

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, November 10, 2022, at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Katie Phelps, Kate Merrill, Kearsten O'Brien, Gary Moore, Dean Hollins & Tim Kenney.

Guests: Barbara Randall, Cole Melendy & Tyler Stanley

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 11.03.22 minutes.

Selectman Paul Dickey motioned to approve the Consent Agenda as presented. Seconded by Selectman Matt Burdick. All in favor. None opposed.

New Business: On behalf of the Economic Development Committee, Ms. Barbara Randall proposed a yearly \$5.00 Municipal Transportation Tax on motor vehicles. Ms. Randall said it would be designated to go towards the King Street Corridor or to enhance public transportation areas within Town. It could also be used in other ways such as new paving projects. The \$5.00 would be added to any vehicle registration with in the Town of Boscawen if approved at the Town Meeting. Chairwoman Carey asked if they could use it as a match for grants. Deputy Planning and Community Development Director Kearsten O'Brien said to use it as a match, it must be specific to the project. The \$5.00 fee would stay within the town. It is restricted money, specific to transportation projects involving walking or driving. Selectman Dickey asked if they could use it for sidewalks. Deputy PCD Director O'Brien said Public Works Director Dean Hollins could redo the sidewalks within Town. Selectman Dickey asked if they could purchase a sidewalk tractor. Deputy PCD Director O'Brien will research if it fits within the threshold because it would still be enhancing the use.

Selectman Dickey motioned to approve the Economic Development Committee's recommendation of the \$5.00 Municipal Transportation Tax fee added on car registrations. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Burdick motioned to approve putting the Municipal Transportation Tax fee on the 2023 Warrant. Seconded by Selectman Dickey. All in favor. None opposed.

Mr. Cole Melendy and Mr. Tyler Stanley, Underwood Engineers presented sewer projects 3 and 4. Mr. Melendy gave an overview on the history. In 2001, Underwood did a sewer evaluation using flow meters throughout the system, to see where infiltration and inflow (II) was highest. The town pays Concord the portion they're charged based on their percentage of flow going to the treatment plant. Based on Underwood's findings, they recommended sewer projects 1 through 4. In 2004, during the Gage St project, they found the most catch basin problems. The

first priority was to separate the storm water from the sewer and send it to the river. They put in new drains to separate the storm water. Sewer project 3 is on the other side of N Main St and project 4 is the sewers that run up and down N Main St. Mr. Melendy said they finished the first two projects and would like to put the last two projects on the 2023 Warrant. They reviewed the benefits of the sewer separation projects and how bad the infiltration was. They examined the flow metering before and after the Gage St project and found that it took 50,000 gallons a day on average. In 2015 a study they conducted found there was a lot of high infiltration in areas 3 and 4. The annual contribution Boscawen sends to Concord remained significant. Mr. Melendy said the high proportion of flow sent to Concord appears to be II compared to the metered sanitary component. It impacts their cost of service. On a 3-year average, the town is sending about 50,000 gallons a day of sanitary metered consumption which needs to be treated. The town is sending 151,000 gallons a year on the II they are paying for which doesn't need to be treated. That is 70% of the flow. Mr. Melendy said based on inflation costs, the work is estimated around \$6.5 million. They would like to prioritize the sewer and drain replacement in sewer project 3. PWD Hollins has experienced ongoing sewer issues and there are alignment issues making it inaccessible for maintenance. The other bad condition area is on the north end of project 4. Mr. Melendy recommended prioritizing those areas of sewer project 3 and if reasonably priced, the replacements for project 4. He presented the defects of their findings. Chairwoman Carey asked how much longer they have until pipes start to fail. PWD Hollins said they had a failure on N Main St about 6 years ago. Selectman Burdick asked how old the current system was. Discussion ensued. Selectman Burdick noted it would be pertinent to know the population percentage of Boscawen that it affects. Chairwoman Carey said they would want to have the infrastructure in place for any developments on N Main St. Mr. Melendy reviewed the steps in schedule. Underwood recommended completing a preapplication to the State Revolving Loan Program through DES. Chairwoman Carey proposed approving the projects pending the grant money. Without the grant money, they would not proceed with the \$4 million project. Mr. Melendy will send examples of warrant articles with similar projects. He noted they need to be careful with the wording of the article because the SRF program is a loan reimbursement. Chairwoman Carey stated they could have two warrant articles. Mr. Melendy will research and clarify that they can do two articles.

Department Head Updates: Finance Director Kate Merrill presented the 2023 finance budget. Line 111 had a change in COLA and an adjustment based on the wage study. Line 112 increased due to COLA and a 4% merit. Line 114 changed due to COLA, 2% merit and the full year rate for the position. Last year they took a portion out of the budget for that position as it was anticipated that they would not hire an employee at the beginning of the year. Line 301 increased based on services for audit, GASB updates and year-end financial services. In Line 303, Checkmate had an increase of 5% effective in September of 2022 and said to anticipate a 3% rate increase on September 1, 2023. Line 571 will increase for trainings, certificates, and membership dues. Line 573 was moved from executive so that office expenses related to the department show up in the proper budget. Selectman Burdick asked if they were up to date on licensing for equipment and software. FD Merrill said that they are learning that many programs are switching to subscription based. Right now the only subscription within this budget line is QuickBooks. FD Merrill confirmed with IT that they do not see a switch to subscription base or need to updated software in the foreseeable future. Selectman Burdick was concerned the software budget was too low.

Selectman Burdick motioned to preliminarily approve the 2023 Finance Budget. Seconded by Selectman Dickey. All in favor. None opposed.

