

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, December 14, 2023, at 6:00 PM**

In Attendance: Matt Burdick, Lorrie Carey, Bill Bevans, Katie Phelps, Kate Merrill, Kellee Easler, Kearsten O'Brien & Nicole Hoyt

Guests: Alan Hardy, Kim Kenney, Mason Donovan, Mark Kaplan, Charlie Niebling, Jeff Abbe, Aurel Mihai, Joshua Crawford & Tom Laliberte

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
- Public Minutes for Approval—12/07/23
- Revised Safety Manual (Signatures)
- Letter of Support—Capital Area Fire Compact
- November Treasurer's Reports
- Timber Warrant 23.049.06 Map 49 Lot 6 Sublot 2
- Timber Warrant 23.049.08T Map 47 Lots 29B & 30

Selectwoman Lorrie Carey noted grammatical changes to the 12.07.23 public minutes.

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

Town Administrator Katie Phelps noted for the record that the Intent to Cut 23.049.11T for Map 47 Lot 6 was removed from the posted Consent Agenda.

Scheduled Guests and Hearings: Continuation of *Public Hearing—Administrative Fee Schedule*

Chairman Burdick continued the public hearing at 6:06PM.

Selectwoman Carey provided an overview of the public hearing where concerns were raised about the Parks and Recreation program administrative fee. The public felt that the overall cost was too high for families in the community (\$580 per child). Some suggested giving up field trips for a more affordable cost. Others suggested there could be a way to accommodate both field trips and lowered costs by asking the community members and businesses to donate to the Parks and Rec program. Parks and Recreation Coordinator Kearsten O'Brien had anticipated the concerns and presented three alternatives. The proposed increase was to cover the cost of the

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program, not to make a profit. Part of the issue with field trips is the expense of buses. A resident suggested the Thornton Fund could help with scholarships for the children to attend. The Thornton Funds generally donates \$500 for art supplies. Selectwoman Carey noted the public was asking the Board to propose a compromise that was affordable for community members. The public was in agreement that the program provided children with a safe place to be with adult supervision and allowed kids the chance to socialize. Selectwoman Carey mentioned the cost of the program was stated to be roughly \$16/per average size house. Both taxpayers and nontaxpayers would be paying the cost within the budget for the Parks and Rec program.

Chairman Burdick recalled at the last town meeting that they discussed users were the ones that should pay for the service. Chairman Burdick was in favor of proposal 3, to increase the rate to \$225 per child and \$440 for family, if signed up before May 15th which included the field trip and t-shirt fee. The late sign-up fee would be \$230 per child and \$470 per family. Discussion ensued. Selectwoman Carey suggested residents and businesses in the community might sponsor a field trip. She also suggested that they could charge a field trip fee, for example, when they used to go to Whale's Tale Waterpark, the parents would pay the admission fees. A counselor could stay at Dorval House with children who are unable to attend the field trip. Selectman Bevans agreed with proposal 3, stating it would increase the price, but still be affordable.

Kim Kenney, 87 Water Street—Ms. Kenney questioned implementing a field trip fee and having a counselor stay behind with children. She noted that the children that receive a scholarship should be able to attend regardless. Ms. Kenney questioned whether there would need to be two counselors that stay back for liability purposes. P&R Coordinator O'Brien agreed that the town should confirm with Primex if one counselor would be a liability issue. The town does not have to follow the NH State licensing per the state because we are a municipality. Last year they only had two 18-year-old counselors and currently there are only two 16-year-old counselors. Deputy PCD Director O'Brien would not feel comfortable leaving a teenage counselor to watch the children without an adult present.

Chairman Burdick closed the public hearing at 6:15PM with no further comment.

