developments. Map 94 lot 23 was recently purchased and there will be a

conceptual going to Planning Board for the potential of 35 to 55 residential homes. They suggested doing a Planned Unit Development rather than Cluster Development. PCD Director Easler will know more at a later time. Nothing has been submitted thus far. They will be meeting with Planning Board on Tuesday for a conceptual meeting. PCD Director Easler said Map 81B Lot 35 - 145 King Street sold on Friday. The developer wants to build townhouses and met with the Technical Review Committee. They are looking to do 10 to 12 units as a Planned Unit Development. PCD Director Easler said they have the septic design but will follow up with more information. There will be a nonbinding design review on September 16 at Concord City Hall for Interchange Development on Whitney Road. It will be broadcasted to the public. Public Works Director Dean Hollins said he had a meeting last week with a property owned by Co-op to extend the purchase agreement for another 6 months. He asked if any large warehouses were mentioned on Whitney Rd. PCD Director Easler said there is one on the plans but they are not sure what it will be. She will find out more information on what the warehouse will be used for.

PCD Director Easler and Town Administrator Katie Phelps attended the 2022 Brownfields Conference in Oklahoma City. PCD Director Easler has been in contact with a realtor from Massachusetts, and will be reaching out to two others who develop Brownfields sites for reuse. PCD Director Easler presented the Briar Hydro Draft License for review. Mr. Charlie Niebling and Mr. Ed Cherian said it was just a license renewal with no concerns. TA Phelps said they will be meeting with Briar Hydro soon to discuss the PILOT agreement renewal.

Kenney's Garage court hearing will be continued to October per the court order. The hearing was supposed to be tomorrow, Friday, September 2. The lawyer was unavailable until October, but will plan to attend Planning Board with Gary Kenney.

PCD Director Easler presented a Board of Health update. PCD Director Easler hasn't received a response about the septic issue on High St. She talked to legal and they confirmed the issue can be discussed in the public meeting. The Board needs to decide if they would like to file a lawsuit. Chairwoman Carey said they need to send a follow up warning with a deadline. She would like to positively resolve the issue by communicating with the owner and figuring out if there are further issues. All concurred.

Deputy PCD Director O'Brien presented the MS-1, Summary of Inventory evaluation for signature. Board members signed.

Deputy PCD Director O'Brien requested to revise last week's Land Use Change Tax (LUCT). The A-5 needs to be signed in order for Town Clerk Nicole Hoyt to record it with the registry and send out the bill. Board members signed.

Deputy PCD Director O'Brien presented an ARPA request for approval. It was for the remaining balance to replace the key fobs and burglar alarm systems at the Police Station. The request is for \$296.86. The total expenditure is for \$1,284. Deputy PCD Director O'Brien spoke with Finance Director Kate Merrill and determined they have left over money from the original \$60,000 for the security system.

**Selectman Burdick motioned to approve the APRA request for Joint Loss, in the amount of \$296.86 to update the key fobs and burglar alarm systems at the Police Station. Seconded by Chairwoman Carey. All in favor. None opposed.**

Deputy PCD Director O'Brien presented a Veteran's Credit for approval. It was for Landowner D in the amount of \$500. Chairwoman Carey requested documentation of the total cost to the Town of the Veteran's credits so far. Deputy PCD Director O'Brien will send current information they have so far and then the updated information will come out in January.

**Chairwoman Carey motioned to approve the Veteran's Tax Credit for Landowner D in the amount of \$500. Seconded by Selectman Burdick. All in favor. None opposed.**

Chief Kevin Wyman presented an ARPA request for approval. The department would like to purchase the final full laptop and equipment needed for a cruiser. This will allow every police cruiser to have a full set up for officers to do work from their cars. The request is for \$7,108.66. Finance Director Merrill stated the remaining balance of the ARPA fund would be \$2,220.64 if the request is approved.

**Selectman Burdick motioned to approve the APRA request for the Police Department, in the amount of \$7,108.66 to purchase the final full laptop and equipment for a cruiser. Seconded by Chairwoman Carey. All in favor. None opposed.**

FD Merrill presented three ARPA transfers for approval.

