

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

In Attendance: Matt Burdick, Lorrie Carey, Bill Bevans, Katie Phelps, Kearsten O'Brien, Kellee Easler, Gary Moore, Kate Merrill, Tim Kenney, Jason Killary, Dean Hollins, Nicole Hoyt, and Alicia Hakins

Guests: Ray Fisher, Bill Heinz, Joshua Crawford

Roll Call: completed and guests introduced.

Chairman Matt Burdick called the meeting to order at 6:00pm.

Consent Agenda Items:

- P&L, Balance Sheet, Check Manifest & Payroll
- Nonpublic/Public Minutes for Approval – 6/29/23
- Timber Warrant 22.049.09T - \$1,451.40
- PA-16 – Resource Inventory
- Cell Phone and Credit Card Policies
- Hakins – DMV Authorization (Signature)

Selectwoman Lorrie Carey noted grammatical changes to the 06.29.23 public minutes.

Selectwoman Carey motioned to approve the Consent Agenda as amended. Seconded by Selectman Bill Bevans. All in favor. None opposed.

Scheduled Guests & Hearings: Chairman Burdick opened the public hearing for Unanticipated Revenue at 6:06pm and read the public notice.

“The Town of Boscawen Select Board will hold a Public Hearing on Thursday, July 6, 2023 at 6:00pm in the Fourth Floor Meeting Room of the Boscawen Municipal Complex, 116 North Main Street, regarding the following matter: A NH Department of Safety Emergency Management Performance Grant (EMPG) in the amount of \$75,000.00 for a shelter generator project. This creates unanticipated revenue in excess of \$10,000 and the need for a public hearing according to the provisions of RSA 31:95-b.”

Chairman Burdick noted that the Municipal Complex Emergency Operations Center generator project was approved at the 2022 town meeting after being defeated in 2020. The total project costs were anticipated to be \$99,500 with 50% eligible for a matching grant from NH Homeland Security in the amount of \$49,750. The project would only be completed if the grant was awarded. The project was awarded 50% matching funds from NH Homeland Security and was

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put out to bid, however, costs continued to increase. The Board authorized the conversion to natural gas for the project for efficiency purposes. On May 25, 2023, the Select Board voted 2-1 to move forward with the winning generator bid and apply to NH Homeland Security for an amendment to the grant award for a 50% match of \$75,000 with a total project cost of \$150,000. Per RSA 31:95-b, this hearing is required as the town will receive unanticipated revenue from the grant in excess of \$10,000.

Chairman Burdick asked that anyone wishing to speak for the hearing state their name and address at the microphone for the record.

Ray Fisher, Water Street, spoke in opposition. He questioned how many times the generator has been used and was it necessary. He stated that the generator installed when the building was renovated should still work. Chief Killary stated that the current generator only powers the lights at the police station. He said it has been used and is needed.

Bill Heinz, Tremont Street, talked about the grid being fairly stable in the area. He does anticipate at some point that the lights will go out. He's spoken previously in opposition to the project at town meeting. He noted that Town Meeting already approved the project so it's a moot point.

Joshua Crawford, Corn Hill Road, asked how many circuits are hooked up to the current generator and if it would be possible to put more on instead of replacing the generator. Facilities Director Moore stated that the current generator does not have the capacity to power the elevator or the office side of the building.

Chairman Burdick closed the public hearing at 6:37pm with no further comments.

Motion made by Selectwoman Lorrie Carey to approve and move forward the amendment to the grant award for \$75,000 from NH Homeland Security for the Municipal Office EOC generator. Seconded by Selectman Bill Bevans. All in favor. None opposed.

The Board members signed the NH Homeland Security amendment paperwork for submission.

Department Head Updates: Finance Director Kate Merrill presented two Trustee of the Trust Fund Transfers for approval.