Deputy PCD Director O'Brien presented the 2023 Parks and Recreation Budget. Line 110 showed 5% of the Deputy PCD Director would be moved from each the Land Use and Executive budgets to the Parks and Rec budget for a total of 10% of her salary in Parks and Recreation. Deputy PCD Director O'Brien will not receive a stipend. In addition, there is a 6% COLA increase for camp counselors. They reduced the overtime (OT) budget (line 120) because last year they didn't use OT. Line 689 will increase \$500 to increase programs. Chairwoman Carey clarified the Parks and Rec program is offset by income. Deputy PCD Director O'Brien said they made changes to the rates for 2023. Anyone that applies prior to May 15 will pay \$150 per child, \$300 per family. The added increase in the \$5 t-shirt fee per child. After applicants after May 15 will pay \$200 per child, \$400 per family. They added a refund policy to the application. Applicants will receive a full refund only if they send a request in writing 3-weeks prior. Chairwoman Carey asked why the estimates for 2023 were low compared to the actuals for 2022. FD Merrill said historically looking back it was very conservative, so they took the same approach. Deputy PCD Director O'Brien said the actuals included donations. She received \$871 in donations for the program this year. Deputy PCD Director O'Brien updated the Board on their plans for the Parks and Rec program.

Selectman Dickey motioned to preliminarily approve the 2023 Parks and Recreation Program Budget. Seconded by Selectman Burdick. All in favor. None opposed.

Facilities Director Gary Moore presented the 2023 Facilities Budget. For the Facilities Director line there is a 6% COLA increase and 4% merit. They reduced the custodian budget substantially. The library has a direct increase in energy. The Old Police Station is closed. The Town Hall line increased due to energy, they took a \$900 reduction by eliminating the dumpster. The utilities line increased 32%. Deeded properties was reduced to \$10,000. FD Moore was able to reduce the Contact and Services line. The dumpster costs went up to \$150. Telephone and software costs increased. Chairwoman Carey said if the town no longer had responsibility for the 1913 library, the old police station and town hall, then it would save a lot of increase in the budget. FD Merrill said the 3 buildings total \$13,900 in savings, bringing the increase to 3.8%. Discussion ensued. TA Phelps listed projects completed by the Facilities Department this year.

Selectman Dickey motioned to preliminarily approve the 2023 Facilities Budget. Seconded by Selectman Burdick. All in favor. None opposed.

FD Moore updated the Board on the Facilities Department. They installed 3 furnaces in the Police Station. They will be working on the attic next week. On December 5 they will start working on the installation project. The AC project will be completed before summer. They are working on the blinds in the library. The department will handle winter maintenance.

PWD Hollins gave an update on the Public Works Department. They had an issue with the scale. They shut it down and charged the minimum rate. A company came out today to adjust and fix issues with the printer head. On Friday they had an accident with the dump truck. It dented the

door and broke part of the fender. PWD Hollins will buy custom materials from a body shop and fix it himself. The damage is estimated around \$3,000. No further discussion.

Chief Tim Kenney gave an update on the Fire Department. There were no participants for the Fire Department and Rescue meeting. Today they confirmed the order for their pickup truck. The price increased \$3,000 because it was a different vehicle. They will have it in March of 2024. There was a brush fire on Morris Hill Rd last night and today. Forest rangers were investigating the cause.

FD Merrill stated an Elektrisaola bench, and a Gordon Family bench were installed by the walkway. They secured the last spots at the Municipal building. Elektrisola would like to take a picture with one of the Select Board members. FD Merrill will reach out with dates and times to finalize.

FD Merrill received a call from DRA to complete the revenue portion. FD Merrill asked the Board for an idea for overlay. It has been around \$30,000 in the past. They don't foresee any large abatements. They are receiving a reimbursement for a portion of Police in the amount of \$10,755. FD Merrill said the DRA Representative asked if they would like to use the refund for this year. Some municipalities are using it for 2023.

Chairwoman Carey motioned to approve the overlay of \$30,000. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Dickey motioned to approve using the \$10,755 reimbursement for the 2023 revenue. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien thanked Tom MacMullin for attending the EDC meeting this week. The Economic Development is working on inviting more business to come to the EDC to speak out their businesses.

Town Administrator Katie Phelps presented an updated Memorandum of Understanding (MOU) for Merrimack Valley for an emergency shelter. All contacts have been updated. TA Phelps asked the Board for approval to move forward with the MOU and for the Emergency Management Director to sign on the Town's behalf.

Selectman Dickey motioned to approve the updated MOU for facility use during an emergency with the Merrimack Valley School District. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Dickey motioned to approve the Emergency Management Director to sign the MOU on behalf of the town. Seconded by Selectman Burdick. All in favor. None opposed.

TA Phelps presented a Community Development Block Grant Close Out Certification documentation for the completed Riverbend Project.

Selectman Burdick motioned to approve the Community Development Block Grant Close out Certification and authorize the Chair to sign on behalf of the Board. Seconded by Chairwoman Carey. Two in favor. One abstained.

TA Phelps noted the Boston Post Cane will be presented Saturday, November 12 at 2pm.

No public comment.

Chairwoman Carey motioned to enter a nonpublic session at 7:26pm under RSA 91-A, 3 II(C). Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned to close a nonpublic session at 7:57pm under RSA 91-A, 3 II(C). Seconded by Selectman Dickey. All in favor. None opposed.

Public meeting reopened at 7:57pm.

Chairwoman Carey motioned to close a nonpublic session at 7:57pm 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 (L). Seconded by Selectman Burdick. All in favor. None opposed.

Next Meeting: Thursday, November 17, 2022, at 6:00 PM.

Chairwoman Carey motioned to adjourn at 7:58. Seconded by Selectman Dickey. All in favor. None Opposed.

Respectfully submitted by Hannah Gardner