

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, April 28<sup>th</sup>, 2022, at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Katie Phelps, Kellee Easler, Kate Merrill, Kearsten O'Brien, John Keegan

**Roll Call:** completed and guests introduced.

Chairwoman Carey opened the public meeting at 6:00 P.M.

Chairwoman Carey requested to remove the Special Meeting Minutes for approval until Selectman Matthew Burdick can review them. Town Administrator Katie Phelps said they will not have a budget until it is approved by DRA, and DRA is waiting on the package. Chairwoman Carey requested one correction to the special meeting minutes. 'They discussed at the Special Meeting, with the public that there were electronic signatures on there.' The Select Board hand signed the MS 636 on the front of the warrant.

**Selectman Paul Dickey motioned to approve the Consent Agenda as amended with correction to the Special Meeting minutes. Seconded by Chairwoman Carey. All in favor. None opposed.**

Chairwoman Carey asked if anyone had public comment on anything on the agenda. No comment.

**New Business:** Mr. John Keegan, chair of the Beautification committee, held their first meeting last Saturday and also did a site walk around town to look at potential beautifying spots. The committee identified items that they need Select Board approval for. Mr. Keegan met with Facility Director Gary Moore prior to the committee meeting. They walked around the Town Municipal Building. They observed a couple of areas downstairs near the entrance to the building, on the left, as well as the alcove in there. Mr. Keegan said because the boxes were moved to that side of the entryway, most people won't notice a lot in that area. During the meeting they also talked with Bernie. He said in the winter they pile the snow in that corner. Mr. Keegan is going to meet with FD Moore again to update him on what they did there. Mr. Keegan said the lilac bush in the corner doesn't look good and they were thinking about removing it. The committee wants to put some type of Evergreen so there is color all year round. They also want people to focus more on the building. They are also going to put flowers around the flagpole. The committee thinks they can get this all done this year. For a long-term goal, the committee discussed focusing on beautifying the Town Municipal Building sign. They may put in a few flowers this year depending on the budget. Chair Carey said they previously discussed putting in benches around the building. Mr. Keegan discussed it with FD Moore and briefly with the committee, but their main focus is flowers and planting. Chair Carey suggested thinking about benches because they would need something to shade the area. Deputy PCD Director Kearsten O'Brien previously spoke with Mr. Keegan about bringing it to the EDC to see if they would like to see if businesses would like to sponsor a bench. Selectman Dickey asked if they researched

bench prices. Deputy PCD Director O'Brien said she hasn't seen any recent prices. FD Merrill suggested Laconia Monument, for reasonably priced granite benches. Deputy PCD Director O'Brien will contact them and bring it to the EDC on Monday to discuss their ideas. Chair Carey said they previously anticipated half a dozen benches. Mr. Keegan also did a site tour at the Fire Station with Ms. Nancy Towle. The Select Board received a memo that showed what the discussion was. Mr. Keegan will meet with Chief Kenney next week to discuss what his thoughts are. Selectman Dickey asked about the pricing for materials. Chair Keegan said Ms. Towle's daughter at Black Forest was grateful for the Fire Department's response to a call at Black Forest so she will be taking care of the cost of materials. Mr. Keegan said the question is who will water and maintain the site. He also said the flag is shredded so he will touch base with FD Moore. He was told there are two flags in the towns' inventory, but he needs to make sure they are the correct size. Chair Carey said the size would be appropriate for the flagpole. Mr. Keegan said they also discussed the flag at the Circle because the wind affects it. They anticipate replacing it before Memorial Day. Mr. Keegan said the beautification committee would like to propose to the Select Board that they take \$200 from the beautification fund and assign it to their fund. This would help them start the process of buying materials because right now they have nothing in the budget. They also want to begin fundraising and take donations. The Executive budget has a \$700 line for beautification. Of the total, \$500 goes to Ms. Towle for her projects. FD Merrill confirmed the beautification line in the budget is \$750. Nothing has been spent this year. FD Merrill said it would be expended by someone and they would be reimbursed up to \$200.

