

**Town of Boscawen**  
**Planning Board – 2022 Technical Review Committee**  
Boscawen Municipal Complex  
Final Meeting Minutes  
Tuesday April 12, 2022

**Members present:** Kellee Jo Easler—Chair; Alan Hardy—Code Enforcement Officer; Kevin Wyman—Police Chief; Tim Kenney—Fire Chief; Dean Hollins—Public Works Director; Charles Bodien—Building Inspector; Katherine Phelps—Town Administrator

**Staff present:** Kara Gallagher—Planning and Community Development Clerk

**Excused:** Mark Varney—Planning Board Chair; Kearsten O’Brien—Deputy Planning and Community Development Director

**Others present:** Cameron Ford—Executive Director of Headrest; Cheryl Wilkie—Clinical Operations Director of Headrest; Sarah Haxhija—Manager of the CAIP Program

Chair Easler called the meeting to order at 9:07 a.m.

PCD Clerk Gallagher completed roll call.

**Minutes:**

**Code Enforcement Officer Hardy motioned to accept the TRC draft minutes as presented from February 15, 2022. Seconded by Fire Chief Kenney. All in favor. None opposed.**

**New Business:**

PCD Clerk Gallagher read the public notice as follows: Notice is hereby given in accordance with **NH RSA 676:4, I, D1 & 674:43 (III)** and the **Town of Boscawen Land Development Regulations** that the **Technical Review Committee** will meet on **Tuesday, April 12th, 2022 at 9:00 am** at the Boscawen Municipal Complex, 116 North Main St, during a *regular meeting* of the committee to hear an Application for **Minor Site Plan Review Amendment**, submitted by the **Headrest CAIP Program, 14 Church Street, Lebanon, NH 03766**, with a location of **Map 83 Lot 13, 119 North Main Street, Boscawen, NH 03303**, located in a **Commercial zone**.

Upon a finding by the Committee that the application meets the submission requirements of the Zoning Ordinance and the Land Development Regulations, the Committee will vote to accept the application as complete and a Public Hearing on the merits of the proposal may follow. Should a decision not be reached at the public hearing, this application will stay on the Technical Review Committee agenda until such time as it is either approved or disapproved.

Chair Easler introduced Cameron Ford, Executive Director of Headrest and asked Mr. Ford to introduce his group. Mr. Ford introduced Cheryl Wilkie, Clinical Operations Director and Sarah Haxhija, Manager of the CAIP Program. Chair Easler invited Mr. Cameron Ford to present his application. Mr. Ford explained to the Committee that the Headrest Organization has been in operation for 50 years out of Lebanon, NH from two different locations. He explained the day to day operations, as well as the goals and objectives of the program. Mr. Ford stated that on July 1,

2021, Headrest absorbed the CAIP Program of Boscawen, NH. One of the main goals will be to create a relationship between the Lebanon programs and the Boscawen program. The hope is to create a continuum of care for the people who leave the Lebanon program, where they can move into the Boscawen Sober Living program. Mr. Ford also said that they will be creating administrative offices, and eventually, a Low Intensity Residential program. Mr. Ford explained the work that has been done to the buildings so far at 119 North Main Street, Boscawen NH. This location will become a 12 bed Sober Living Facility. Many upgrades have been done including new siding, energy efficient windows, a new boiler system, insulation as well as renovations to one of the bathrooms and making sure the buildings are up to code.

Chair Easler explained to the Committee that this is an amendment to the site plan. She asked Mr. Ford if new services will be added. Mr. Ford said yes.

**Code Enforcement Officer Hardy motioned to accept the application as complete. Seconded by Fire Chief Kenney. All in favor. None opposed.**

Chair Easler asked if there would be any regional impact.

**Code Enforcement Officer Hardy motioned that there would be no regional impact. Seconded by Fire Chief Kenney. All in favor. None opposed.**

Chair Easler asked if there were any questions from the Committee. Code Enforcement Officer Hardy asked Mr. Ford if the weekend program from the original site plan will be continued. Mr. Ford said no, the classes will be during the week.

Chair Easler discussed the following waivers presented in the application; 6, 17, 20, 23, 24, 25, 27, 33, 34, 35, 37, 38, 39, 44, and 46-53. She explained these are from the preexisting determination.

**Code Enforcement Officer Hardy motioned to accept the waivers as presented. Seconded by Fire Chief Kenney. All in favor. None opposed.**

Fire Chief Kenney would like Headrest to have a Knox box put on one of the buildings so the Fire Department can have access to the facility. This will need to be purchased through him. There will need to be access keys to all buildings in the Knox box. Fire Chief Kenney asked if there will be an onsite rep if the Fire Department is dispatched in the night. Mr. Ford said there will be a House Leader available onsite. Fire Chief Kenney then requested a tour of the facility for the Fire Department to become familiar with the buildings.

Building Inspector Bodien requested an inspection be scheduled once the renovations are completed to verify the 16 items on the Variance from the Fire Marshall have been taken care of.

**Chair Easler opened the Public Hearing at 9:21 a.m.**

**No comment from abutters or public.**

**Chair Easler closed the Public Hearing at 9:22 a.m.**

**Police Chief Wyman motioned to accept the Minor Site Plan Review Amendment with the following conditions:**

- 1. Monitored Knox Box**
- 2. Tour with Fire Department**
- 3. Approval of the 16 Fire Marshall Variances by Building Inspector**

**Seconded by Fire Chief Kenney. All in favor. None opposed.**

**Motion to adjourn made by Town Administrator Phelps. Seconded by Code Enforcement Officer Hardy. All in favor. None opposed.**

*Respectfully submitted by Kara Gallagher.*