Finance Director Kate Merrill and P&R Coordinator O'Brien worked on finding activities for the program. FD Merrill reached out to Vertical Entertainment, the bounce house company from Old Home Day. They could do 6 events (1 per week, for 6 weeks) for \$2,500. FD Merrill said they were putting together a formal proposal with activity options such as bounce houses, waterslides, and rock climbing. P&R Coordinator O'Brien reached out to the City of Concord about their new splash pad. She asked them if they would be willing to provide passes at a discounted rate. She has not yet researched bus costs and availability. P&R Coordinator O'Brien noted they were looking into a magician. Last year the Live Free Floral field trip cost \$600, Reptiles on the Move was \$587, and the magician was \$475. FD Merrill reached out to local businesses to see if there was interest in sponsoring a barbeque or Cops with Cones day. Selectwoman Carey suggested reaching out to Kimball Jenkins to do art with the kids. P&R Coordinator O'Brien noted she was content with whichever proposal the Board chose but noted there needed to be some increase of cost to cover the expense of activities. Chairman Burdick suggested reaching out to other local

communities such as Franklin and Andover to use their lakes that have public beaches. He mentioned it would lower the cost of buses. Discussion ensued. The Select Board was in favor of proposal 3, to increase the rates to \$225 per child and \$440 for family, if signed up before May 15th which included the field trip and t-shirt fee. The late sign-up fee would be \$230 per child and \$470 per family. Part-time campers would pay a weekly rate of \$72.50 for one week or \$145 for two weeks. TA Phelps will update the administrative fee schedule.

Selectwoman Carey motioned to approve the administrative fee schedule with the proposed adjustments to the Parks and Rec program as noted. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

1913 Library Offer— Town Administrator Phelps introduced Mason Donovan who submitted a purchase offer for the 1913 Library. Mr. Donovan proposed the offer to buy the 1913 Library and to convert the existing structure to align with the Village District's live/work design, by creating a living unit on one side and a used bookstore and coffee shop on the other side. The used bookstore would continue the building's mission of a repository of literature while the coffee shop would provide a communal space that has been a top request by citizens. Mr. Donovan noted they would maintain the building's historic architecture. It would cost about \$200,000 for renovations and repair work required to bring the premises to commercial use. Mr. Donovan mentioned there was a parking issue and would like to discuss options further. He suggested there was an old, decommissioned road next to the library that became a junk spot and could easily be cleaned up for parking. He also mentioned there was discussion to add parking in the King Street project in 2026/27'. Selectwoman Carey asked Mr. Donovan to describe the historic preservation they planned to fulfill. Mr. Donovan noted they would maintain and beautify the façade, keeping the structure of the integrity of the architectural structure, and bringing the windows up to code. Mr. Donovan said they would hire a contractor that does historic preservation rehabilitation. Selectwoman Carey inquired whether Mr. Donovan had seen the 1913 Library audit report submitted by Mark Hopkins. Mr. Donovan used the audit plans to understand how the building could be divided and how to maintain the integrity of the building. He noted the only possible expansion would be building a deck off the back for people to sit and drink coffee. Mr. Donovan encouraged the town to work with the NH Preservation Alliance to protect the historic building. TA Phelps inquired about a time limit on the offer. Mr. Donovan said there was no time limit. He mentioned they would be looking to apply for the improvement tax abatement and work with the town on the parking and road situations. Selectwoman Carey stated the next step would be contacting Mr. Andrew Cushing from NH Preservation Alliance to discuss covenants to enforce on the structure in regard to purchase offers.

Walker Pond Warrant Article— Alan Hardy, Conservation Commission Chair, joined with Conservation Commission members, Jeff Abbe, Aurel Mihai, Mark Kaplan, and Town Forester Charlie Niebling, proposed a warrant article to convert Walker Pond to a town forest and manage two lots along with Weir Road and the Village town forests. Mr. Hardy presented a document showing the history of interaction between the Conservation Commission and the town through town meeting. It showed all the actions identified over time, from the first step of putting land aside in 1976 for town forest on Weir Road and last year's decision to allow the Conservation

