

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, October 20, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Katie Phelps, Kate Merrill, Kellee Easler, Nicole Hoyt & Tim Kenney

Roll Call: completed and guests introduced.

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

Chairwoman Lorrie Carey noted grammatical changes to the 10.13.22 minutes.

Selectman Paul Dickey motioned to approve the Consent Agenda as amended. Seconded by Chairwoman Lorrie Carey. All in favor. None opposed.

New Business: The Board previously preliminarily approved 8% COLA based on the estimate of 8.7% from Social Security. Finance Director Kate Merrill stated Social Security announced the total increase will be 8.7% for 2023. She asked the Board to finalize their approval. Selectman Dickey suggested staying with 8% to start the budgets. FD Merrill said if they revise the percentage later on it will duplicate work on almost all budgets. No further discussion.

Chairwoman Carey motioned to defer the approval until the entire Select Board is present. Seconded by Selectman Dickey. All in favor. None opposed.

FD Merrill presented 2023 Dental plan options. She recommended the 90% Town Coverage Plan 1C. It would cost \$25,956.07, a 9-cent tax impact per thousand, to the Town. The other recommendation, Plan 15C costs \$19,906.56, a 7-cent tax impact per thousand. There would need to be 75% employee participation. FD Merrill said the figures were based on employee plans this year if they were to take it. Selectman Burdick sent an email with his recommendation to proceed with Plan 1C. He believed it was the most cost efficient. FD Merrill said employee feedback has been positive. Chairwoman Carey asked if Select Board members could buy into the plan. FD Merrill said Select Board members are considered part-time employees so she would have to check with Health Trust.

Selectman Dickey motioned to approve Dental Plan 1C for 2023. Seconded by Chairwoman Carey. All in favor. None opposed.

Planning and Community Development Director Kellee Easler sent the Board the 2023 Reevaluation Updated Services. She asked for approval without the bond. Chairwoman Carey stated their past practice has been to not bond it because it is an existing vendor.

Selectman Dickey motioned to approve Avitar Associates of New England for Reevaluation Updated Agreement for 2023 as stated in the 5-year assessors' agreement from 2019 to

2023 pursuant to RSA 21-J:1 without bond required. Seconded by Chairwoman Carey. All in favor. None opposed.

Town Clerk Nicole Hoyt presented the 4th quarter sewer warrant for Boscawen. She stated for Penacook, it is considered the 3rd quarter. The next quarter will end in the middle of December which will be their first quarter for 2023. At the next quarter, they will decide when and how the increase will happen for the sewer.

Selectman Dickey motioned to approve Town Clerk Nicole Hoyt to collect the charges in the list herewith committed to her, amounting to the sum of \$53,764.23, with interest at 8% per annum from November 30, 2022, thereafter, on all sums not paid on or before that day. Seconded by Chairwoman Carey. All in favor. None opposed.

Town Administrator Katie Phelps presented a request to use the Fire Station. She asked the Board to verify that it is Chief Tim Kenney's decision. The Board clarified that Chief Kenney makes decisions for use of the Fire Station. The Ladies Auxiliary will be having a craft fair. TA Phelps asked if liability insurance was required to use the Fire Station. Ladies Auxiliary is officially a 501(c)(3) but there is no proof they have insurance. Selectman Dickey stated if they don't have insurance, they must obtain it and provide us a copy. Chairwoman Carey concurred.

TA Phelps followed up on the Boston Post Cane presentation which has been delayed due to Covid-19. Ms. Agnes Marshall will be receiving the cane. Peabody Place suggested having the presentation on a Monday at 10:30 am or 2:30pm. TA Phelps said Selectman Burdick prefers 2:30pm. Selectman Dickey stated he cannot attend either times. TA Phelps said if Mondays can't work, Peabody Place could facilitate a Saturday. Chairwoman Carey suggested having the presentation on a Saturday. TA Phelps will check if Selectman Burdick is available on November 12 for the presentation. TA Phelps will follow up with Peabody Place on a time.

TA Phelps presented a Police Department Grant for signature. It is not applicable to RSA 31:95-b because it is not in excess of \$10,000. The grant is from the State Highway Safety Committee in the amount of \$5,000. It covers an officer to complete 2-hour detail patrol shifts throughout town. With increased traffic from the Exit 17 development, it is a great way to have extra visibility and enforcement without pulling it from the town's budget.

Selectman Dickey motioned to approve the State Highway Safety Committee Grant in the amount of \$5,000. Seconded by Chairwoman Carey. All in favor. None opposed.

Selectman Dickey motioned to approve the Chair signing the Grant agreement on behalf of the Board. Seconded by Chairwoman Carey. All in favor. None opposed.

Department Head Updates: FD Merrill presented recommendations from the wage study. She spoke with all department heads. The general consensus was that with the 8% COLA and step increase department heads would get their employees closer or to the pay range in which they want their employees to be. No further discussion. FD Merrill reviewed the email from Health Trust. The IRS increased the total contribution that someone can make into their Flexible Spending Account (FSA). Last year, it was \$2,850 and this year it is \$3,050. The Board can

make an internal decision to set the cap. FD Merrill said there is potential risk if someone leaves because the Town would still have to pay for the entire contribution for the year. It is now a claims-based system, not equal payments, so the town may have to contribute more at certain periods throughout the year based on claims. The roll over amount went up \$40 as well. FD Merrill said the Town is responsible for whatever the employee elects, for the full year. Chairwoman Carey suggested if they agree to increase the maximum, they should have sufficient funds to cover a loss. Selectman Dickey suggested giving the option for a maximum contribution of \$3,050. FD Merrill will update the agreement for the Board to sign next week.