**Selectman Dickey motioned to approve expending \$200 from the beautification line in the Executive Budget to the Beautification Committee Budget. Seconded by Chairwoman Carey. All in favor. None opposed.**

Mr. Keegan requested permission from the Select Board to allow the Beautification Committee to fundraise through the public. They would like to advertise in the Newsvine as well as look at other potential sources of funding. Chair Carey asked what type of letterhead it will go out on. Deputy PCD Director O'Brien said each committee has their own letterhead.

**Selectman Dickey motioned to approve the fundraising letter for beautification. Seconded by Chairwoman Carey. All in favor. None opposed.**

Mr. Keegan said the committee would also like to use opportunities like Franklin Savings Bank and Black Forest Nursery to put up displays. Chair Carey said usually at a bank, they display a trifold that explains what they are doing with a few pictures and words with handouts. Mr. Keegan said they are basically asking to do a marketing campaign. It would be to inform people about what they are doing and ask for donations. The signs are serviced at the town and volunteers would be distributing them. Mr. Keegan asked for any recommendations on other ideas or areas they should focus. Chair Carey said their two gateways are the two ends of the street, the roundabout, and the split. Mr. Keegan said they are in the process of trying to figure out who maintains the split and the watering trough in front of the 1913 library. Discussion ensued about the possibility of the Honor Society at the school helping with volunteers.

### **Department Head Updates:**

**Selectman Dickey motioned to approve Timber Warrant 21.049.04T for Map 94, Lot 37 in the amount of \$3,205.45. Seconded by Chairwoman Carey. All in favor. None opposed.**

Deputy PCD Director O'Brien presented a Solar Exemption for Map 94, Lot 3 in the amount of \$15,600. The Solar Exemption won't be on the 2022 tax bill because it wasn't finished before April 15<sup>th</sup>. It will be on the 2023 tax bill.

**Selectman Dickey motioned to approve the Solar Exemption for Map 94, Lot 3 in the amount of \$15,600. Seconded by Chair Carey. All in favor. None opposed.**

Deputy PCD Director O'Brien helped Parks and Recreation Coordinator Penny Sarcione get ready for Parks and Rec signups on Monday. They have 29 spots left. Anyone who would like to sign their kids up must go to Human Services Director Sarah Gerlack. Chair Carey said there was previous discussion about allowing children under the age of 6 to join the program. The child age range is 6 to 12 years old. Signups close May 12<sup>th</sup>, 2022.

FD Merrill said last week they discussed increasing the Purchasing Policy bidding procedure to \$15,000 or more. Historically, the preapproval required by Department Heads have gone hand and hand. FD Merrill didn't think it was appropriate with this jump. She asked for guidance from the board. She also received staff input. Selectman Dickey asked what the amount was before. It was previously \$1,000 before increasing to \$3,000 in 2019. Discussion ensued. The Select Board decided to keep the initial line of credit on their credit cards at \$3,000.

**Chairwoman Carey motioned to approve keeping the Department Heads at \$3,000 and for the Bidding process to go up to \$15,000. Seconded by Selectman Dickey. All in favor. None opposed.**

HRD Merrill said they had their first staff meeting since TA Phelps took over. It was fun with group activities including town facts. They learned a lot about each other. They plan to have a monthly meeting to discuss things within each department. FD Merrill said they are doing their first round of ARPA reporting tomorrow. They can finalize it after the ARPA request. Next week, FD Merrill will be attending the NHGFOA conference on Thursday and Friday.

PCD Director Kellee Easler and Deputy PCD Director O'Brien will be attending a conference from May 10<sup>th</sup> to May 12<sup>th</sup>. PCD Clerk Kara Gallagher will be available during the day except for Wednesday of that week due to a training herself. PCD Director Easler will put up a sign and post on the website that the PCD office will be closed and open back up around 1pm or 2pm. The PCD department purchased a Cricut with some of their left-over money last year and PCD Director Easler discussed the many uses such as name plates and signs. She asked Deputy O'Brien to explain. Deputy PCD Director O'Brien said the plates cost \$18/piece, but they can buy a pack of 5 for \$18 and use the Cricut. They created a bunch of 'No Loitering' and 'No Smoking' signs. They also put up a new sign in the elevator. It is being put to good use and PCD Director Easler feels it was well worth the investment.

