

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, October 13, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Matt Burdick, Paul Dickey, Katie Phelps, Kearsten O'Brien, Kate Merrill, Kellee Easler, Gary Moore, Dean Hollins, Tim Kenney and Kevin Wyman.

Guests: Alan Hardy, Lynne Davis, Paul Fisher, Bill Newell, and John Linton

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 10.06.22 minutes.

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

New Business: Chairwoman Carey opened the public hearing for the Emergency Lane Declaration on Chadwick Hill Road at 6:03pm. Conservation Chair Alan Hardy made a recommendation on behalf of the Conservation Commission to extend the Emergency Lane at Chadwick Hill Road by 883 feet to the boat ramp. In February of 2016, the first 1100 feet from Water Street was approved as an Emergency Lane. If approved, this would be an extension of that. Chair Hardy said it would allow for an easier access point for emergency vehicles if a water rescue were needed. In addition, the recreational use of the area needs to remain steady, if not increase. Public Works Director Dean Hollins said the only practical access to the pond is from the Boscawen side. Police Chief Kevin Wyman said it would make it easier for officers to patrol the area. Fire Chief Tim Kenney said right now the road is too narrow for firetrucks to access the properties on the street. He said if police officers enforce keeping the area open, it will benefit the town.

Chairwoman Carey asked anyone in favor or opposed to extending the Emergency Lane for their input. Mr. Paul Fisher, 25 Chadwick Hill Road, spoke in favor of the proposed Emergency Lane Declaration. He asked where they plan to keep the snow in the winter. PWD Hollins said they would have a snow removal plan in place. He also stated they want to install 'No Parking' signs to allow 24/7 access for emergency vehicles.

Chairwoman Carey closed the public hearing at 6:13pm with no further comment.

Selectman Burdick motioned to approve extending the Emergency Lane Declaration on Chadwick Hill Road an additional 883 feet to the boat launch. Seconded by Selectman Dickey. All in favor. None opposed.

Department Head Updates: Facilities Director Gary Moore recommended investing in insulation for the Municipal Building in order to save on rising energy costs. Newell and

Crathern can complete the project for \$48,759. Of that total, \$17,000 would be an incentive from Liberty Utilities and another \$1,000 incentive from Unitil. FD Moore said the remaining \$30,000 could be financed with a 0% interest loan for 36 months. The monthly payments would be \$856 and there would be no charge for paying it off early. Last year, the town spent \$38,000 in energy costs and this year they will spend more. FD Moore said there was a 77% increase in the cost of energy. He predicts a \$5,000 annual savings after insulating the building. There would be 6 inches of spray on insulation in the attic, down to the frost line. All basement windows will have a rigid 2-inch foam cut and fit in. There will be foam on the gable walls in the attic. The attic windows will have 1-to-2-inch rigid foam with white backing. FD Moore said in the future they may want a company to replace the attic windows because of the loss of heat with the older windows. Mr. Bill Newell, owner of Newell & Crathern, gave a background on what they do and plan to do for Boscawen. He brought samples of the foam. He explained that the building's heat is in an uninsulated attic so the heat coming through the lines goes right through the roof. Once the building is insulated, the heat will stay in the building. Discussion ensued on the products that will be used. Mr. Newell noted to ensure the product is fire safe, they are going to put an extra fire retardant in it. TA Phelps noted if the agreement is signed, then they can encumber money towards the payment for next year because they will have a legally enforceable agreement in place. Chairwoman Carey disclosed Newell & Crathern has done work for her through the NH Saves Program. She said in their first year of having her home insulated, they saved \$3,000. Deputy Planning and Community Development Director Kearsten O'Brien stated the Energy Committee recommended moving forward with the insulation. Finance Director Kate Merrill said they need 3 quotes or a sole source justification to move forward. FD Moore noted that he received 2 quotes out of 4 that he requested. He said Liberty Utilities recommended Newell & Crathern because it is cost efficient and the return on investment for the energy cost will be better.

Selectman Dickey motioned to approve a sole source justification for Newell & Crathern to complete the Municipal Building insulation project. Seconded by Selectman Burdick. Chairwoman Carey abstained. Two in favor. One abstained. The motion passed.

Selectman Burdick motioned to allow Facilities Director Gary Moore to sign the contract on behalf of the Select Board. Seconded by Selectman Dickey. Chairwoman Carey abstained. Two in favor. One abstained. The motion passed.