Commission to work on the purchase of the dam that sits between Boscawen and Webster. Mr. Hardy provided the Board with a copy of Section 36-A which the Conservation Commission operates under. Mr. Hardy noted the Commission identified there was land, but they will need to do research on how to disconnect all infrastructure connected to the Penacook-Boscawen Water Precinct. The Conservation Commission has been discussing with Public Works Director Dean Hollins and Fire Chief Tim Kenney. There were no detailed drawings of what was underground. Mr. Hardy said the Conservation Commission would like to remove what was left of the building and create more parking. They don't have the ability to push out parking because the area is surrounded by wetlands. The Commission will need to work on understanding what they have and the limits of their abilities to create more parking. The Commission had discussed the potential for trails but there wasn't definitive plans. Town Forester Charlie Niebling had discussed how they would manage it as a town forest. It would be different from the other town forest, and they would need to be careful moving forward because of the proximity to water and Walker Pond. Jeff Abbe noted the survey on the dam will be conducted. He reached out to the surveyor, and they should have it completed by the end of next week. Mr. Abbe mentioned it was important to locate the dam because it was not on plats. Selectwoman Carey suggested there was opportunity for park grants because it would be the development of a new park area. Chairman Burdick clarified that the purpose of converting Walker Pond into a town forest was to add a layer of protection and ensure nothing could be built upon land in the future years. Discussion ensued. Mr. Abbe clarified that the Select Board could propose the option. Mr. Hardy noted it was important to not lose sight of the fact that even though there were private uses on the Webster side of the pond, there was no way to put a boat in without coming to the Boscawen side, which increases vehicle traffic. Selectwoman Carey asked for clarification on if the Conservation Commission was identifying the position of the dam. Mr. Hardy mentioned the only documentation they found was from the Dam Bureau. When they moved to acquire the property, that's when they identified the dam physically, but there was no documentation of it. He spoke with the Corser family about whose property the dam sat on in Webster. Mr. Hardy was unaware there was a lawsuit between the Corser family and the precinct in regard to installing the dam without their knowledge. He noted it was necessary to prove ownership moving forward, and that the position of ownership had not changed. Selectwoman Carey mentioned there was dam legislation coming out at the state level. Mr. Hardy said they need to complete the survey work in order to know what it will look like and how it will fit into the two parcels of land. After, they would put together documentation for the future. Selectwoman Carey asked about the outcome of the lawsuit. Mr. Abbe noted he met with the Corser family several times and their main concern was similar to the Conservation Commissions, what was going to be done with the property. Mr. Abbe said there had been a lot of beaver activity, so they have kept the two spillways open. He said the beavers could have it plugged in two weeks. The Conservation Commission has been in contact with a property owner on the Webster side and the individual keeps them informed about maintenance needs. Mr. Niebling prepared a management plan for the Walker Pond properties that included a timber inventory to understand the value of the property. Mr. Niebling noted the southern lot was harvested by the Penacook-Boscawen Water Precinct in 2011. There was nothing to do for another 15 to 20 years. Mr. Niebling said the entry cycle was typically every 35 years. The northern parcel was difficult to access because of the wet ground off of Chadwick Hill Road. Mr. Niebling recommended that the Conservation

Commission leave it as a reserve. It had large old trees and was beautiful. Mr. Niebling suggested putting in a picnic table. He mentioned they would need to build a trail or boardwalk across the wet ground. Mr. Niebling said one of the advantages of designating the land as a town forest, was that it would enable the Commission to use revenues generated on other town forests to help pay for some of the capital improvements that will be necessary at Walker Pond, without an impact on taxation. Improvements would be derived from revenues from the sale of timber. For decades, and presently, revenues have been deposited into the forest management account and have been strictly used for the purpose of improvement and stewardship of town owned land. Mr. Niebling noted if they designate a town forest, the legislative body will understand how the land will be managed. It could be reversed by the legislative body at a future town meeting, so it is not permanent or binding on the deeds, but it is a declaration on how the town would like the land to be managed. Mr. Niebling asserted that Walker Pond's value was greater as a natural and cultural resource and recreational resource for the town as it continues to grow. Selectwoman Carey mentioned under the town's nature resource inventory, Walker Pond was an active wildlife corridor area. Mr. Niebling said the habitat ranking from Fish and Game was high for Walker Pond and the Beaver Dam Brook. Mr. Abbe mentioned Walker Pond also had breeding pairs of loons for multiple years. Last year there were two loons born. On the northern channel, there is plant life with different aquatic plants, orchids, etc. Discussion ensued. The Board supported the proposed warrant article.

Chairman Burdick motioned to add a warrant article proposing to make Walker Pond a town forest to the 2024 warrant as recommended by the Conservation Commission. Seconded by Selectwoman Carey. Roll call vote. All in favor. None opposed.

Mr. Hardy noted the Conservation Commission will be attending the next Select Board meeting to give an update on the timber cut on Weir Road. Selectwoman Carey asked the Commission to prepare a presentation with information and pictures of Walker Pond to display at town meeting.

