

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, June 30, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matthew Burdick, Kearsten O'Brien, Kate Merrill, Katie Phelps, Kellee Easler, Kara Gallagher & Tim Kenney

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

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

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

No public comment on the agenda.

**New Business:** Finance Director Kate Merrill reported that their payroll service provider, Checkmate, sent an email stating the IRS was increasing the mileage reimbursement rate as of July 1, 2022. It would be a total increase of .04 cents. It would affect the Town Clerk and Tax Collector budget as well as the Executive budget when doing bank deposits. Discussion ensued.

**Selectman Burdick motioned to approve adjusting the mileage reimbursement rate to the federal rate as of July 1, 2022. Seconded by Selectman Dickey. All in favor. None opposed.**

FD Merrill presented the Board three flex time options for the Employee Manual. Not all employees would be able to use flex time if they can't provide services to the public. In addition, every option would need to be approved by the departmental supervisor. The options are earlier or later start times, condensed scheduling or flex Fridays. Selectman Dickey doesn't agree with putting a policy in place because it doesn't benefit every department such as the Police Department and Public Works. Planning and Community Development Director Kellee Easler currently uses flex time in her department, and they benefit from it greatly due to the amount of meetings they attend at night. Discussion ensued. The policy would be directed to supervisors and give them the ability to offer flex time if it is appropriate for that department. Selectman Burdick doesn't think there needs to be a policy. He said each department supervisor can decide for an employee or themselves if flex time is necessary, and they shall put it in their calendar as notification. All concurred.

FD Merrill presented the MS-535 for signature. All Board members signed.

FD Merrill researched yoga classes for employees to attend quarterly. It was difficult because most instructors wanted them to participate weekly. FD Merrill has been communicating with a yoga instructor, but he mainly works during business hours. FD Merrill has attempted to schedule a session for when he is available outside of work hours but there are meetings scheduled for each night he offered. The only other option would be Friday in order to fit employees' schedules.

FD Merrill attended the NHGFOA Annual Conference. She updated the Board on the session regarding unclaimed property. The State of NH has a website that people can search for unclaimed property. The presenter from the State Treasury's Abandoned Property Division recommended the Town search for any unclaimed properties which could include uncashed checks, life insurance policies, stocks, etc. The Town has two unclaimed properties for the Police Department and Tax Collector. In order to claim them, there needs to be an authorized signature. FD Merrill recommended Ms. Tama Tillman as Treasurer because she holds the funds.

**Chairwoman Carey motioned to approve Town of Boscawen Treasurer Tama Tillman to be the signatory for unclaimed property. Seconded by Selectman Dickey. All in favor. None opposed.**

FD Merrill also learned that the State Treasury's Abandoned Property Division does outreach programs so people can find unclaimed properties. They would send someone to come out and do a program and help people get their property back. FD Merrill suggested having them come at a Town Meeting or election so residents can check if they have unclaimed property before voting. Selectman Dickey agreed with the proposal and suggested doing it at the election if allowed. All concurred. FD Merrill will confirm with Town Clerk Nicole Hoyt.

FD Merrill noted that she couldn't submit MS-535 in the DRA portal because only TA Katie Phelps has Municipal Administrator permission. FD Merrill reached out to DRA, and they said only one person is authorized as Municipal Administrator. She asked for the Board's thoughts on who should have this authority.

**Chairwoman Carey motioned to give Finance Director Kate Merrill the Municipal Administrator permission in the DRA portal to submit MS-535 and any other forms. Seconded by Selectman Burdick. All in favor. None opposed.**

Deputy Planning and Community Development Director Kearsten O'Brien presented a Parks and Recreation donation for \$100 from the KSD Custom Wood Products for the Police vs. Fire soft ball game.

**Chairwoman Carey motioned to approve a \$100 donation from the KSD Custom Wood Products for the Parks and Recreation Department. Seconded by Selectman Dickey. All in favor. None opposed.**

Deputy PCD Director O'Brien presented a donation of two \$25 gift cards from the Highway View Farm to raffle off during the Police vs Fire game.

**Selectman Dickey motioned to approve the two \$25 gift card donations from Highway View Farm to raffle off during the Police vs Fire softball game. Seconded by Selectman Burdick. All in favor. None opposed.**

Deputy PCD Director O'Brien said Julia Jones and Jenn O'Brien with the Merrimack Valley Youth Baseball and Softball League volunteered to run the concessions at the Snack Shack

during the Police vs Fire softball game. Merrimack Valley Youth Baseball and Softball League would donate the rest of their candy, chips and water left over from their season. The MVYBS Board has already approved the donation. Deputy PCD Director O'Brien will clarify that they are not expecting funds. The Select Board had no issue with Jenn & Julia volunteering their time and donating the left over concessions.

