

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, August 4, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matt Burdick, Kearsten O'Brien, Kate Merrill, Katie Phelps, Nicole Hoyt, Kellee Easler, Gary Moore & Dean Hollins.

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 presented. Seconded by Selectman Matt Burdick. All in favor. None opposed.

No public comment on the agenda.

New Business: Town Administrator Katie Phelps presented the Boscawen 2022 NHDOT Project Solicitation 10-year Plan. Chairwoman Carey suggested asking NHDOT if they would consider burying utilities on King St as part of the current project if additional money was provided. She also suggested looking into the Commercial Street project and thinking of improvements for that area. Planning and Community Development Director Kellee Easler stated it may depend on if it's a State road or not. Chairwoman Carey said the entrance would be off of a State road. Chairwoman Carey suggested reconsidering the first roundabout after the second one is finished. PCD Director Easler will ask Central NH Regional Planning for their suggestions. TA Phelps asked the Board if they would like to reaffirm their support for the existing King Street project on a 10-year plan.

Selectman Burdick motioned to reaffirm the Board's support for the existing King St project on a 10-year plan. Seconded by Selectman Dickey. All in favor. None opposed.

Finance Director Kate Merrill asked the Board to update the Delegation of Deposit Authority to include TA Phelps. It would be beneficial to the Town Clerks office when they have low or no staff due to conferences and trainings.

Selectman Burdick motioned to approve delegating Deposit Function Authority to include Town Administrator Katie Phelps. Seconded by Selectman Dickey. All in favor. None opposed.

FD Merrill presented a Trustee of the Trust Funds transfer for approval. It was for the difference of the tennis court expense. Chairwoman Carey noted that only \$9,800 was previously transferred due to losses. The entire \$10,000 was not in the account at that time. Since that motion, the investment account regained the \$200 balance that was needed.

Chairwoman Carey motioned to approve the Trustees of the Trust Fund to transfer \$200 from the Tennis Court Capital Reserve Fund to the General Fund to reimburse for the

remaining balance for the following expenditures: East Coast Sport Courts for \$10,000. Seconded by Selectman Dickey. All in favor. None opposed.

Town Clerk Nicole Hoyt said they had a Foreclosure Mortgage sale. The Select Board must be notified when a sale occurs.

Deputy Planning and Community Development Director Kearsten O'Brien presented an Intent to Cut for Map 45, Lot 46. She spoke with Public Works Director Dean Hollins, and they will be using the same bond that they used for the other properties.

Chairwoman Carey motioned to approve the Intent to Cut for Map 45, Lot 46. Seconded by Selectman Dickey. All in favor. None opposed.

Deputy PCD Director O'Brien presented two Parks and Recreation donations for the Police vs Fire game. Marshall's Florist donated \$50 and a blanket and floor mat for the raffle.

Selectman Burdick motioned to approve the Parks and Recreation donations of \$50 and a blanket and floor mat for the Police vs Fire game from Marshall's Florist. Seconded by Selectman Dickey. All in favor. None opposed.

Deputy PCD Director O'Brien presented a Parks and Recreation donation from the Colby family in the amount of \$100 for the Police vs Fire game.

Selectman Burdick motioned to approve the Parks and Recreation donation for \$100 for the Police vs Fire game from the Colby family. Seconded by Selectman Dickey. All in favor. None opposed.

Deputy PCD Director O'Brien presented a raffle donation from Great Blue Brewing Company. They would like to donate a tour for two and two sweatshirts. The Brewing Company is hoping to open in the fall to the public. The Select Board would like to schedule a tour when they open. Discussion ensued.

Selectman Dickey motioned to approve the Parks and Recreation raffle donation of a tour for two and two sweatshirts for the Police vs Fire game from the Great Blue Brewing Company. Seconded by Selectman Burdick. All in favor. None opposed.

Facilities Director Gary Moore said the Torrent roof repair starts this upcoming week. On Monday they will bring materials and the dumpster. They will start Tuesday, contingent on weather. FD Moore has communicated with Penacook Rescue on the coordination of parking. The roof will take 2 to 3 days. Selectman Dickey will take before and after pictures.

Facilities Director Moore said the Basketball and Tennis Court repairs will start this upcoming week as well. They already started patching the cracks. They may bring equipment on Saturday to pull out the current posts that hold the net. There will be new posts, concrete, leveling and painting. The courts will be finished in a week, contingent on weather. Selectman Burdick asked if there will be a waiting period before the courts can be utilized. FD Moore said they should be

in use within a day, but it depends on when the paint dries. TA Phelps said they posted a notice stating the courts would be closed until next Friday, August 12th. They can update the notice if an extension is needed.