FD Merrill presented ARPA transfers for approval.

Chairwoman Carey motioned to transfer \$565.47 from the ARPA fund to the General Operating Account to reimburse for expenditures previously approved to support Human Services: the Backpack Program, Affordable Housing and Homelessness. Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned to transfer \$10,200 from the ARPA fund to the General Operating Account to reimburse for expenditures previously approved for the Fire Attack Hose. Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned to transfer \$318.84 from the ARPA fund to the General Operating Account to reimburse for expenditures previously approved for a Sewer Study. Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned to transfer \$1,284 from the ARPA fund to the General Operating Account to reimburse for expenditures previously approved for Security Cameras. Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned to transfer \$6,799.77 from the ARPA fund to the General Operating Account to reimburse for expenditures previously approved for an additional Police Officer position. Seconded by Selectman Dickey. All in favor. None opposed.

Selectman Dickey stated they approved an additional employee for Public Works. He asked if Public Works Director Dean Hollins is planning on using it. It hasn't been advertised. FD Merrill said PWD Hollins will ask the Board for their opinion on the required CDL training.

FD Merrill stated she completed her NH Government Finance Officer's Association Certificate Program.

PCD Director Easler presented her 2023 Planning and Community Development job descriptions. She stated while redoing salary lines, percentages changed for job descriptions. PCD Clerk Kara Gallagher will be doing 50% Planning and Community Development and 50% assessing. Previously she was listed as just a Planning and Community Development Clerk. In addition, Ms. Amy Forbes, will be 50% PCD and 50% Building Inspector. Half of her salary will be taken out of the Building Inspector Revolving fund, which is money paid through building permitting. Deputy PCD Director Kearsten O'Brien will be listed at 10% for the Parks and

Recreation Program, 40% PCD, 40% Assessing, 5% Admin and 5% Deputy Health Officer. Chairwoman Carey asked for a breakdown of each employee's responsibilities. FD Merrill said for the Parks and Recreation budget, they would eliminate a stipend. No further discussion.

Chairwoman Carey motioned to preliminarily approve the Planning and Community Development Department salary breakdowns for 2023. Seconded by Selectman Dickey. All in favor. None opposed.

Town Clerk Hoyt presented a corrected Jeopardy Tax Assessment for 1 Honey Dr. They do not factor in the equalization rate.

Selectman Dickey motioned to approve Town Clerk Nicole Hoyt to collect the property taxes committed to her, amounting to the sum of 121.00 with interest at 8% per annum on all sums not paid 30 days after the bill was mailed. Seconded by Chairwoman Carey. All in favor. None opposed.

Town Clerk Hoyt stated the department has had trainings on the election for this year. They are waiting on a webinar from the Secretary of State's office. They will be attending an election training on Wednesday, November 2 which is when the Supervisors of the Checklist are meeting. The Town's moderator is hoping that everyone can attend. They did confirm that they can't have a quorum at the election, they need to have all Select Board members or a pro tem. If a Board member is getting a pro tem, they need to inform Town Clerk Hoyt. For the election meals, it will be a boxed lunch or dinner. Ms. Norma Caporale is researching the most cost-efficient company that provides boxes meals. Town Clerk Hoyt said the November 2 training will be at 6:00pm at the Town Municipal Building. There are about 100 absentee ballots currently. Town Clerk Hoyt will send an email, so Selectman Burdick is aware as well. As a reminder, the election is on November 8.

TA Phelps presented a Commercial Street update. She spoke with Karen Way who stated they will be purchasing fencing to block off the area for safety purposes in order to open the road back up for winter. Chairwoman Carey asked if they could charge a rental fee for the barriers as part of their contribution. TA Phelps said they can charge it to the Cleanup grant as part of the town's contribution assuming the Removal Program is completely finished.

TA Phelps stated the Administrative Fees and Sewer Study public hearing will be on October 27 after 6pm.

No public comment.

Chairwoman Carey motioned to enter a nonpublic session at 6:45pm under RSA 91-A, 3 II (C). Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned to exit a nonpublic session at 6:55pm under RSA 91-A, 3 II (C). Seconded by Selectman Dickey. All in favor. None opposed.

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

Selectman Dickey motioned to enter a nonpublic session at 6:55pm under RSA 91-A, 3 II (C). Seconded by Chairwoman Carey. All in favor. None opposed.

Selectman Dickey motioned to exit a nonpublic session at 7:10pm under RSA 91-A, 3 II (C). Seconded by Chairwoman Carey. All in favor. None opposed.

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

Selectman Dickey motioned to enter a nonpublic session at 7:10pm under RSA 91-A, 3 II (E). Seconded by Chairwoman Carey. All in favor. None opposed.

Selectman Dickey motioned to exit a nonpublic session at 7:17pm under RSA 91-A, 3 II (E). Seconded by Chairwoman Carey. All in favor. None opposed.

Selectman Dickey motioned to approve and authorize town counsel to offer the legal agreement. Seconded by Chairwoman Carey. All in favor. None opposed.

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

Selectman Dickey motioned to enter a nonpublic session at 7:17pm under RSA 91-A, 3 II (A). Seconded by Chairwoman Carey. All in favor. None opposed.

Selectman Dickey motioned to exit a nonpublic session at 7:35pm under RSA 91-A, 3 II (A). Seconded by Chairwoman Carey. All in favor. None opposed.

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

Next Meeting: Thursday, October 27, 2022, at 6:00 PM.

Chairwoman Carey motioned to adjourn at 7:35. Seconded by Selectman Dickey. All in favor. None Opposed.

Respectfully submitted by Hannah Gardner