TA Phelps requested approval and signatures from the board for the Zero Waste Agreement for the park. It is a seasonal dumpster that is delivered to the park. It will be there effective May 12<sup>th</sup>

for a once a week pick up until August 29<sup>th</sup>. Their service rate went up \$5 and the delivery and removal fee increased \$25 due to disposal costs and fuel.

**Chairwoman Carey motioned to accept the Zero Waste Agreement. Seconded by Selectman Dickey. All in favor. None opposed.**

**Chairwoman Carey motioned to authorize TA Phelps to sign the Zero Waste Contract on behalf of the town. Seconded by Selectman Dickey. None opposed.**

**Ex-Officio Updates:** Deputy PCD Director O'Brien said Planning Board members went to the 91-A training today virtually and in person.

**Old Business:** Chairwoman Carey would like to put together an advisory committee to advise the Select Board on what to do with the 1913 Library. They do not have the authority to sell the building, but they can get guidance to determine what to do with it. It has roof leakage and more leakage within the building. The town has held onto this vacant property since 2008 and it isn't beneficial to continue to maintain it for no useful purpose. Chair Carey would like a decision by the end of the year so they can have a warrant for Town Meeting. Selectman Dickey would like to be on the town force. FD Merrill asked if the board looked at the list of town owned properties. Chair Carey suggested revisiting the list because it is useful for a land space point of view. TA Phelps asked how they would recommend forming an advisory committee. Chair Carey said there was a number of people interested before COVID. She listed Betsy Millard, Fred Tauber, and Mason Donovan. She also suggested advertising it on the website. Deputy PCD Director O'Brien asked if the Economic Development committee could be the advisory. Chair Carey said it is a task force with very limited scope, and very specific responsibility with a termination date for the end of the year. Discussion ensued.

TA Phelps requested approval from the board for \$10,725 of the ARPA funding for four sets of bleachers. She was able to get the four sets of bleachers from Brian Sports for a total of \$925 including shipping. TA Phelps updated the funding sheet for a total amount of \$10,725.

**Selectman Dickey motioned to approve \$10,725 of the ARPA funding to purchase four sets of bleachers. Seconded by Chairwoman Carey. All in favor. None opposed.**

Selectman Dickey asked if they could use some of the ARPA money for the speed trailer. FD Merrill said the rule of thumb is if it's for general operations, the Police Chief can make a request to use his general operations fund. The Police Chief was previously told he couldn't use that money. Selectman Dickey requested them to double check if they can use the money.

TA Phelps gave an update on Commercial St. The EPA's mobilizing on Monday, May 2<sup>nd</sup>. They're bringing in a site trailer and staging equipment. The demolition won't begin next week but they are getting everything in place. TA Phelps informed emergency services that they will not be able to pass through that area once fencing goes up so to notify everybody that may be affected. EPA is in the process of notifying everybody on Commercial St, all the way down to Crete's that may be affected by the traffic related project. They are going to do blog posts as they

get information. TA Phelps will post an announcement when they know when construction will start.

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

**Chairwoman Carey motioned to come out of nonpublic session under RSA 91(A), 3 II(L).  
Seconded by Selectman Dickey. All in favor. None opposed.**

**Chairwoman Carey motioned to seal nonpublic minutes under RSA 91(A), 3 II(L) for one year. Seconded by Selectman Dickey. All in favor. None opposed.**

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

**Chairwoman Carey motioned to come out of nonpublic session under RSA 91(A), 3 II(C).  
Seconded by Selectman Dickey. All in favor. None opposed.**

**Chairwoman Carey motioned to seal nonpublic minutes under RSA 91(A), 3 II(C) for three years. Seconded by Selectman Dickey. All in favor. None opposed.**

**Next Meeting:** Thursday, May 5<sup>th</sup>, 2022, at 6:00 PM.

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

*Respectfully submitted by Hannah Gardner*