

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, January 5, 2023 at 6:00 PM**

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

Guests: Stanley Balch

Roll Call: completed and guests introduced.

Chairwoman Carey called the meeting to order at 6:00pm.

Chairwoman Lorrie Carey noted changes to the 12.29.22 minutes. There was clarification on line 62, the motion was to collect the tax of \$9,302.53 for Jeremy G. Turner: Meadowsend Consulting, not to abate. There was clarification on line 106, referring to Tax Collector Nicole Hoyt being able to forgive interest on late taxes if received by the following day.

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

Scheduled Guests and Hearings: Mr. Stanley Balch, resident of Boscawen, discussed having a Town ice skating rink in the corner of the field at the Town Municipal Building. All hardware in order to make the rink will be donated. Colby Lumber Co will supply the lumber and Sarcione Welding will make the pins. The rink will be outlined with 2x4's with the sides pinned to hold them in place. There will be a 50x100 ft. plastic liner. Mr. Balch spoke with Chief Tim Kenney, and he agreed that the fire department could fill the rink with water. The Penacook-Boscawen Water Precinct will not charge for water usage the first year. Planning and Community Development Director Kellee Easler noted they will need to fill from the hydrant. They will set a meter with a back flow preventer to abide by DES requirements. There was discussion on donating a skate sharpener, skates of all sizes and benches. Mr. Balch said the residents he has spoken to thus far would be willing to help donate necessities and their time to make it valuable for the town. Mr. Balch noted maintenance will be taken care of by volunteers, but as of now, there is no set plan until the rink is open. If approved, they would like to start setting up the boards this weekend. The plastic will arrive on Monday. In the spring, Mr. Balch and his crew will take it down. All materials will be stored for the following year. Mr. Balch is working with Public Works Director Dean Hollins to find an area to store the plastic liner. Mr. Balch stated Unitil would donate 350-Watt floodlights and he has poles and wires he is willing to donate for lighting. Selectman Dickey clarified for the record that the rink would cost no money to taxpayers, it would be funded by donations and assembled and maintained by volunteers. Town Administrator Katie Phelps stated she is waiting to hear back from Primex about the liability requirements. Chairwoman Carey stated first they need to ensure Primex will cover the town. Once the rink is set up, they will need to have it inspected. Chairwoman Carey suggested asking Code Enforcement Officer Alan Hardy or Building Inspector Chuck Bodien. She also asked all

department heads to share their feedback. Discussion ensued. All department heads were in favor of the rink. PWD Hollins noted his biggest concern was storing the plastic, but they will work on a solution. Facilities Director Gary Moore asked where the power would come from. Mr. Balch stated they would put a pole over by the fence and run power overhead from across the street. Until will pay the first year of usage for the lights and in the future, they may discuss metering. No wires will run across the field. The Board agreed to preliminarily approve the ice rink under the conditions that Mr. Balch is in charge of the maintenance, liability is approved by Primex, and the rink is inspected. The rink will be open daily from daylight to 9pm.

Selectman Dickey motioned to preliminarily approve the Town Ice Rink under the conditions discussed. Seconded by Selectman Burdick. All in favor. None opposed.

Department Head Updates: PCD Director Easler presented revisions to the 2023 Health Budget. A Health Remediation line was added, in the amount of \$10,000 for corrective action by the Board of Health for obligations to remedy public health issues per RSA 147.

Selectman Dickey motioned to preliminarily approve the 2023 Health Budget with the amendment. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to approve recommending the amended 2023 Health Budget to the Advisory Budget Committee. Seconded by Selectman Dickey. All in favor. None opposed.

Town Administrator Katie Phelps presented revisions to the 2023 Executive Budget. The budget was reduced by \$2,400.

Selectman Dickey motioned to preliminarily approve the 2023 Executive Budget with the amendments. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Burdick motioned to approve recommending the amended 2023 Executive Budget to the Advisory Budget Committee. Seconded by Selectman Dickey. All in favor. None opposed.

Finance Director Kate Merrill presented the 2023 Working Budget with updates reflected in the amendments from the Executive and Health Budget.

Selectman Dickey motioned to approve recommending the amended 2023 Operating Budget to the Advisory Budget Committee. Seconded by Selectman Burdick. All in favor. None opposed.