Town Administrator Katie Phelps presented the 3 nominations for the recipient of the Boston Post Cane. The deadline to nominated was December 14th. The Select Board reviewed the nominations.

Selectwoman Carey motioned to accept the nomination of Ms. Lottie Hanks for the Boston Post Cane at age 101. Seconded by Chairman Burdick. Roll Call Vote. All in favor. None opposed.

TA Phelps presented Mr. Joshua Crawford's application for the Advisory Budget Committee. Mr. Crawford gave an overview of why he applied for the vacancy. As a taxpayer, he felt it was important to have input and/or oversight on how the budgets are determined. He mentioned he could bring new ideas and insights on cost savings with his background in property management. Mr. Crawford stated he was a big believer in the free market and felt the private side of things perform better than the government side. He mentioned the more localized, the more liberal and progressive it could be. Discussion ensued. Mr. Crawford clarified he wouldn't shut down ideas or object to statistics. He would bring a diverse opinion to the committee.

Chairman Burdick motioned to approve Mr. Joshua Crawford as a member of the Advisory Budget Committee. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

TA Phelps provided updated information for the previous discussion surrounding moving Town Meeting to a Saturday. Moderator Charlie Niebling had mentioned previously that there was interest in having Town Meeting moved to a Saturday. They would need an affirmative vote of town meeting to move forward with the change. TA Phelps researched potential added costs with staff. Public Works estimated about \$865 if they needed to come in to set up, which may or may not be needed. The Town Clerk's department would require about \$339 for overtime for two members and election personnel for the cost of a second day per Town Clerk Nicole Hoyt would be \$500 (total of \$1,704). The school district did not anticipate added costs. If approved, it would go into effect in 2025.

Selectman Bevans motioned to approve adding a warrant article for the 2024 Town Meeting to decide if the town wants to have voting and Town Meeting on two separate days. Seconded by Selectwoman Carey. Roll Call Vote. All in favor. None opposed.

Merrimack Valley School District informed TA Phelps that Boscawen Elementary School will be in session for the Primary election on January 23rd, therefore voting there will not be an option. The other two election dates were not available either. Selectwoman Carey noted the school district has a draft calendar. She suggested asking them to strongly consider not holding school on election days since it is a national election year. Town Clerk Hoyt mentioned they were under the impression the school district was going to close on election days. Discussion ensued. Moderator Niebling stated it was not feasible to hold the general election in the library. It will be a logistical challenge to hold the presidential primary at the library, but they could make it work. The state primary numbers were also manageable. Moderator Niebling estimated about 2,000 voters for the general election. Town Clerk Hoyt noted there were a number of rules they needed to follow in terms of elections such as the number of booths, where places are mapped off, the watchers, and the secretary of state checklist. Selectwoman Carey asked if there was a facility in town that could accommodate the elections. Town Clerk Hoyt was not aware of any facilities in town that they could use. Selectwoman Carey had a lot of questions and was concerned that the long time understanding with the school district was reversed. TA Phelps said there is no written agreement to use the school that she is aware of. Selectwoman Carey said she remembered there was discussion on the school district's initiative to make the towns feel that the schools were part of the community. Moderator Niebling said it would be interesting to discuss the ability to hold an election while school is in session. Other communities have executed a safe plan in order to hold both. Town Clerk Hoyt mentioned they received the absentee ballots but have not posted they are available because it would draw attention to the other election information which was inaccurate. Town Clerk Hoyt said they need to establish where the primary will be held and advertise to the public as soon as possible. The January election could be held in the library which is ADA accessible. Discussion ensued. Chairman Burdick suggested using the function room at the Merrimack County Home. Town Clerk Hoyt

said the only concern with the County Home was how many times they closed because of illness. Chairman Burdick said it wouldn't have worked during the COVID times, but they have the space for parking and are ADA accessible. Selectwoman Carey was concerned with the challenge of educating the public of a new polling location with short notice. Another suggestion was Winthrop Carter House, but it wouldn't be heated in the barn. Discussion ensued.

Tom Laliberte, 292 Corn Hill Road—Former principal of an elementary school and a high school, Mr. Tom Laliberte understood the argument against holding elections during school hours. He noted from the school side, they will argue the parents would keep their kids home because people could carry a gun and vote. Mr. Laliberte suggested thinking about that argument before discussing.

