

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, October 27, 2022 at 6:00 PM**

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

Guests: Casey & Hannah Grenier

**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 10.20.22 minutes.

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

**New Business:** Mr. Casey Grenier, a new business owner in town, donated a 'Welcome to Boscawen' sign to Boscawen. Mr. Grenier owns Liber Customs, a laser cutting and engraving business. They customize signs, leather products, metal, etc. Mr. Grenier suggested putting the sign on Tremont St before the river. Chairwoman Carey suggested sending the preferred location to the Beautification Committee to finalize a spot for the sign and include plantings. The Committee would need to find a mount. Mr. Grenier said if the sign can be resealed, it will last for several years. Deputy Planning and Community Development Director Kearsten O'Brien post a picture of Mr. Grenier and the sign on their website.

Chairwoman Carey read the public notice for the Sewer Rate Study public hearing.

*"The Town of Boscawen Select Board will hold a Public Hearing per RSA 41:9-a IV Establishment of Fees on Thursday, October 27, 2022 after 6:00pm to take public testimony regarding a Sewer Rate Study prepared by Underwood Engineers and proposed sewer user rate increases beginning in 2023." Per order of the Select Board*

Town Administrator Katie Phelps reviewed the key points from Underwood Engineer's Sewer Rate Study. The previous rate model was updated in 2019. User rates have increased 20% since 2019. The General Fund (GF) contribution has not kept up with rising costs from the City of Concord. The current General Fund contribution is \$48,000 annually. As of 2021, there were 118 accounts with minimum reads. Boscawen's portion of the Penacook Wastewater Treatment flow influent has ranged from 34% to 42% over the last 3 years. The City of Concord charges are projected to be \$238,218 in 2022, which is an increase of 40% since 2016. Current Boscawen sewer user rates are slightly above the current state average. Sewer projects 3 and 4 are currently in planning phases. Preliminary evaluation indicated significant increases of 35% to 65% may be necessary depending on contribution from the General Fund. Chairwoman Carey reviewed the 3 scenarios offered by Underwood Engineers. Option 1 – assumes that the GF contribution remains

at \$48,000 and sewer user rates increase 30% in 2023, 5% in 2024 and 5% in 2025. Option 2 – assumed that the GF contribution increases to \$85,920 in 2023 and then proportionately to Concord’s charges thereafter. Sewer user rates would increase 10% in 2023, 5% in 2024 and 5% in 2025. Option 3 – assumes that the GF contribution increase to \$65,000 and sewer user rates increase 20% in 2023, 5% in 2024 and 5% in 2025.

Chairwoman Carey opened the public hearing to public comment at 6:11pm.

No public comment.

Chairwoman Carey closed the public hearing at 6:12pm.

The Board discussed the different scenarios and concurred with Underwood Engineer’s recommendation for Option 2.

**Selectman Dickey motioned to approve Option 2, increasing the General Fund Contribution to \$85,920 in 2023 and proportionally to the City of Concord’s charges thereafter. Further, to increase sewer user rates 10% in 2023 and 5% in 2024 and 2025. Seconded by Selectman Burdick. All in favor. None opposed.**

Chairwoman Carey read the public notice for the Administrative Fee Public Hearing.

*“Notice is hereby given in accordance with RSA 41:9-a IV Establishment of Fees, that: The Town of Boscawen Select Board will meet on Thursday, October 27, 2022 after 6:00pm in the fourth floor meeting room of the Boscawen Municipal Complex, 116 North Main Street, to consider the following matter: Update of the Town of Boscawen Administrative Fee Schedule. The Board may open a public hearing to take testimony after the review. Per order of the Select Board.”*

