

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, December 22, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Matt Burdick, Paul Dickey, Kate Merrill, Katie Phelps, Sarah Gerlack & Jason Killary

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

Chairwoman Carey called the meeting to order at 6:00pm.

At the 12.15.22 Select Board meeting, a member of the public asked about the civic duty policy. Chairwoman Lorrie Carey clarified that if an employee was called to civic duty, they would be covered under the employee manual. The individual would be paid their regular rate minus the rate they received for civic duty.

Chairwoman Carey noted grammatical changes to the 12.15.22 minutes.

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

**Department Head Updates:** Finance Director Kate Merrill presented a use of Impact Fees request in the amount of \$6,907.28 on behalf of Kellee Easler. The Town requested to purchase a shelter container and storage racks to store all the shelter inventory at the Boscawen Elementary School building.

**Selectman Dickey motioned to approve payment in the amount of \$6,907.28 per RSA 674:21, V, to be drawn from the School Impact Fees account, to purchase a shelter container and storage racks to store shelter inventory. Seconded by Selectman Burdick. All in favor. None opposed.**

Finance Director Kate Merrill presented a Trustee of Trust Funds transfer.

**Selectman Dickey motioned to approve the Trustee of the Trust Funds to transfer \$14,744 from the Fire Department Equipment Capital Reserve Fund to the General Fund to reimburse for the following expenditures: Industrial Protective Services LLC. Seconded by Selectman Burdick. All in favor. None opposed.**

Finance Director Kate Merrill presented four ARPA Fund transfer requests.

**Selectman Dickey motioned to transfer \$7,108.66 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved for Cruiser equipment. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Dickey motioned to transfer \$11,200 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved to update HVAC Units. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Burdick motioned to transfer \$3,238.78 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.**

**Selectman Dickey motioned to transfer \$6,847.72 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved for an additional Police Officer position. Seconded by Selectman Burdick. All in favor. None opposed.**

Finance Director Kate Merrill presented requests for encumbrances.

**Under RSA 32:7 I, Selectman Dickey motioned to encumber funds from Account # 4152312, Assessing Services in the amount of \$14,630 for the purpose of offsetting the cost of reevaluation for 2023. Seconded by Selectman Burdick. All in favor. None opposed.**

**Under RSA 32:7 I, Selectman Burdick motioned to encumber funds from Account # 4290574, Plan Updates in the amount of \$4,000 for the purpose of updating the Emergency Operation Plan. Seconded by Selectman Dickey. All in favor. None opposed.**

Finance Director Kate Merrill presented two encumbrances for Facilities projects. The project to paint the Town Municipal Building is \$27,500. The Parking lot project, repairing and sealing would cost \$18,008. FD Merrill asked the Select Board to give Facilities Director Gary Moore approval to sign the project contracts.

**Selectman Burdick motioned to allow Facilities Director Gary Moore to sign the contracts for painting the Town Municipal Building and resealing and repairing the parking lot. Seconded by Chairwoman Carey. Selectman Dickey opposed. Two in favor. One opposed. The motion passed.**

**Under RSA 32:7 I, Selectman Dickey motioned to encumber funds from Account # 4194504 Vehicle Maintenance, in the amount of \$800 for the purpose of repairing and resealing the parking lot at 116 N Main St. Seconded by Selectman Burdick. All in favor. None opposed.**

**Under RSA 32:7 I, Selectman Burdick motioned to encumber funds from Account # 4194109 Facilities Directors Wages, in the amount of \$5,500 for the purpose of repairing and sealing the parking lot at 116 N Main St. Seconded by Selectman Dickey. All in favor. None opposed.**

**Under RSA 32:7 I, Selectman Burdick motioned to encumber funds from Account # 4194110 Custodian Wages, in the amount of \$10,500 for the purpose of repairing and sealing the parking lot at 116 N Main St. Seconded by Chairwoman Carey. All in favor. None opposed.**

