

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, September 29, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Matt Burdick, Paul Dickey, Katie Phelps, Kearsten O'Brien, Kate Merrill, Kellee Easler, Nicole Hoyt, and Kevin Wyman.

Guests: John Keegan, Chairman - Beautification Committee; and Charlie Niebling, Moderator.

Roll Call: completed and guests introduced.

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

Chairwoman Lorrie Carey noted grammatical changes to the 09.22.22 minutes.

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

New Business: Mr. John Keegan, Chair of the Beautification Committee proposed a quote of \$6,900 for irrigation at the Municipal Building to maintain the plantings. The project would begin next year after fundraising. The money would be held in a dedicated account only to be used by the Beautification Committee for projects. Previously, irrigation was installed in at the roundabout. A lot of the labor was donated by Thomson Lawn Care. The Committee raised \$12,000 and had a remaining balance of \$1,200 for maintenance. Selectman Dickey recommended getting another quote and will help Mr. Keegan by asking someone he knows. Selectman Dickey asked about the Penacook-Boscawen Water Precinct costs. Mr. Keegan spoke with the Commissioners, and they anticipate doing similar billing as the roundabout. They will get a quote and anything over the Town will pay for. Discussion ensued regarding the fact that the town doesn't currently pay for water. The Board agreed on moving forward with the irrigation project. Mr. Keegan also proposed irrigation at intersection of Routes 3 and 4. He spoke with Ms. Nancy Towle and she is interested in getting water down there. This year Ms. Towle was putting around 600 gallons of water a week into the islands. Selectman Dickey said the issue is it's the State of NH's property. Discussion ensued. Mr. Keegan said the Town would need to enter an agreement with NH Department of Transportation (DOT) in order to get water onto their site. There are certain conditions and restrictions. He asked the Board for permission to contact the District Engineer using the same pattern as the last agreement. He will update the Board as they learn more information. All concurred.

Mr. Keegan, Chair of the Agricultural Commission and Mr. Alan Hardy, Chair of Conservation Commission discussed a potential project addressing invasive plants. Public Works Director Dean Hollins has an annual budget of \$2,000 designated to control invasive plants. Mr. Keegan said Public Works completes a pesticide application and decides on the most problematic invasive. In this project, they would apply new technology and have a systematic, long-term approach to control invasive plants. Mr. Keegan explained a model in the north part of the state which controlled knotweed along cedar streams to the Connecticut River. Mr. Keegan said

Boscawen has some of those elements in town, but they need to put together a more formal collaboration. They will keep the Board updated on the project. No further discussion.

Moderator Charlie Niebling gave an update on how the primary election went. There were 578 voters. He thanked everyone involved in the election process. For the November election they will have better signage at B.E.S.T. Ave, the Route 3 junction, and the Town Hall. They will also have a clearly demarcated area for candidates to engage in electioneering outside of the 10-foot corridor. Selectwoman Carey suggested sawhorses to delineate the line for the electioneering. Discussion ensued. There will be a training on November 1st for Counters, Ballot Clerks and Supervisors of the Checklist.

Deputy Planning and Community Development Director Kearsten O'Brien presented the NH Assessing Ballot for Select Board members to vote.

Chairwoman Carey motioned to vote for the slate as presented with the candidates as presented. Seconded by Selectman Burdick. All in favor. None opposed.

Department Head Updates: Deputy PCD Director O'Brien presented a Jeopardy Tax for 1 Honey Drive in the amount of \$191.47. Jeopardy Tax allows the Town Clerk to collect the 2nd half of the tax bill after the 1st bill has been paid on a mobile home being removed from the site.

Selectman Burdick motioned to approve Tax Collector Nicole Hoyt to collect property taxes for 1 Honey Drive in the amount of \$191.47 with an interest of 8% per annum on all sums not paid 30 days after the bill is mailed. Seconded by Selectman Dickey. All in favor. None opposed.