TA Phelps reviewed the changes and additions being proposed to the Administrative Fees. Under the Fire Department, the addition of a Hazmat Technician for a total of \$45 per hr. Under Life Safety Officer, for Life Safety **or** a Place of Assembly inspection, Monday through Friday, from 8:30 am to 5pm, it would cost \$100. For a Life Safety **and** Place of Assembly inspection, Monday through Friday, from 8:30 am to 5pm, it would cost \$175. For a Life Safety or Place of Assembly inspection on the weekend or after hours would cost \$500. In the Executive budget, they added a \$25 per hour fee for outside agencies to rent the board room at the Municipal Office. Chairwoman Carey suggested a 2-hour minimum for meetings. All concurred. The Parks and Recreation Program updated their fees to include an early registration fee for \$150 per child or \$300 per family if registered prior to May 15<sup>th</sup> annually. The late registration fee will be \$200 per child or \$400 per family after May 15th. In addition, the summer program added a t-shirt fee of \$5 per child. The late pickup fee has been updated to \$15 for the first 10 minutes and \$10 for every 10 minutes after. For the Police Department, reports will be .50 cents per page for the first 10 pages and .10 cents per page, over 10 pages. Police Special Detail fees will be updated to \$75 total per hour. The Police Department has added a new parking ordinance fee. Violations paid within 14 days of receipt will be \$25. Violations paid after 14 days, but less than 28 days will be

\$35. Violations after 28 days will be \$50. Under Public Works, the Sewer Consumption charge, previously approved by the Board would begin January 1, 2023. The rate will be \$9.50 per 100 cubic feet. The minimum charge per quarter would be \$57.02. Town Clerk Nicole Hoyt noted the minimum charge may cause issues when people bring in cash or checks. They receive a lot of rounded checks which would leave them with an outstanding balance. The bill cannot be waived, only interest. TA Phelps asked if the Board wanted to change the minimum charge. No changes were made. The last update was under Public Works for Construction and Demo Debris not weighed at a cost of \$7.

Chairwoman Carey opened the public hearing to public comment at 6:21pm.

No public comment.

Chairwoman Carey closed the public hearing at 6:22pm.

**Selectman Dickey motioned to approve the Administrative Fee updates as of 10.27.2022 with the proposed changes. Seconded by Selectman Burdick. All in favor. None opposed.**

**Department Head Updates:** Finance Director Kate Merrill requested for the Select Board to approve the use of Newell and Crathern installation of insulation in the Municipal Office Building per the “Other situations as determined on a case-by-case basis by the Select Board” outlined in the Town’s Purchasing Policy. The motion would correct the previous approval for an insulation proposal using a sole source. Two quotes were obtained in this situation.

**Selectman Dickey motioned to approve Newell and Crathern for the insulation of the Municipal Office Building. Seconded by Selectman Burdick. Chairwoman Carey abstained. Two in favor. One abstained.**

FD Merrill has been planning a Holiday Get Together at Alan’s Restaurant for employees. If all employees attend with a plus one, it would be over 100 people. The goal is to have at least 75 people and minimally they need 50 people. Alan’s advertised the cost at \$27 a person but the owner is working on a deal for the town. Costs will be covered through lines in the Personnel budget. FD Merrill asked the Board to confirm December 2<sup>nd</sup> as the date. All concurred. FD Merrill will move forward with creating the finalized proposal.

FD Merrill resumed the COLA discussion from the previous meeting. She presented feedback from the ListServ on NHGFOA pertaining to what other towns decided. Selectman Burdick suggested a 6% increase in COLA based on the governmental standard pay increase of 4.9%. He stated Boscawen currently has 12 full time (FT) employees above the max with Social Security at 8.7% now, before any cost-of-living increase. If they increased Social Security to 8.7% this year, 15 FT employees would be above max. The 6% increase would be a healthy balance for taxpayers and employees. Selectman Burdick said if retired at 70, they would receive \$54,000 yearly for the max after 8.7% for Social Security. FD Merrill stated if someone entered retirement, they would have to spend less than when they were employed. Discussion ensued.

**Selectman Dickey motioned to approve a 6% Cost of Living increase for employees beginning after Town Meeting in 2023. Seconded by Selectman Burdick. All in favor.**

FD Merrill inquired if the Select Board wanted the 6% Cost of Living increase applied to the Select Board salaries for 2023.