Town Clerk Hoyt noted that legally the Select Board chooses where the voting will take place. She suggested scheduling a meeting as soon as possible with the school district. The Select Board will represent the town and go to the school to discuss with Principal Drouin. The Board will make a decision on the location next week. The Board will also reach out to Library Director Ms. Bonny John to use the library as a backup plan.

Overseer of Public Welfare Nicole Hoyt presented the 2024 Human Services budget. There were no changes in the Human Services income section of the budget. In the general assistance, line 4442809 increased 27% (\$7,500), due to actuals. The ARPA funding was used in 2023. The Backpack program was based on donations since it started. The program has doubled with now 48 children, and they are out of money from donations. They put together letters to send out to local businesses, asking if they would like to participate in funding the program. The budget reflected what was spent this year, which included ARPA funds used. Ms. Hoyt noted she previously mentioned a software that would attach to the town clerk software and allow residents to donate for a specific cause or committee. She suggested two of the options should be backpack donations and parks and recreation donations. To cover the software expense, Ms. Hoyt split the cost (\$50/mo.) between line 4441572 and the Town Clerk budget. The cellphone for the Human Services position was eliminated so what was spent on the phone for a year, covered half of the software. They paid twice this year for the program because last year it was due in October 2022, and it was paid in January of this year and then again due in October 2023 and paid out already. Selectwoman Carey asked if there was money in the budget from 2023 to encumber. Ms. Hoyt said if they could get another contract not due until October, then they could encumber the funds. She does not know the rules about encumbering from the welfare assistance line, but she will ask. The total budget decreased \$13,616. Finance Director Merrill clarified that last year there was a grant used for welfare assistance so it was intended that the \$7,500 would be included for 2024. Selectwoman Carey asked if there was a per child cost for the backpack program. Town Clerk Hoyt said they pick up food once a month estimated around \$1,700 in value. Selectman Bevans was not in favor of spending \$720 to use the cloud-based system to collect donations. Town Clerk Hoyt clarified it would not be on tax bills, it would only be on the online system. Deputy PCD Director O'Brien asked if there was an option to just donate, without paying a bill. Town Clerk Hoyt will look into it. Discussion ensued. Selectwoman Carey suggested it would be an administrative savings because more people utilize

online resources to pay bills. Chairman Burdick suggested doing a fundraiser on the town website specifically for the backpack program or parks and rec. Town Clerk Hoyt discussed doing a walk or run fundraiser for the Parks and Rec program. Selectman Bevans asked if there would be a surcharge for donating on a credit card. Town Clerk Hoyt said the town could decide to either absorb the cost or charge 2.95% fee, but it ultimately depends on what the user selects. Chairman Burdick asked for the percentage of users utilizing the online service. Town Clerk Hoyt will bring back statistics.

Selectwoman Carey motioned to preliminarily approve the 2024 Human Services budget. Seconded by Selectman Bevans. Roll call vote. All in favor. None opposed.

Town Clerk Hoyt presented the 2024 Town Clerk and Elections budget. She highlighted the three lines that would be affected by 4 elections. Town Clerk kept track of election costs over the years since 2018 to see how much was spent. In 2020, they spent \$10,300. This year, line 4140620: Election Costs are \$12,200 which would be a total increase of \$7,032 from last year's actuals. The total included the cost of meals for election workers. Line 4140332: TC Equipment Contracts and Supplies increased \$8,000 due to new election equipment. The two machines approved by the Secretary of State's office both cost around \$8,000. By the end of 2024, the current machine will not be serviced and if it stops working during 2024, they will not repair it. The fees for the current machine and cost to code the cards was over \$1,000. Town Clerk Hoyt said the new machine would be a cost savings after the initial purchase. She mentioned she may be able to encumber funds for the machine. Selectwoman Carey asked Town Clerk Hoyt to provide a recommendation for a contract for the equipment and encumber funds.

Selectman Bevans motioned to preliminarily approve the 2024 Town Clerk and Elections budget. Seconded by Selectwoman Carey. Roll Call Vote. All in favor. None opposed.