**Chairwoman Carey motioned to transfer \$32,101.20 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved to install Security Cameras. Seconded by Selectman Burdick. All in favor. None opposed.**

**Chairwoman Carey motioned to transfer \$5,540.36 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved for a Sewer Study. Seconded by Selectman Burdick. All in favor. None opposed.**

**Chairwoman Carey motioned to transfer \$3,015.39 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved for an additional Police Officer position. Seconded by Selectman Burdick. All in favor. None opposed.**

FD Merrill asked the Board when they would like to review the Wage Study. Chairwoman Carey would like to discuss the study at the September 29th meeting. All concurred. FD Merrill updated the Board on the Finance Department. There was another underpayment for the City of Concord for sewer. They estimate what the Town's payments would be for each quarter and at the end of each year, they let the Town know what they owe. The Town owes an additional \$28,000 more. Chairwoman Carey stated it was still a concern that the additional cost was that significant. FD Merrill said they are hoping to find out more information from the Sewer study. FD Merrill sent out the MS-434 revised revenues. It has been submitted to DRA and she is waiting for DRA to finalize it.

Facilities Director Gary Moore updated the Board on projects. On the Tennis Courts, they finished painting the red lines. They started the first coat of green lines today and are hoping to finish within a day or two. The 1913 Library was completed with all new mortar and pointed on both of the chimneys. FD Moore received another quote for the seal coating project but after discussing with Finance Director Merrill, it will be held off until further research is conducted. The issue was the money was supposed to come out of Capital Reserve Fund for the Municipal Buildings, but the driveway is not considered part of the building. FD Merrill will research more information on how to move forward with the project. Facilities Director Moore, Mr. Johnson, and Mike Warren installed bollards by the front porch. The safety ladder has been manufactured and is in Massachusetts being galvanized. FD Moore said once it is installed, they can look into the HVAC system replacement. FD Moore was waiting on approval of the final minutes to move forward with the Generator grant. He will deliver documentation tonight. FD Moore requested to replace and remove signs in front of the building. He reviewed 'no loitering' and 'business only' signs with the Penacook Academy Review Committee. He would like to remove the 'no loitering' sign underneath the handicap sign because there was already a sign at the top of the stairs. He would also like to remove one of the three 'business only' signs and put it with the handicap sign. FD Moore would also install a 'business only' sign on the end of the light pole to eliminate four of the shafts coming down. The Board gave FD Moore permission to work on the placement of signs.

Chief Tim Kenney previously tried to put together a Fire Department Advisory Board for the Fire Department but there was no interest. With all the building going on in town, they are at least 30 calls above last year so there will be a need for the Fire Department. Chief Kenney would like to put together some type of group to discuss future plans. He said TA Phelps recommended reaching out to fire professionals from surrounding towns. Chairwoman Carey said there was an individual at Town Meeting that had background expertise. She suggested reaching out to the individual stating they could meet quarterly. Chairwoman Carey also recommended reaching out directly to individuals in town. Chief Kenney is concerned with Elekrisola asking Captain Fisher to cut down on leaving work for calls. Chief Kenney will be the only firefighter if they lose Captain Fisher. Chairwoman Carey asked what they can do right now to ensure they have coverage. Chief Kenney suggested moving forward with per diem in the future. Deputy PCD Director O'Brien suggested merging the police and fire committee together. Chief Wyman said they could do a Public Safety Committee. Discussion ensued.

Public Works Director Dean Hollins had a joint meeting with Concord Regional Solid Waste Co-op. The person who is trying to purchase the land that the Co-Op owns asked for a 6-month extension so all permits could fall into place. All agreed because he has been paying \$1,800 a month since the contract was signed. If he decides he doesn't want to buy it, the Town ends up with it for the 2 years he has the contract. After the 2-year mark, he was paying \$10,000 a month. The town would split \$10,000 for the next 6 months between other municipalities if he doesn't buy it. PWD Hollins said it seems like the person will be moving forward. PWD Hollins received a call from NH Weights and Measures to inspect scale slips. FD Merrill had possession of the slips. Don Fanny had to get his certification. He filled out the certification and PWD Hollins emailed it yesterday morning to the inspector. PWD Hollins said the inspector stated the only reason they do spot inspections is due to complaints. The inspector will be back on September 28th to look at another year's worth of slips.

TA Phelps received a complaint about the gate at the Boscawen Town Park being closed ahead of Old Home Day. The woman was concerned with it being potentially difficult for anyone handicap getting their equipment from the boat launch. Discussion ensued. Chairwoman Carey suggested that next year signage be up a week before, by the street sign stating that the boat ramp will be closed during OHD. All concurred. TA Phelps will also post on the website and Facebook page.