**Selectman Burdick motioned to approve adding the 6% Cost of Living increase to the Select Board salaries for 2023. Seconded by Selectman Dickey. Chairwoman Carey opposed. Two in favor. One opposed. The motion passed.**

Planning and Community Development Director Kellee Easler gave an update on the yearly Board of Health training her department attended.

Deputy PCD Director O'Brien updated the Board on the successes and lessons of the Movie Night. Next year they will set up earlier to negate any technical difficulties. Due to a late start, they handed out donuts and cider for free. They received \$56 in donations.

**Selectman Dickey motioned to approve the \$56 donation for the Parks and Recreation program. Seconded by Selectman Burdick. All in favor. None opposed.**

Deputy PCD Director O'Brien presented a Land Use Change Tax (LUCT) in the amount of \$19,790 for approval.

**Selectman Burdick motioned to approve the Land Use Change Tax in the amount of \$19,790. Seconded by Selectman Dickey. All in favor. None opposed.**

Deputy PCD Director O'Brien presented a Timber Warrant in the amount of \$3,541.54 for Map 45, Lot 46, Sublot 2.

**Selectman Burdick motioned to approve Timber Warrant 22.049.04T in the amount of \$3,541.54 for Map 45, Lot 46, Sublot 2. Seconded by Selectman Dickey. All in favor. None opposed.**

Deputy PCD Director O'Brien presented a Timber Warrant in the amount of \$475.95 for Map 45, Lot 46.

**Selectman Burdick motioned to approve Timber Warrant 22.049.07T in the amount of \$475.95 for Map 45, Lot 46. Seconded by Selectman Dickey. All in favor. None opposed.**

Deputy PCD Director O'Brien presented a Supplemental Intent to Cut for Map 47, Lots 9 & 10 for approval.

**Selectman Dickey motioned to approve the Supplemental Intent to Cut Wood or Timber for Map 47, Lots 9 & 10. Seconded by Selectman Burdick. All in favor. None opposed.**

TA Phelps presented an Emergency Operations Plan (EOP) update on behalf of Emergency Management Director Jason Killary. He has a Memorandum of Understanding (MOU) in place with Mapping and Planning Solutions. The work is scheduled to start in March 2023 and be completed by the end of the Town's Period of Performance, late next year. Chairwoman Carey requested a copy of the MOU. The Board would like the Emergency Operations Plan updated and signed off for 2022 as it hasn't been done since 2019.

TA Phelps asked the Board for their input on the Zero Waste contract currently in place at the Town Hall. Last year the Board approved a one year contract for the dumpster. Facilities Director Moore has noted that the contract ends December 31<sup>st</sup> and cancelling it would save the town \$900 a year. The town currently doesn't contribute to the trash at that location because the Town Hall is closed. This dumpster is shared by the Boscawen Congregational Church and the Food Pantry. Options for them would include negotiating their own contract with Zero Waste, bringing their trash to the Transfer Station or finding a local contractor for pick-up.

**Selectman Dickey motioned to not renew the Zero Waste Contract at the Town Hall location after the current contract expires December 31, 2022. Seconded by Selectman Burdick. All in favor. None opposed.**

TA Phelps asked the Board if they want to hold a meeting on Wednesday during the week of Thanksgiving. The Board was in agreement not to hold a meeting the week of Thanksgiving.

FD Merrill stated last year the Board voted to close the office early the day before Thanksgiving. Selectman Dickey stated the Police Department and Transfer Station will remain open. Discussion ensued. Public Works Director Dean Hollins suggested keeping the Transfer Station open with 3.5 hours of compensation time provided to employees working. Chairwoman Carey stated individuals at the Town Office who work after noon will also be provided comp time.