Finance Director Merrill presented the revised 2024 Tax Collector budget. She noticed while reviewing the position change and labor distribution changes that there was an error in line 4151111: Deputy Tax Collector salary. FD Merrill made the correction and noted the distribution was wrong due to the changes. The change reflected 70% of the salary and the Town Clerk position covered the other 30% of salary. Selectwoman Carey questioned the \$400 increase in equipment and software. Tax Collector Hoyt clarified that the copier agreement increased and there will be two contracts. Selectwoman Carey asked if they could encumber funds for any contracts. No funds could be encumbered. Chairman Burdick asked if the meetings and travel was increased due to increased meetings. The \$500 increase was due to trainings necessary for the Deputy Tax Collector to attend.

Chairman Burdick motioned to preliminarily approve the revised 2024 Tax Collector budget. Seconded by Selectwoman Carey. Roll Call Vote. All in favor. None opposed.

Finance Director Merrill presented updates to the 2024 Police Department budget. She noted the overall decrease in budget was still 2%. The department has been using a new uniform vendor, so Police Chief Jason Killary decreased the line. Additionally, he changed the holiday pay line to

\$17,000. The training line budget was adjusted to \$8,000 for the new positions and to offer more opportunities. The police equipment line was increased by \$1,000 due to anticipated expenditures. Selectwoman Carey inquired about whether there should be a budget amount for the Lieutenant position as a placeholder. Last week, Police Chief Killary noted the Lieutenant position did not need to be budgeted for because they will not be hiring for that position in 2024. His goal was to focus on his current officers and strengthening the team.

Selectwoman Carey motioned to preliminarily approve the revised 2024 Police Department budget. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

FD Merrill and Fire Chief Tim Kenney had agreed that the first motion the Board made at the last meeting was appropriate in regard to reducing the Fire Department budget for turnout gear for 2024 if he was able to spend \$7,500 from leftover wages. It was approved to transfer money from one line to the other. FD Merrill asked the Board to approve the original proposal so there was no confusion with transferring to different lines.

Selectman Bevans motioned to rescind the previous motion to transfer the \$7,500 from one budget line to another in the 2023 Fire Department Budget. Seconded by Selectwoman Carey. Roll Call Vote. All in favor. None opposed.

FD Merrill presented warrant articles ready to be approved to put on the 2024 Warrant. One of the warrant articles was contributions to Capital Reserves as approved by the Planning Board to recommend to the Select Board through the CIP. Selectwoman Carey stated last year they underfunded Capital Reserves. She asked if they were doing any catch up this year. TA Phelps said they will not catch up this year. The budget will still be underfunded and behind. Selectwoman Carey clarified they will not be putting back even 1% of the \$80,000 cut last year. Chairman Burdick asked what the highest amount was funded to the Capital Reserves. Selectwoman Carey asked for the balances on the funds. Selectman Bevans noted they won't save up enough for a new Fire Station if they continue to save \$100,000 a year. It will cost close to \$12 million. They just bought two new suits for turnout gear which was \$4,000 each. The highway heavy equipment mostly applies to Public Works. Selectman Bevans suggested reducing the savings for the Fire Station and putting money in the Public Works building. He wanted to get an estimate of the cost. Selectwoman Carey said they would need to bring in an engineer because the building would require special drainage features. Selectman Bevans wasn't in favor of Municipal IT Capital Reserves. TA Phelps said the account saves for future replacements of computers, servers, and printers. Selectman Bevans suggested changing Town Wide Safety to crosswalk. FD Merrill said the DRA has recommended not to be specific with Capital Reserve Funds because it limits the use. Selectwoman Carey noted before she questions department budgets, she likes to know what exactly it funds. She would then consider the CIP which projects what they need and when. Discussion ensued. Selectman Bevans clarified he was concerned with the overall cost and where it would be allocated. PCD Director Easler clarified that the sums were based on budgeting to keep everything flat as well as following the Master Plan. PCD Director Easler encouraged the Board to attend CIP Committee meetings and voice their opinions and questions. Selectman Bevans asked for more information on where the money

will be allocated. PCD Director Easler will send the Board a copy of the last CIP committee meeting. Chairman Burdick deferred approval until they receive further detail.

FD Merrill presented the warrant article to establish a Fire Department Command Vehicle Capital Reserve Fund. It was also approved in the CIP. Selectwoman Carey noted last week there was an individual who expressed concerns about purchasing a command vehicle. Per the RSA, there were certain requirements the vehicle needed to comply with in order to break the law by exceeding the speed limit. It made sense for the Fire Chief to have a command vehicle with appropriate signals.