Deputy PCD Director O'Brien presented the 2023 Parks and Recreation Program Handbook. She has been working on it with Camp Director Lori Cronan. The handbook consists of the program's protocols and expectations of parents. She would like the Select Board to review it and provide feedback at next week's meeting.

Deputy PCD Director O'Brien and PCD Director Kellee Easler are working to consolidate Board and Committee meetings into two days. A lot of members are part of numerous committees so they would like to merge meetings back-to-back. It would reduce having meetings spread over every day of the week. The only committee that may be different is the Agricultural Commission. In their bylaws it states meetings are on the second Thursday. The Commission will discuss moving meetings to Tuesday at their next meeting. Discussion ensued. The Select Board will discuss ideas for their 2023 meeting schedule and send them to the Planning and Community Development Office.

PCD Director Easler said the Office of Strategic Initiatives for the State is having a training on October 20th, virtual, from 12 to 1pm, "It's Zoning Amendment Time Again.". Anyone can register under their website. PCD Director Easler will be bringing a recommendation for the Capital Improvement Plan to Planning Board on Tuesday. She recommends putting \$300,000 into the CIP for the King Street Improvement project. PCD Director Easler spoke with Mike Tardiff from Central NH Regional Planning Commission (CNHRPC) about having a plan

prepared for improvements. The State looks highly on towns that present a plan in advance and it may speed up the project. The project is approximately 6 years away. Chairwoman Carey asked if they could have buried powerlines. It would result in less damage to utility poles, the need for repair and less traffic. PCD Director Easler spoke with Planning Board about this issue but they haven't been receptive due to the costs. PCD Director Easler will speak with Mr. Tardiff about possible grants.

The Planning and Community Development office will be closed after 12:30pm October 18th and Oct 25th for trainings. It will be posted on the website and everything is accessible online.

PCD Director Easler presented an update on her Certified Public Manager (CPM) Capstone Project. She will be working with Ross Cunningham at Merrimack County to create a Memorandum of Understanding (MOU) between the Town of Boscawen and Merrimack County on a property a little over 9-acres that the County owns. It's low banking on the river with a boat ramp. PCD Director Easler wants to propose to create a recreational area for gatherings by the river and Northern New England Rail Trail. Town Administrator Phelps signed off on the project. PCD Director Easler plans to complete the project in June of 2023 through the Conservation Commission.

Town Clerk Nicole Hoyt presented three quotes for printing of the 2022 Town Report. All are reputable companies.

Selectman Burdick motioned to approve Quote #3, in the amount of \$1,031.24 for printing the 2022 Town Report. Seconded by Selectman Dickey. All in favor. None opposed.

Police Chief Kevin Wyman reported one of their officers finished Crisis Intervention Training (CIT). They are updating the Use of Force Policy to place de-escalation and mental health awareness to the forefront. The best practices are to have a team of Crisis Intervention Professionals. The Department wants everyone certified to recognize signs of mental health, interacting and de-escalating. Right now, the training is free through the State.

TA Phelps presented a draft version of the Emergency Lane Policy for the Board to review. Selectman Dickey suggested discussing feedback next meeting. All concurred.

TA Phelps spoke with Brian Cournoyer at UMG Bulk Energy Specialists to get renewal pricing for the town's electric supply. She sent options to the Board as well as Mr. Ed Cherian and Mr. Niebling from the Energy Committee. Mr. Cherian and Mr. Niebling recommended a 24-36 month agreement. TA Phelps said the town's current rate is 9.72 cents per kilowatt hour. For 24-months it would be 14.88 cents per kilowatt hr. and 36-months would be 13.81 per kilowatt hr. They are also looking into the Community Power Program which will take 2 to 3 years to set up. Discussion ensued. TA Phelps noted that Library Director Bonny John said they will stay on the town's electric plan. TA Phelps asked the Select Board to designate her to sign on behalf of the Board.

Selectman Burdick motioned to approve renewing the Town's electric supply contract for 36-months at 13.81 per kilowatt hr. Seconded by Selectman Dickey. All in favor. None opposed.