**Selectman Burdick motioned to approve closing the Town Office at noon on Wednesday, November 23rd. Seconded by Selectman Dickey. All in favor. None opposed.**

TA Phelps has arranged the Boston Post Cane presentation to Agnes Marshall at Peabody Place on Saturday, November 12th at 2pm. The presentation will be special as it's her 102<sup>nd</sup> birthday.

TA Phelps stated the Town has finalized an agreement with Briar Hydro for a Payment in Lieu of Taxes (PILOT) agreement. The current agreement will expire December 31, 2022. The new agreement would be effective January 1, 2023 until December 31, 2027. The minimum pilot amount would remain the same at \$101,850. The pilot rate will decrease from 7% to 5.5%. Legal has reviewed the agreement and has no comments or corrections.

**Selectman Burdick motioned to approve the PILOT Agreement between the Town of Boscawen and Briar Hydro effective January 1, 2023. Seconded by Selectman Dickey. All in favor. None opposed.**

Town Clerk Hoyt presented a final sewer read for 15 Eel St, Unit 1 for signatures.

**Selectman Dickey motioned to accept the Supplemental Warrant for 15 Eel St, Unit 1. Seconded by Selectman Burdick. All in favor. None opposed.**

Town Clerk Hoyt presented a notice of auction for 1 Valley of Industry. There is currently a bankruptcy going on and it is vacant. No further discussion. The public auction will be held on December 7th at 3pm at 1 Valley of Industry.

Town Clerk Hoyt opened discussion on tax rate setting. Rate setting is still pending at this time due to issues beyond their control. Chairwoman Carey noted that the board may be required to do a 24-hour noticed meeting to set the tax rate. TA Phelps stated they are currently investigating tax anticipation notes in the event that funds start to become low. No further discussion.

Town Clerk Hoyt presented an update on the upcoming election. They confirmed that they must have more than a quorum of the Select Board at the election. They need to have all Select Board members or their pro tem present. If a Board Member is getting a pro tem, they need to inform Town Clerk Hoyt.

Town Clerk Hoyt noted a long-time resident was granted funds to take care of their outstanding debt and will be made whole with the Town.

PWD Hollins stated they finished up Chadwick Hill Rd for the season. They are waiting on the signs to install. They are also putting in two 'no parking' signs.

Chief Kevin Wyman gave an update on the Police Department. They have been preparing for the Halloween Gate night event on Sunday. Officer Glen Chislett has officially left the Police Department. Chief Wyman and the Stanton Foundation have decided to retire K9 Saint and give him to Officer Chislett.

No public comment.

**Chairwoman Carey motioned to enter a nonpublic session at 7:05 pm under RSA 91-A, 3 II (a). Seconded by Selectman Dickey. All in favor. None opposed.**

**Chairwoman Carey motioned to close nonpublic session at 7:19 pm under RSA 91-A, 3 II (a). Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Dickey motioned to seal the nonpublic minutes for six months under RSA 91-A, II (a). Seconded by Chairwoman Carey. All in favor. None opposed.**

**Selectman Dickey motioned to enter a nonpublic session at 7:19 pm under RSA 91-A, 3 II (c). Seconded by Chairwoman Carey. All in favor. None opposed.**

**Chairwoman Carey motioned to close nonpublic session at 7:47 pm under RSA 91-A, 3 II (c). Seconded by Selectman Dickey. All in favor. None opposed.**

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

**Chairwoman Carey motioned to enter a nonpublic session at 7:48 pm under RSA 91-A, 3 II (c). Seconded by Selectman Dickey. All in favor. None opposed.**

**Chairwoman Carey motioned to close nonpublic session at 8:15pm under RSA 91-A, 3 II (c). Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Dickey motioned to seal the nonpublic minutes for five years under RSA 91-A, II (c). Seconded by Chairwoman Carey. All in favor. None opposed.**

**Next Meeting:** Thursday, October 3, 2022, at 6:00 PM.

**Selectman Burdick motioned to adjourn at 8:15 pm. Seconded by Selectman Dickey. All in favor. None Opposed.**

*Respectfully submitted by Hannah Gardner*