Selectwoman Carey motioned to approve including a warrant article for the 2024 Town Meeting to Establish a Fire Department Command Vehicle Capital Reserve Fund. Seconded by Chair Burdick. Selectman Bevans was opposed. Roll Call Vote. Two in favor. One opposed. Motion passed.

Selectwoman Carey motioned to approve including the \$500 contribution to Court Appointed Special Advocates (CASA) on the 2024 Warrant. Seconded by Chairman Burdick. Roll Call Vote. All in favor. None opposed.

Selectwoman Carey motioned to approve including the \$100 contribution to the American Red Cross on the 2024 Warrant. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

Selectwoman Carey motioned to approve including a \$7,600 contribution to the Community Action Program Belknap-Merrimack County on the 2024 Warrant. Seconded by Chairman Burdick. Roll Call Vote. All in favor. None opposed.

FD Merrill received a \$100 donation from Briar Hydro Associates for the Beautification Committee for a sign donation.

Selectwoman Carey motioned to approve the \$100 donation from Briar Hydro Associates for the Beautification Committee for a sign donation. Seconded by Chairman Burdick. Roll Call Vote. All in favor. None opposed.

FD Merrill noted the town had two recycling checking accounts and two construction debris checking accounts. In the past they had one checking account and a CD account because their CDs were earning more interest. Currently, they are earning more in the trust. FD Merrill said there wasn't a need to have two accounts. She spoke with Public Works Director Dean Hollins and Treasurer Tama Tillman and decided to consolidate the accounts. No further discussion.

PCD Director Easler reviewed the Assessing RFP ratings. Vendor #1, Tyler Technologies did not submit a proposal. Vendor #2, Avitar Associates submitted an RFP and Vendor #3, Sansoucy Associates was incomplete, and the town did not want to move forward with it as it was only for utilities. PCD Director Easler recommended Avitar Associates because the cost decreased

substantially, and they were implementing monthly check-ins. Selectwoman Carey noted the increase they had in assessing housing units could be covered by impact fees. PCD Director Easler confirmed it could be covered by impact fees. She presented an impact fee request to pay for the houses. There were 24 houses impacted. The total amount for the year for the five-year contract was \$211,344. She broke it down into five lines in the budget.

Chairman Burdick motioned to approve Avitar Associates as the Assessor for the Town of Boscawen and moving forward with the 5-year contract. Seconded by Selectwoman Carey. Roll Call Vote. All in favor. None opposed.

Chairman Burdick read the memo: *RSA 674:2-A Innovative Land Use Controls Impact Fees, Section V stated that impact fees may be used to meet the needs of the town occasioned by development. The Town of Boscawen has shown substantial growth as reported in the 2023 Re-evaluation update. Due to the 24 new parcels, as shown in the attached Avitar Associates, PCD Director Easler requested to use Administrative Impact Fees to pay for the additional parcel overage of \$2,400.00. PCD Director Easler reviewed it with the Planning Board Chair, and it was generated by growth in town over the last five years.*

Chairman Burdick motioned to approve under the provisions of RSA 674:21, to pay for the additional 24 parcel overage for \$2,400 with the use of Administrative Impact fees. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

PCD Director Easler noted that she, Fire Chief Kenney, and Police Chief Killary will be discussing county complexes again. She said they need to start meeting with the County to get the numbers and parcels to work together. The Select Board decides on the addresses and E-911 recommends.

Town Clerk Hoyt presented a payment plan for Resident H. She noted the total and her suggestion for a payment plan. The Board recommended the payment plan that Town Clerk Hoyt put together for Resident H.

PCD Director Easler noted she will be encumbering money for the Twin Rivers contract. She asked the Board for authorization to sign the contract.

Selectwoman Carey motioned to authorize Planning and Community Development Director Kellee Easler to sign the Twin Rivers contract. Seconded by Chairman Burdick. Roll Call Vote. All in favor. None opposed.

Selectwoman Carey noted at the Economic Development Committee meeting, a motion was made by Mason Donovan and seconded by John Porter to move forward with the construction of a pavilion, using the existing funds for such purpose under the Canterbury Bridge Removal project. The EDC volunteered to do private fundraising for any difference between the actual cost and money saved. They cited a number of public uses for the pavilion. Selectwoman Carey

mentioned TA Phelps was working with the Elaine Clow at the Boscawen Historical Society on the educational kiosk verbiage.