Selectwoman Carey motioned to approve the Trustees of the Trust Funds to transfer \$29,045.00 from the Fire Truck Capital Reserve Fund to the General Fund to reimburse for the following expenditures: Grappone Ford (Balance Due on Forest Pickup). Seconded by Selectman Bevans. All in favor. None opposed.

Selectwoman Carey motioned to approve the Trustees of the Trust Funds to transfer \$5,856.50 from the Municipal Buildings Capital Reserve Fund to the General Fund to reimburse for the following expenditures: Erikson Construction (Deposit for Sally Port)

\$1,756.95 and Erikson Construction (Invoice #17955) \$4,099.55. Seconded by Selectman Bevans. All in favor. None opposed.

Finance Director Kate Merrill presented audit proposals from three different audit firms. Company A is our current Audit Firm and the Town's contract with them is ending effective for the calendar year 2022. The last contract with firm A was for a price of \$14,525 for the calendar years 2020, 2021 and 2022. The new proposal from firm A is for \$20,265 for 2023, \$21,280 for 2024 and \$22,345 for 2025. Firm B proposed \$17,750 for 2023, \$18,500 for 2024 and \$19,500 for 2025. Firm C proposed \$30,000 for 2023, \$31,000 for 2024 and \$32,000 for 2025.

Finance Director Merrill shared that the Town Clerk/Tax Collector recommended firm B and the Treasurer recommended firm A. Chairman Burdick and Selectwoman Carey both felt as if firm B would be the better option as they feel a new firm would provide a new set of eyes on the operation of the Town. Selectman Bevans said that he would rely on the staff recommendations. Finance Director Merrill said she would schedule a time for firm B to come in and do a presentation to the Board.

Finance Director Merrill updated the Board on the fine art appraisal requirement. While doing research she found that the Avaloch painting was commissioned in the last 10 years therefore that does not need to be appraised. She has been working with Fire Chief Tim Kenney and his mom Henrietta Kenney to find the history of the ownership of the clock. While the last appraisal that was completed in 2007 states that the ownership of the clock is with the Town, the records that were found did not state who the clock was donated to and records were found stating it is on permanent loan to the Library. The Select Board decided that the best way to move forward before getting the clock appraised is confirming that the ownership is with the Town and not the library. A letter will be sent to the Library Trustees to confirm the clock is not owned by them and that it is with the Town. Once ownership is confirmed the Board will look to do a fund raiser to get the clock appraised.

Finance Director Merrill told the Board that they will need to come in and sign checks and payroll manifests during the weeks when there are no meetings. She told them if any Board member is not able to come in and sign that they will need to let her know so she makes sure that they get at least two signatures.

PCD Director Kellee Easler notified the Board that the meeting with the Merrimack County Commissioners has been postponed until August. Matt Monahan from CNHRPC will be meeting with PCD Director Easler to review planned updates to the Land Development Regulations and plans for Zoning Ordinance 2024 this coming week. Stephanie Alexander from CNHRPC will be meeting with PCD Director Easler and Finance Director Kate Merrill on Wednesday to go over the Capital Improvements Plan in preparation for planning purposes. Discussion ensued on applications the Planning Board heard which included approval for a Conditional Use Permit for 477 High Street, Map 94, Lot 23; an extension was given by the Board for 85 DW Hwy – Storage Units Site Plan extended for 1 year and Riveredge Properties was given a 2 year for removal of the building on Lot 1 at Eagle Perch Drive; Merrimack County received approval for

a Telecommunication Tower; continuation of a Cluster Major Site Plan for Map 94, Lot 23 at 477 High Street; continuation of Site Plan Approval for 145 King Street Apartments; and continuation for a public hearing for a 3-Lot Minor Subdivision on the corner of High St and Raymond Road. Health Officer Easler reported that the wildfires in Canada have been affecting the air quality around the country but have not been an issue thus far in Boscawen.

Deputy PCD Director Kearsten O'Brien presented an abatement for Map 49 Lot 6 in the amount of \$4,180.