PCD Director Easler presented the contract for the InvestNH Housing Opportunity Planning (HOP) Grant. The letter of agreement would be between the Town of Boscawen and Central NH Regional Planning Commission regarding the Invest NH HOP Grant: to update the Mill Redevelopment District; to update the Master Plan; to update the Cluster Development Ordinance; to draft a new Planned Unit Development Ordinance; to develop a Tax Increment Finance District and to coordinate Community Engagement and Project Administration.

Selectman Dickey motioned to approve the letter of agreement between the Town of Boscawen and Central NH Regional Planning Commission for the Invest NH Housing Opportunity Planning Grant. Seconded by Selectman Burdick. All in favor. None opposed.

TA Phelps noted on Tuesday, she had Chairwoman Carey and Selectman Burdick sign the Police Department Appointment letter for the new Police Officer, Alek Ladd. Chairwoman Carey stated they spoke with legal who advised the correct hiring process to follow. The Town should have the employee fill out HR paperwork first to ensure they are covered by insurance and are an official town employee. There should be an appointment made with HR so if the new hire needs to be sworn in, the Select Board is aware. Chairwoman Carey noted if past practice has been different in any department, they can discuss concerns and create a solution. The Select Board asked that all new hires attend a Select Board meeting, prior to their official start date. If a new hire cannot attend prior to their start date, the Board will make accommodations. If the new hire needs to attend virtually, it is permitted.

TA Phelps opened the discussion on tally votes on the warrant. It would allow voters to know how many Select Board members voted in favor or in opposition of an article. Chairwoman Carey asked if it would include the Advisory Budget Committee tally votes. TA Phelps said the Advisory Budget Committee would need to vote separately whether they wanted their votes to be tallied.

Selectman Dickey motioned to approve tally votes for the Select Board be included on the warrant. Seconded by Selectman Burdick. All in favor. None opposed.

Town Clerk Hoyt gave an update on the Tax Collector Department. They finished and sent surveys to the Census Bureau. Wells Fargo sent the payment file. Town Clerk Hoyt noted legislators are looking to revamp the Low to Moderate Income Homeowners Relief bill. One change would be to replace ‘relief’ with ‘rebate’. They also want to require towns to include on, or with, the tax bills, all resources available to the resident. Town Clerk Hoyt noted it would be a cost to the town. Town Clerk Hoyt doesn’t know how they will address paperless or people who have mortgages. Right now, there is no plan in place. Town Clerk Hoyt noted that they have already reached out to residents and, at the town’s cost, sent applications to those interested.

Community Services Director Sarah Gerlack gave an update on the Community Services Department. CS Director Gerlack obtained applications for the Water/ Sewer Client Assistance Program (CAP). Recipients must have qualified for fuel assistance between October 1, 2022 and April 30, 2023. A separate application needs to be completed. CS Director Gerlack noted residents can contact her for assistance. There is a sheltering problem in Boscawen and surrounding areas. The department is aware of the homeless individuals on the streets. CS Director Gerlack noted they are doing everything they can to provide shelter. Residents should not take in anybody that is not their family or friends. CS Director Gerlack stated fuel assistance is on the rise this week. With the cost of fuel, residents on fuel assistance are prepared. There are residents that qualified but did not get granted enough or do not have enough left to meet the minimum 100 gallon to fill. On Tuesday, they supplied fuel to a qualified resident so they could hit the minimum 100 gallons. CS Director Gerlack noted highlights of the 2023 Welfare Budget.

For 2022, Community Services had a total of \$30,000 through ARPA funds. For General Assistance, they used \$22,500 and \$7,500 for the backpack program. They received an Emergency Food and Shelter Grant in the amount of \$16,000. Of the total, \$8,000 was used in 2022 and the remaining amount is expected to be used in 2023. For 2022, they received \$2,237.98 in client reimbursements. The backpack program received \$1,925 in donations with an additional \$100 donation for Human Services. CS Director Gerlack applied for an additional \$15,000 from the Winter Shelter Grant Program through Merrimack County to be used in the winter of 2023 for sheltering. They are waiting on the finalized number but the projected non taxpayer money to be used for General Assistance in 2023, for Community Services is up to \$40,250. Selectman Burdick asked if they had a rough estimate of what the homeless population was last year compared to prior years. CS Director Gerlack stated there are about 5 homeless individuals in town. Due to the Emergency Rental Assistance Program (ERAP), 3 homeless individuals are staying in town at the Elmwood which will be paid for through March 31. One homeless individual is a resident of Concord. Discussion ensued.