Department Head Updates: FD Merrill spoke with Laconia Monument about benches. They received a separate order of benches. The benches they ordered from Georgia are still on their way. The Laconia Monument representative will get approval on the benches from Georgia, so when they arrive, they are ready for distribution. FD Merrill received a letter from the Department of Revenue (DRA) about a new RSA that requires Towns to submit finalized audits to the DRA. The Town's auditors already submitted their audit to DRA in the portal.

FD Merrill and Deputy PCD Director O'Brien suggested doing a Volunteer & Employee Appreciation Event. FD Merrill suggested an ice cream social. They could hold it on a weekday evening. Deputy PCD Director O'Brien suggested doing it in place of a Select Board meeting. Chairwoman Carey suggested doing it on the first of the month. Deputy PCD Director O'Brien said they want to do it in September, so their volunteers have the chance to attend. TA Phelps said they are not having a Select Board meeting the first week in September due to Labor Day. The Board agreed on holding it at 7:30pm, after the Select Board meeting on September 15. Chairwoman Carey suggested inviting families of those who volunteer. Deputy PCD Director O'Brien said they could do it outside. Selectman Burdick suggested having an ice cream truck such as Ben and Jerry's. Discussion ensued. FD Merrill will investigate three options to present to the Board.

Town Clerk Hoyt said Sarah Gerlack and Norma Caporale attended Certification this week. Ms. Caporale will graduate as a Certified Tax Collector. The following year, she will be a Certified Town Clerk. Deputy Tax Collector Gerlack will brief the Board on their Certification at the next meeting.

Deputy PCD Director O'Brien presented an update on the Parks and Recreation program. They've seen approximately 30 to 40 children attend per day. They had a few incidents with hornets on the Weir Road Town Forest hike. The child that was stung multiple times is doing very well. A child fell off the monkey bars, but she was okay. The new counselors are a great fit. Deputy PCD Director O'Brien said Emergency Management Director Jason Killary purchased an AC for hot days. Facilities Director Moore installed the AC so the kids could attend camp this week during the hot weather. The program ends in two weeks.

Dorval House is now designated as another Emergency Cooling place should the need arise. FD Moore said Mr. Russell Johnson has been hired as the new custodian. He started two weeks ago, working two days a week. FD Moore has received positive feedback on his efforts. Mr. Johnson will start working 3 days a week, next week. FD Moore said the lock on the backdoor at the Town Municipal Building was falling apart. They had an emergency locksmith come so it could be locked temporarily. Early next week, the Best Door and Lock Company will assess if it needs to be fixed or replaced. TA Phelps asked if they need approval from Penacook Academy Review Committee. Town Clerk Hoyt said if the handles are the same, they do not need approval. FD Moore confirmed the outside handles will remain the same.

PWD Dean Hollins said their trash compactor is up and running. The Transfer Station opened back up on Saturday. The expense for fixing the compactor was \$6,300. PWD Hollins needs to discuss where the money will come from because he does not have the budget. The new truck was built and ready to be picked up on Friday. Selectman Dickey asked if they are getting the other truck in the October auction. PWD Hollins said they found a lot of issues with the truck last week. PWD Hollins said Municipal plow trucks aren't worth value. Chairwoman Carey saw funding that included Municipal plow trucks. Deputy PCD Director O'Brien said Mr. Mike Tardiff from Central NH Regional Planning Commission was going to research more about the funding because they had questions about the EV Charging Stations. It has a 30% match on EV Charging Stations. PWD Hollins said they could replace a vehicle, but it can't be a vehicle that is already scheduled to be replaced. They don't have a vehicle scheduled to be replaced. Discussion ensued. Selectman Dickey asked how the inspection went. PWD Hollins said technically they failed but they are still using the pumps. The inspector has to go back to his supervisor to clarify questions he has. PWD Hollins said they will need to change some things. The inspector had questions on how the fire and police department fuel up and what would happen during a storm. The inspector will let PWD Hollins know if the supervisor will approve the inspection with repairs. They received a \$6,000 quote for repairs, dependent on steel and concrete costs. They are allowed to use what remains in the pumps. PWD Hollins said they are working on setting up Wex Fuel Cards. He clarified it is a State contract. PWD Hollins said there is a huge wasp ground nest on the sidewalk between the Boscawen Town Park and Cumberland Farms. The hole is bigger than a golf ball and had a swarm of yellow jackets. He will remove it on Friday morning when it is colder.