Selectman Dickey motioned to approve authorizing Town Administrator Phelps to sign the Constellation Agreement. Seconded by Selectman Burdick. All in favor. None opposed.

Finance Director Kate Merrill presented the FSA Service Agreement effective January 1, 2023 with HealthTrust. She asked the Select Board to designate a representative to sign on behalf of the Town.

Selectman Dickey motioned to approve authorizing Human Resource Director Merrill to sign the FSA Service Agreement on behalf of the Town of Boscawen for 2023. Seconded by Selectman Burdick. All in favor. None opposed.

FD Merrill informed the Board that two benches have been installed and three more are coming in next week. FD Merrill suggested sponsors and Select Board members take a picture with the bench to post on Facebook. FD Merrill will send the Board a reminder to come early next meeting for a picture.

FD Merrill thanked everyone who attended at the Employee and Volunteer Appreciation Night. Chairwoman Carey suggested making it an annual event.

FD Merrill presented the Wage Study findings to the Board. She mimicked a similar NHMA study done for Boscawen years ago. The Wage Study involved 25 towns comparable to Boscawen in terms of population, appropriations, and valuation. She used NHMA to seek town information and also received responses from eight towns. In the general pool used, it indicated if towns had a full time (FT) Town Administrator, FT Fire Chief, FT Police Chief, and Differential Pay between the departments and their call-in minimum hours. FD Merrill also did a study on Towns health insurance, dental, short-term, and long-term disability, and life insurance. Towns provided the percentage they cover for health and dental insurance. They indicated whether they offered short- or long-term disability and how much they provide for life insurance. They conducted a Paid Time Off (PTO) study asking towns how many holidays, vacation and sick hours towns get per year. FD Merrill said Boscawen is incomparable to other towns in terms of vacation time. Boscawen was comparable with other towns on sick time. Max sick accumulation is how much an employee can bank; Boscawen is high compared to other towns. Personal days was in a similar range of other towns. For the wage study they took each position and asked towns to give them their rates. If there were positions where there was not enough data gathered from the pool, wages were found on NHMA. Discussion ensued on findings. Chairwoman Carey asked FD Merrill what she learned from the findings. She learned every town's structure is different and it is hard to find a town with a similar valuation and population to Boscawen. There are some position wages that should be updated. Next meeting, FD Merrill will provide the Board with a list of targeted positions to review, and the Board will provide feedback on the study.

Selectman Burdick completed the perambulation of the boundary line with Franklin and Salisbury. City Council member Olivia Zink met him at 4:45pm and marked the first stone off Route 3. They noted the markings on the stone and then met the Salisbury representatives Brett Walker and John Herbert to mark the other stone. They used GPS coordinates. The adjacent tree behind the stone was a state property corner marker. The 3rd marker was located in the middle of a swamp. Selectman Dickey needs to complete the Webster perambulation.

No public comment.

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

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

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

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

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

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

Selectman Burdick motioned to seal nonpublic minutes under RSA 91-A, 3 II (C) for one year. Seconded by Chairwoman Carey. All in favor. None opposed.

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

**Selectman Dickey motioned to close the nonpublic session under RSA 91-A, 3 II(C).
Seconded by Selectman Burdick. All in favor. None opposed.**

Selectman Burdick motioned to seal nonpublic minutes under RSA 91-A, 3 II (C) for one year. Seconded by Chairwoman Carey. All in favor. None opposed.

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

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Seconded by Selectman Burdick. All in favor. None opposed.**

Selectman Burdick motioned to seal nonpublic minutes under RSA 91-A, 3 II (C) for one year. Seconded by Chairwoman Carey. All in favor. None opposed.

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

Selectman Dickey motioned to close the nonpublic session under RSA 91-A, 3 II(L). Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Burdick motioned to seal nonpublic minutes under RSA 91-A, 3 II (L) for three years. Seconded by Chairwoman Carey. All in favor. None opposed.

Next Meeting: Thursday, October 6, 2022, at 6:00 PM.

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

Respectfully submitted by Hannah Gardner