Facilities Director Gary Moore gave an update on the Facilities department. The HVAC units at the Municipal Office have been installed and they are working to switch them over. The generator project will start next week. They will meet to discuss a plan, come up with a construction drawing and bidding process. The light fixtures at the Fire Department are not illuminating. FD Moore discovered the fixtures are 16 years old and the wiring is brittle. He proposed replacing the fixtures, using energy efficient LED lights to make it brighter and use less energy. They can get a 4-pack of lumen 3,400-Watt LED lights with new bulbs. The life expectancy is 18 to 22 years, and it has photocell, so the lights automatically turn on at dusk. FD Moore noted Chief Kenney would also like to put a bigger flood light on the side light. Discussion ensued.

Selectman Burdick motioned to approve the Facilities Director to replace the Fire Department light fixtures with more energy efficient LED lights. Seconded by Selectman Dickey. All in favor. None opposed.

PWD Hollins gave an update on the Public Works Department. The cardboard bailor stopped working Thursday morning. They are waiting for a technician to look at it. PWD Hollins stated Lucas Tree, the contractor for Unutil, will be doing tree trimming in town. They are trying to find property owners information. They are scheduled to be in Boscawen, Webster, and Salisbury for about a year.

Chief Kevin Wyman gave an update on the Police Department. They are taking care of the damages done at the Dorval House. All suspects were interviewed, and the cameras worked perfectly. The perpetrators tried to move the camera, but it was still able to catch the license plate. The suspects are juveniles, so the process takes longer. Chairwoman Carey asked if they were compensated for the graffiti incident. Chief Wyman said one of the perpetrators joined the Marine Corps which delayed the process. They are seeking compensation from the others involved.

Chief Tim Kenney gave an update on the Fire Department. They finished the year with 30 calls over the previous year. Chief Kenney noted there was an overlapping kitchen and chimney fire at

a resident's house. They were unable to get the trucks out of the station because no one was available. The homeowner was able to put out the fire. It brings up an underlying issue. Chief Kenney brought awareness to the fact that they do not have staff during the daytime Monday through Friday. Chief Kenney reviewed several points in the Master Plan from 20 years ago. He would like to review the Master Plan more in depth after March. Discussion ensued. Chief Kenney said during the storm before Christmas, they hired 4 people to work 10 hours. They worked a total of 11.5 hours, which was beneficial to the town.

Chairwoman Carey requested that FD Merrill send out policy updates in advance so they can review before discussion.

PCD Director Easler gave an update on the Planning and Community Development department. There was a Zoning Ordinance public hearing and the new recommendation for amendments will be posted on the warrant. Planning Board had a meeting and passed GMI's permit. The Health office has been very busy. Deputy PCD Director Kearsten O'Brien has been working on new applications.

Deputy PCD Director O'Brien presented a Timber Warrant for Map 94, Lot 27 in the amount of \$70.54.

Selectman Burdick motioned to approve the Yield Tax Levy Timber Warrant for Map 94, Lot 27 in the amount of \$70.54. Seconded by Selectman Dickey. All in favor. None opposed.

Deputy PCD Director O'Brien presented a Solar Exemption for Map 81B, Lot 39 in the amount of \$11,400.

Selectman Dickey motioned to approve the Solar Exemption for Map 81B, Lot 39 in the amount of \$11,400. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien noted it is a revaluation year. They need to verify that veterans are in good standing. For example, that they haven't moved away or remarried. Deputy PCD Director O'Brien started sending out paperwork along with the elderly exemptions. She still needs to review the elderly exemptions to ensure residents are meeting qualifications. Town Clerk Hoyt asked on behalf of a resident if they should apply now or wait until Town Meeting when it changes. Deputy PCD Director O'Brien suggested residents apply now because the 2nd bill went out so for any exemption, residents should apply before April 1st in order for it to go on the 2023 tax bill. If residents are denied now, they can reapply next year.

Deputy PCD Director O'Brien presented an APRA request for approval. They previously discussed issues with the security system and key fobs. They requested \$2,020.38 from the ARPA fund to finish the security system installation and purchase hardware needed. The total cost to finish the project is \$2,996. Facilities Director Moore will take the remaining \$975.62 from his budget. Next year they will have a cost for the agreement amount, but FD Moore has already planned for alarming system and monitoring fees in the Facilities Budget.