Chairwoman Carey noted they need to prioritize putting the paperwork in place to encumber what they need to encumber for the insulation contract.

Finance Director Kate Merrill presented the 2023 health insurance breakdown for discussion. As previously stated, there is an 11.7% increase on rates this year. The breakdown showed 2022 coverages and rates for 2023 with 3 different town contribution options. FD Merrill said the figures are based on what plans employees are on now such as single, 2-person, or family. Looking at the 95% town contribution, there is an estimated \$117,946 increase. The town experienced certain life events such as marriage and birth in 2022 which also contribute to the increase. Last year the Board discussed reducing the town contribution to 90%. If the Board reduced the contribution to 90%, it would reduce the overall increase to an estimated \$88,654. FD Merrill estimated 14 single plans, 6 two-person plans, 8 family plans and 6 buyout plans

which includes the extra two plans that are budgeted for any potential changes during the year and retirees. The impact on employees would be that their weekly contribution next year would double. Chairwoman Carey asked which department has the lowest paying employees with health benefits. The Public Works department has the lowest paid employees with benefits. PWD Hollins said his employees value their health insurance, pay and plans. Chief Wyman received feedback from officers requesting the Town to keep a consistent benefit plan. Chairwoman Carey said they used to have a step system where employees could look forward to increases based on years of service and longevity. Discussion ensued. Police Administrator Lynne Davis stated she would rather pay to keep their current coverage. Her concern was that they would broker out to cheaper agencies which would cause employees to have to find new doctors and specialists in network. Overall, employees want consistency where they know what they're paying in as a percentage of the health insurance annually. Employees wouldn't mind paying more to keep consistent plans. The Board agreed to stay with Health Trust. They discussed different contribution percentages and decided on 90% which is a 5% decrease in the current town contribution. In addition, they are exploring town contributions to dental plans.

Selectman Burdick motioned to approve Health Trust insurance with a 90% town contribution for 2023. Seconded by Selectman Dickey. Chairwoman Carey was not in favor. Two in favor. One not in favor. The motion passed.

Finance Director Merrill presented a Trustee of the Trust Funds transfer for approval.

Chairwoman Carey motioned to approve the Trustees of the Trust Funds to transfer \$19,609.20 from the Municipal Buildings Capital Reserve Fund to the General Fund to reimburse for the following expenditures: Citizens Bank, WB Ready, Gage Steel Industries & KDM Municipal Office Brick Work. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien stated Kentek will be having an open house for the public to learn about their business on October 25th from 5 to 7pm. They will also be attending the Economic Development Committee meeting on November 7th to discuss the business and their plans.

TA Phelps presented a natural gas pricing update. Last week the Board approved 1.609 per therm for 24 months. TA Phelps was able to lock in the price at 1.3398 per therm for 24 months.

Chief Wyman reported an incident that involved an ATV at the Town Forest. Officers were able to educate the riders but there is no signage. By law, landowner permission is required. Chief Wyman will talk to Conservation Commission about putting up signage.

Deputy PCD Director O'Brien said Movie Night will be tomorrow night at 6pm, weather permitting. They made donuts at Ledge-top Maple House and will be buying apple cider to sell. Deputy PCD Director O'Brien will be on vacation next week. PCD Director Easler will be out on Oct 18th which is posted on the website. The department will be at a Health Officer training on October 25th, but Amy Forbes will be in the office from 8:00am to 12:30pm.

Chairwoman Carey would like to make employee concerns a priority. She suggested prioritizing a step schedule with longevity. All concurred.

TA Phelps said COLA was announced at 8.7%. There will be further discussion at the meeting next week.

Selectman Dickey asked if the town looked into dental last year. TA Phelps said have looked into it previously, however, there wasn't enough employee participation. Discussion ensued. FD Merrill will research different plans. Selectman Burdick will research dental plans that are self-funded through the facility itself because it could be beneficial to employees.

Facilities Director Moore said members of the Beautification Committee were wondering if the signage for no loitering and no smoking could be removed from the Municipal Building windows. Joint Loss Chair O'Brien noted that per the Town of Boscawen Safety Manual, the signs must stay up. It allows for enforcement of removing people from the property if they are loitering or smoking.

No public comment.

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

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

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

Next Meeting: Thursday, October 20, 2022, at 6:00 PM.

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

Respectfully submitted by Hannah Gardner