Old Business: Chairwoman Carey asked if they are allowing people inside 20 High St for the auction. TA Phelps said the auctioneers said if people can't go in, it could reduce the price the Town can get. She said the property has had a lot of interest thus far and the auctioneers expect a good turnout. PCD Director Easler and TA Phelps have been discussing the liability around letting people inside. Chairwoman Carey suggested letting people inside if they are willing to sign off on a liability form. All concurred. PCD Director Easler will follow up with Counsel for a liability form. PWD Hollins will make the back door accessible for Saturday.

PCD Director Easler said that Riveredge Properties, LLC. brought their information in today in preparation for construction. They may start pulling building permits next week allowing four building permits open at a time, per lot. If they choose to build more, they will pay the additional expense of \$5,000/lot. PCD Director Easler said the contractor would like the project to be on Eagle Perch Drive. She spoke with E-911, and they said there shouldn't be any safety issues with the name.

Selectman Dickey motioned to approve Eagle Perch Drive as the new street name for the Riveredge Properties, LCC on Map 183D, 16, 1 subdivision. Seconded by Selectman Burdick. All in favor. None opposed.

PCD Director Easler said Kenney's Garage and the Ryan-Stacey's Gravel pit hearings were continued to next month. She will have more information after the hearings. PCD Director Easler spoke with Underwood Engineers about holding a work session in the fall with Planning Board to get a better understanding on gravel pits.

There has been no update on the Board of Health septic issue. PCD Director Easler asked the Board how they want to proceed with the issue. She said legal could be involved or they could impose fines. Legal sent a letter a few weeks ago and did not get a response back. Chairwoman Carey suggested having legal send a follow up notice and if no response, impose fines. All concurred.

PCD Director Easler said they will be short staffed the next couple weeks due to vacation time and out-of-state conferences.

Chairwoman Carey asked for a list of recommendations for what Town owned properties might need to be included in the warrant. PCD Director Easler suggested looking through the files because there are certain ones that the Select Board cannot sell. Chairwoman Carey suggested revisiting retained files if requirements have changed. PCD Easler said they may merge a few properties with the Boscawen Village Town Forest because some lots are near Conservation land. PCD Director Easler will research with staff and create a list of recommendations. The Board will have a work session to discuss which properties they want to keep and sell so they can move forward with the warrant.

TA Phelps presented a Wex application for gas cards that they want to submit for 26 vehicles. She asked the Board for approval to sign the credit application. It has to go through the credit department to determine what their credit limit should be before going through the process of setting up and applying for the cards.

Selectman Dickey motioned to approve Town Administrator Phelps to sign the application between Wex Bank and the State of NH for the fuel cards. Seconded by Selectman Burdick. All in favor. None opposed.

TA Phelps said the Commercial Street project is on hold pending debris removal.

Selectman Dickey stated Cameron J. Ford from Headrest passed away. Chairwoman Carey suggested donating to the family on behalf of the Select Board. She will send TA Phelps the family's address to send the donation directly.

Selectman Burdick motioned to approve a donation in Memory of Cameron Ford in the amount of \$100 on behalf of the Select Board and Town of Boscawen. 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.

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

Selectman Dickey motioned to seal the nonpublic session under RSA 91-A, 3 II (C) for 3 years. Seconded by Selectman Burdick. 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.

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

Selectman Dickey motioned to seal the nonpublic session under RSA 91-A, 3 II (C) for 6 months. Seconded by Selectman Burdick. All in favor. None opposed.

Town Administrator Phelps asked if there was any update on the Boston Post Cane. Chairwoman Carey said she is working on it but she would like to know if the Board would be going to the recipient. Town Administrator Phelps said the Select Board would go to the recipient.

Town Administrator Phelps informed the Select Board that Webster Town Administrator Dana Hadley called to ask if the Select Board would be willing to discuss the bridge off of Corn Hill Road and any maintenance it may need. He will follow up with their availability to meet.

Chairwoman Carey would like to follow up on the audit findings. TA Phelps noted that Finance Director Merrill has been working on the Capital Assets listing with Department Heads as well reissuing stale checks. Chairwoman Carey would like the Capital Assets on the next Agenda.

Motion to adjourn made by Selectman Dickey. Seconded by Selectman Burdick. All in favor. None opposed.

Next Meeting: Thursday, August 11, 2022, at 6:00 PM.

Respectfully submitted by Hannah Gardner