Deputy PCD Director O'Brien proposed doing the Parks and Recreation movie night in the fall this year on Friday, October 14<sup>th</sup>. Last year, they had a huge turnout, but due to heat and mosquitos the kids lost interest. She suggested doing a Halloween kids movie that would get them excited for the Trunk or Treat event on October 30<sup>th</sup>. She would ask for food donations such as apple cider donuts and anything donated would be sold during the event. All proceeds would go to the Parks and Rec program for 2023. The Select Board members agreed with the idea.

TA Phelps received a letter from Comcast requesting to meet with the Board to discuss House Bill 2 which has established a matching grant program for expansion of broadband services. The Select Board agreed to meet. TA Phelps will invite Brian Christiansen to a future meeting.

TA Phelps said on March 5, 2020, the Board made a motion to present the Boston Post Cane to Agnes Marshall, but COVID interfered with the presentation. Ms. Marshall still has not received it. TA Phelps asked the Board if they wanted to schedule a time in the future to present the cane. Selectman Dickey suggested sometime in July. TA Phelps will follow up.

TA Phelps said the Tennis and Basketball Courts will be resurfaced in late July weather permitting. She asked the Board to authorize Facilities Director Gary Moore to sign the contracts.

**Selectman Dickey motioned to authorize Facilities Director Gary Moore to sign the Tennis and Basketball Court contracts on behalf of the Town. Seconded by Selectman Burdick. All in favor.**

**Department Head Updates:** Chief Tim Kenney said in order to get licensed to do EMS, he needs to apply to the State. Part of the process was getting an agreement in place with Concord Hospital to be their medical resource hospital. The contract is standard that all Capital Area towns sign. It is negotiated through Capital Area compact. The contract ends at the end of the year. Discussion ensued.

**Selectman Burdick motioned to authorize Chief Tim Kenney to sign the Concord Hospital EMS Agreement on behalf of the Town. Seconded by Selectman Dickey. All in favor. None opposed.**

Planning and Community Development Clerk Kara Gallagher presented a \$190 donation from an anonymous donor for the Beautification Committee.

**Chairwoman Carey motioned to approve the \$190 donation from an anonymous donor for the Beautification Committee. Seconded by Selectman Burdick. All in favor. None opposed.**

PCD Director Easler said the PCD Office has a new plotter arriving on July 6th. The old plotter will go to Central NH Regional Planning Commission. PCD Director Easler said that she will be viewing the Walker Pond dam with Conservation Chair Alan Hardy and Public Works Director, Dean Hollins in the coming weeks.

TA Phelps said Town Clerk Nicole Hoyt spoke with the members of the Penacook Academy Review Committee regarding the improvement suggestions from the Beautification Committee as well as other facility improvements. They plan to discuss the topics once they decide on a date to meet.

TA Phelps said they are still on a pause with the Alarm Monitoring Contract because of the subrogation and hold harmless clauses. The old agreement was signed by Michael Wright in 2010 under Bevans Alarm. If the town wants monitoring for cameras and the panic button, they will need to sign the agreement. Centralarm is unwilling to amend their contract. TA Phelps stated Primex said it is up to the Board what level of risk they want to take. Discussion ensued.

**Selectman Dickey motioned to accept the Centralarm Monitoring Service Agreements and allow the Town Administrator to sign on behalf of the Board. Seconded by Selectman Burdick. All in favor. None opposed.**

TA Phelps presented the draft Library Memorandum of Understanding (MOU) with legal input. She will also send it to Primex to review the insurance information. Chairwoman Carey asked about the overages if they don't spend the money. FD Merrill said the MOU stated appropriated funds not expended or encumbered by the end of the year shall be returned to the Town of Boscawen by the second Friday following the end of each fiscal year. Discussion ensued. Chairwoman Carey clarified that it will be a transaction separate from the disbursement. They will revisit the discussion at the next meeting in two weeks.

PCD Director Easler, Deputy PCD Director O'Brien and TA Phelps are going to 20 High Street tomorrow to do a walk through. Public Works Director Dean Hollins and his crew will assist with entry so that they can see if the house is passable for people to walk through during the auction on August 6th. If it is not safe to walk through, they will take pictures. Selectman Dickey saw someone on the property at 7pm last night. PCD Director Easler said only the porta potty company should be there and if it isn't them, call the police.

PCD Director Easler had counsel reach out to the other lawyer involved regarding the septic issue at a residence in town. They still have not received any additional information.

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

**Selectman Burdick motioned to exit a nonpublic session under RSA 91-A, 3 II (I). Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Burdick motioned to seal the nonpublic minutes under RSA 91-A, 3 II (I) for 1 year. Seconded by Selectman Dickey. All in favor. None opposed.**

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

**Next Meeting:** Thursday, July 14, 2022 at 6:00 PM.

*Respectfully submitted by Hannah Gardner*