Chairman Burdick motioned to approve the EDC recommendation for a pavilion at Boscawen Town Park. Seconded by Selectwoman Carey. Roll Call Vote. All in favor. None opposed.

TA Phelps continued the town flag follow up discussion. There were 150 Facebook votes on the town flag in which 59% were in favor, 40% not in favor. The google form on the town website had 38 responses, 71.1% was not in favor and 28.9% were in favor. 99 people were in favor and 88 voted no. Selectman Bevans suggested if a resident in town wants to make a town flag, let them unofficially. Selectwoman Carey noted Mr. Crawford put in a lot of work to the designs of the town flag. Chairman Burdick suggested moving forward with the town flag and presenting different options to Town Meeting for the public to vote. All concurred.

TA Phelps presented an update to the 2024 Executive budget. The only change made was the town counsel and litigation services line was reverted back to the 2023 budget figures. It will make it a 1% overall increase. Selectwoman Carey asked if a Town Counsel Use policy was drafted. TA Phelps said the drafted policy was reviewed by department heads and was currently being reviewed by the Chairs of Boards, Committees, and Commissions for further comments.

Selectman Bevans preliminarily approved the revised 2024 Executive Budget. Seconded by Chairman Burdick. Roll Call Vote. All in favor. None opposed.

TA Phelps presented the 2024 IT Contract for Cybertron for signature. She asked the Board to authorize the Chair to sign the contract on behalf of the town.

Selectwoman Carey motioned to authorize Chairman Burdick to sign the 2024 IT contract for Cybertron which will cover the period 1/1/2024 through 12/31/2028. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

FD Merrill asked the Board how they would like to move forward with the Benjamin Morrill clock appraisal. Last year, FD Merrill noted Primex changed the regulations and now requires an appraisal in the last 10 years for fine arts over \$1,000. If it is not appraised, the fine art will only be insured at \$1,000. The original appraisal was \$475 but now it is \$650. FD Merrill noted the donation bin collected \$84.14. FD Merrill noted the last time the clock was appraised it was valued at \$60,000 but it most likely decreased by a third of the value. Selectman Bevans asked if they confirmed that there was no ownership. FD Merrill said they went through the process to figure out ownership and the Library stated the town owned it. Selectwoman Carey asked FD Merrill to look into selling the clock. An appraisal would be needed to sell it. FD Merrill said there was suggestions to donate the clock to the Boscawen Historical Society. Selectwoman Carey suggested asking the Boscawen Historical Society to store it at the library. Selectwoman Carey said if they donated it to the Boscawen Historical Society, they would need to get

insurance on it and then they could loan it to the library. FD Merrill noted they don't have to insure it. Discussion ensued. FD Merrill will reach out to Primex to clarify questions.

Chairman Burdick opened public comment at 8:44 PM.

Mr. Tom Laliberte referred to the discussion about obtaining more detail about the Capital Reserve Funds. He stated it was very important to inform the public about the detail so they understand where the money will be allocated.

Mr. Laliberte commented on the presidential election and the issue with holding elections at the school. Mr. Laliberte recommended looking into whether it affects other communities in Merrimack Valley School District. If it does, they could express their concerns together to the school district. He suggested attending the School Board meetings to give public input. He noted the school district meets January 8th and usually calendars are solidified by the Board in January. Mr. Laliberte voiced concern about not having the ability to utilize Boscawen Elementary School for elections. He felt it would impact a lot of residents' ability to vote.

Mr. Joshua Crawford commented on the election discussion. He noted as a taxpayer who pays a lot of money for the school district and has no kids, he felt it was irrational that they could cancel school because it may snow, and for Concord, but won't cancel for an election. Mr. Crawford was in support of splitting the building in half to accommodate school and the election. He agreed it was important for the Select Board to attend their meeting in January to stress the issue with the situation.

Chairman Burdick closed public comment at 8:50PM.

Next Meeting: Thursday, December 21, 2023, at 6:00 PM.

Chairman Burdick motioned to adjourn at 8:51PM. Seconded by Selectwoman Carey. Roll Call Vote. All in favor. None Opposed.

Respectfully submitted by Hannah Gardner