TA Phelps stated Old Home Day went great. She thanked the OHD Committee and employees for all their work. Selectman Burdick said there was discussion for next year to have a second porta potty. TA Phelps also heard that the crafters were far from all other entertainment. She suggested for next year to put them down in the area where there was a tent in prior years, near the playground equipment.

TA Phelps stated the closing on 20 High Street is scheduled for September 6th. The Board signed authorization for TA Phelps to sign off and do anything necessary for the closing.

TA Phelps presented a request from Merrimack Valley Youth Soccer. They requested to use the soccer field at the Boscawen Town Park this fall. There was no start date listed but they would be done before Halloween. TA Phelps received their liability insurance. The Board concurred.

TA Phelps requested approval for a \$1,500 donation from Elektrisola for the Backpack Program.

**Selectman Burdick motioned to approve the Elektrisola donation for the Backpack Program in the amount of \$1,500. Seconded by Chairwoman Carey. All in favor. None opposed.**

TA Phelps said the Community Services Department received \$165 in cash raised at OHD for the Backpack Program.

**Selectman Burdick motioned to approve the \$165 raised at OHD for the Backpack Program. Seconded by Chairwoman Carey. All in favor. None opposed.**

TA Phelps stated EMD Jason Killary sent out an updated Covid-19 Guidance. She asked if anyone had any questions or concerns. No one had comments.

TA Phelps said the Select Board has been invited to the NH Veterans Cemetery 25<sup>th</sup> Anniversary celebration on September 24th. Chairwoman Carey said they would like the Select Board to be in attendance to receive an award. They need to RSVP to let them know how many will be there. TA Phelps will RSVP on behalf of the Board. The Board would like to get the Veteran's Cemetery a gift on behalf of the Town. Chairwoman Carey said there should be a significant amount of funding in their donation budget. TA Phelps will work on the request.

TA Phelps gave an election update on behalf of Town Clerk Hoyt who was unable to attend due to election training. She said Town Clerk Hoyt met with Moderator Charlie Niebling and they counted all the ballots that were delivered to the town. It was the start of counting that will be

recorded and balanced between the checklist of registered voters and the tape from the tabulator. They have a plan for the election layout that will include a checkout table and new voter checkout table to ensure they do not miss noting the party affiliation on the checklist if it is declared twice. They have tokens that the voter will receive based on their party declaration that will be brought to the ballot table for a trade. Their ballots cast should match the tokens at the end of the night. They will have a “return to undeclared” table with balloons. The table will be covered by Town Clerk Hoyt or Assistant Moderator Bill Lambert. Their required number of booths are based on their registered voter checklist and will be at least 18. It must include two tabletop booths and an accessible booth. They have an 8-page check list of what the Attorney General’s office will be looking for when they are inspected. Their testing of the tabulation cards will be on Friday, September 9th at 2pm. There were a number of pages of new requirements when testing the official card and the backup. Their Community Kitchen help will not be providing meals at the Primary. TC Hoyt plans on supplying food for the workers. They received all the required posters and forms for the moderators and supervisors of the checklist. The deadline of completion is September 15th. They have historically opened the Town Clerk’s office on noon following an election day to complete necessary paperwork with the moderators and supervisors. TA Phelps said Town Clerk Hoyt would like to be considered to open at noon for the September 14th, if possible. She also needs to know what time the Select Board members will be at the polls on September 13th. Those that have a Selectman Pro Tem are still required to be there at some point to complete their duties. Please do not exit the polls without checking with TC Hoyt to see if she needs any additional signatures. Chairwoman Carey noted she would be there all day. The other board members will reach out to Town Clerk Hoyt to let her know what hours they will be in attendance.

**Chairwoman Carey motioned to approve delaying the opening of the Town Clerk’s office on September 14<sup>th</sup> until noon to allow the completion of all paperwork with the elections. Seconded by Selectman Burdick. All in favor. None opposed.**

**Chairwoman Carey motioned to enter a nonpublic session under RSA 91-A, 3 II (A). Seconded by Selectman Burdick. All in favor. None opposed.**

**Chairwoman Carey motioned to exit nonpublic session under RSA 91-A, 3 II (A). Seconded by Selectman Burdick. All in favor. None opposed.**

**Next Meeting:** Thursday, September 15, 2022, at 6:00 PM.

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

*Respectfully submitted by Hannah Gardner*