Selectman Dickey motioned to approve the ARPA request in the amount of \$2,020.38 for Revenue Replacement in order to finish the security system installation. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien has been working with Ms. Penny Sarcione to transfer the Parks and Recreation Program information. Deputy PCD Director O'Brien was not familiar with the Summer Concert Series and asked the Board for feedback. Selectman Dickey said many residents attended in past years. Deputy PCD Director O'Brien is looking into starting it again. She spoke to a vendor that previously attended and he charged \$500 for 2 hours for 1 concert. She will be researching other opportunities. There was a donation sheet used in the past that Deputy PCD Director O'Brien will revamp and send out. Selectman Burdick noted performers will need liability insurance.

Deputy PCD Director O'Brien has been in contact with Chris Burke from Merrimack Valley School District about the buses. They will not have bus transportation next summer for the Parks and Rec program through Merrimack Valley. Deputy PCD Director O'Brien has researched different rates and found the best was \$35/hr. and \$4.10 per mile. There would be no charge for the miles from the bus location to the initial pickup location. They could also use the bus for multiple field trips throughout the week. Deputy PCD Director O'Brien will be contacting other referrals to ensure the best rate.

TA Phelps noted Commercial St is now open. She also stated the Select Board has a meeting with the Merrimack Valley School Board on Tuesday, Jan 11th at 6:30. TA Phelps emailed Principal Jeff Drouin and Fred Reagan about using Boscawen Elementary School for Town meeting the night of March 14th. TA Phelps is meeting with Mr. Charlie Niebling and Town Clerk Hoyt tomorrow to discuss using the Town Municipal Building meeting room or the Library for voting. Selectman Dickey thought they previously discussed using the Fire Station. Chief Kenney said voting has strict rules and the fire department isn't ADA compliant. Chairwoman Carey stated it was recommended to have voting at the Town Municipal Building meeting room and then go to the school for the meeting afterwards. Town Clerk Hoyt stated if the Moderator and Select Board were interested in using the Municipal meeting room, they would need to figure out if it meets all legal requirements for voting. Selectman Burdick brought up discussion on using the school. BES does not want to close for elections. Chief Kenney suggested involving the Life Safety Officer in the decision of where to hold the election. One reason schools close for elections is to protect children from outsiders. The Board would like to see voting held at the school. Chairwoman Carey noted residents are familiar and know where to go because it has been held at the school for years. She said if the issue is with closing school, they need to have a discussion with the Principal. Chairwoman Carey stated 25% of Boscawen voters last year were handicap. They were concerned with having more handicap parking. It would be more difficult for handicap individuals to navigate through the Municipal Building. Discussion ensued. Deputy PCD Director O'Brien stated the life safety binder showed places of assembly that are currently ADA compliant. Avaloch Farm and Sovereign Grace Fellowship would be places that could potentially hold voting. TA Phelps will update the Board after the meeting with Mr. Niebling and Town Clerk Hoyt.

No public comment.

Chairwoman Carey motioned to enter a nonpublic session at 7:24 pm under RSA 91-A:3 II(a). Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to close a nonpublic session at 7:38 pm under RSA 91-A:3 II(a). Seconded by Selectman Burdick. All in favor. None opposed.

Public meeting reopened at 7:38pm.

Selectman Burdick motioned to seal the nonpublic minutes for 2 year under RSA 91-A:3 II(a). Seconded by Chairwoman Carey. All in favor. None opposed.

Chairwoman Carey motioned to approve the request to roll over 40 additional vacation hours for Officer 1 due to extenuating circumstances. Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned to deny the request of Officer 2 to carry over additional vacation hours. Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned to approve the request of Officer 3 to roll over 40 hours of overtime due to the employee manual. Seconded by Selectman Dickey. All in favor. None opposed.

Selectman Dickey motioned to enter a nonpublic session at 7:38 pm under RSA 91-A:3 II(c). Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to close a nonpublic session at 7:41 pm under RSA 91-A:3 II(c). Seconded by Selectman Burdick. All in favor. None opposed.

Public meeting reopened at 7:41pm.

Selectman Burdick motioned to seal the nonpublic minutes for 2 year under RSA 91-A:3 II(c). Seconded by Chairwoman Carey. All in favor. None opposed.

Selectman Dickey motioned to enter a nonpublic session at 7:42pm under RSA 91-A:3 II(l). Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to close a nonpublic session at 7:52 pm under RSA 91-A:3 II(l). Seconded by Selectman Burdick. All in favor. None opposed.

Public meeting reopened at 7:52pm.

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

Next Meeting: Thursday, January 12, 2023 at 6:00 PM.

Chairwoman Carey motioned to adjourn at 7:53. Seconded by Selectman Burdick. All in favor. None Opposed.

Respectfully submitted by Hannah Gardner