Chairman Burdick made a motion to authorize the abatement for Map 49 Lot 6 for Keith Anastasy in the amount of \$4,180.00. Seconded by Selectwoman Carey. All in favor. None opposed.

Facilities Director Gary Moore reported business as usual. He is working on numerous projects.

Fire Chief Tim Kenney stated that call volume has been slow. The weather caused incidents for the fire department. The Merrimack County McCloud Building had a large water problem caused by the roof drainpipe breaking. The residents were not affected. There was a washout on Route 3 just north of Stirrup Iron Rd as well as a small washout on Route 3 in the dip by the church.

Police Chief Killary advised that the grant amendment for the 2023 Traffic Safety Enforcement Grant was accepted by the State. This will allow for the purchase of a new in-vehicle radar unit at a 75/25 (State/Town) split. The 2024 Traffic Safety Enforcement Grant application was accepted by the State and he doesn't believe that there will be any issues with its acceptance, either. Chief Killary also advised that after a successful background check, a formal offer of employment was extended to, and accepted by, Elizabeth Murray. She will be the newest addition to the Boscawen Police Department and will hold the rank of Corporal. Ms. Murray, currently a detective with Tilton PD, will be a great addition to the Boscawen Police Department and everyone is excited for her to start. Chief Killary also made mention of activity level as of late, including a recent arrest of a subject for Possession of Child Sexual Abuse Images after a months long investigation. That subject is currently housed at the Department of Corrections.

Public Works Director Dean Hollins notified the Board that there is a leaking hydraulic cylinder on one of the trash compactors that will need to be rebuilt. He will be looking to see if they can purchase a rebuilt cylinder and swap it out. He may need to have the leaking one sent out to be rebuilt. If that's the case, then the transfer station will only have one trash compactor running until it comes back from repairs. Hollins noted that they lost internet at the transfer station Saturday for half of the day. They were unable to process credit or debit cards. The public works crew worked to repair washouts from the last rain the last few weeks. All were small and there was very little damage. The new pickup truck is at the Ford dealership and they will be trading in an old truck towards the purchase of the new truck.

Town Clerk Hoyt introduced the Town's new Community Services Director, Alicia Hakins. CS Hakins started in June and has been very busy with welfare cases since starting. She is also collecting tax payments. She is doing a great job so far and we are happy to have her.

Town Clerk Nicole Hoyt presented to the Board a final sewer warrant for signature. Parcel closing on 7/7/23 is at 31 North Main Street. Collector Hoyt shared that the property tax due date was July 5th and we have seen the typical turnout with roughly \$450,000.00 still outstanding. Hoyt reminded the Board that the revenue for the County, School District, State and Town are all collected through Boscawen and then distributed by finance.

Non-Public Sessions:

Selectwoman Carey motioned to enter a nonpublic session at 7:38pm under RSA 91-A:3 II (c). Seconded by Selectman Bevans. Roll Call vote. All in favor.

Chairman Burdick motioned to close the nonpublic session at 7:57pm under RSA 91-A:3 II (c). Seconded by Selectwoman Carey. Roll Call vote. All in favor.

Selectwoman Carey motioned to enter a nonpublic session at 7:59pm under RSA 91-A:3 II (c). Seconded by Selectman Bevans. Roll Call vote. All in favor.

Chairman Burdick motioned to close the nonpublic session at 8:08pm under RSA 91-A:3 II (c). Seconded by Selectwoman Carey. Roll Call vote. All in favor.

Chairman Burdick motioned to seal the nonpublic minutes under RSA 91-A:3 II (c) as it would adversely affect the reputation of the individuals discussed. Seconded by Selectwoman Carey. Roll Call vote. All in favor.

Next Meeting: Thursday, July 13, 2023 at 6:00 PM.

Selectman Bevans motioned to adjourn at 8:21PM. Seconded by Chairman Burdick. All in favor. None Opposed.

Respectfully submitted by Katie Phelps & Staff