**Under RSA 32:7 I, Selectman Burdick motioned to encumber funds from Account # 4194447 Building Maintenance and Supplies for 116 N Main St, in the amount of \$1,208 for the purpose of repairing and resealing the parking lot at 116 N Main St. Seconded by Selectman Dickey. All in favor. None opposed.**

**Under RSA 32:7 I, Selectman Burdick motioned to encumber funds from Account # 4194447 Building Maintenance and Supplies for 116 N Main St, in the amount of \$1,292 for the purpose of painting the building at 116 N Main St. Seconded by Chairwoman Carey. Selectman Dickey opposed. Two in favor. One opposed. The motion passed.**

**Under RSA 32:7 I, Selectman Burdick motioned to encumber funds from Account # 4194500 Tax Deeded Properties, in the amount of \$15,999 for the purpose of painting the building at 116 N Main St. Seconded by Chairwoman Carey. Selectman Dickey opposed. Two in favor. One opposed. The motion passed.**

**Under RSA 92:7 I, Selectman Burdick motioned to encumber funds from Account # 4194502 Radio Maintenance, in the amount of \$2,500 for the purpose of painting the building at 116 N Main St. Seconded by Chairwoman Carey. Selectman Dickey opposed. Two in favor. One opposed. The motion passed.**

**Under RSA 30:7 I, Selectman Burdick motioned to encumber funds from Account # 4194504 Vehicle Maintenance, in the amount of \$500 for the purpose of painting the building at 116 N Main St. Seconded by Chairwoman Carey. Selectman Dickey opposed. Two in favor. One opposed. The motion passed.**

**Under RSA 32:7 I, Selectman Burdick motioned to encumber funds from Account # 4194507 Custodian Wages, in the amount of \$7,209 for the purpose of painting the building at 116 N Main St. Seconded by Chairwoman Carey. Selectman Dickey opposed. Two in favor. One opposed. The motion passed.**

Emergency Management Director Jason Killary presented an update on the Emergency Operations Plan (EOP). They need to review and update contacts annually. The EOP is a resource to refer to in a time of disaster. For example, if there was a severe rainstorm, it would provide contacts, resources, and shelter options. Discussion ensued. EMD Killary will send the Board copies of the updated EOP. The Select Board and Town Administrator signed the review of the EOP for 2022.

EMD Killary presented the Emergency Management Performance Grant (EMPG) for the EOP update. The total cost of the update is \$8,000. The town has appropriated \$4,000. EMD Killary asked the Board to accept the terms of the EMPG grant and appropriate \$4,000 of the total cost to the town.

**Selectman Dickey motioned to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000. Furthermore, the Board acknowledges the total cost of the project is \$8,000 in which the town will be responsible for 50% or \$4,000. Seconded by Selectman Burdick. All in favor. None opposed.**

EMD Killary noted due to the predicted storm tomorrow, they are preparing for power outages. Winds will be strong, and temperatures will drop. The worst part of the storm is projected to be between midnight and 6am.

Community Services Director Sarah Gerlack presented a \$45 donation for the Backpack Program.

**Chairwoman Carey motioned to approve the \$45 donation for the Community Services Department Backpack Program. Seconded by Selectman Dickey. All in favor. None opposed.**

CS Director Gerlack noted they will not be proceeding with the warming shelter this year. For this year, they requested \$15,000 for the Merrimack County Grant for housing, sheltering and essential supplies.

Town Administrator Katie Phelps gave an overview of the Joint Powers Agreement discussion from last meeting. Proceeding with Community Power has been recommended by the Boscawen Energy Committee. TA Phelps noted Legal has reviewed the agreement and has no comments.

**Chairwoman Carey motioned to accept the Joint Powers Agreement of Community Power Coalition of New Hampshire and to allow Town Administrator Katie Phelps to sign the agreement on behalf of the Town of Boscawen. Seconded by Selectman Burdick. All in favor. None opposed.**

TA Phelps noted there has been an amendment to Article XVI, Section II of the Joint Powers Agreement. Legal has reviewed it and has no comment. It allows them to make amendments at any meeting, instead of annually. TA Phelps has drafted a letter to send acknowledging approval of the amendment if the Board approves. Community Power will be on the 2024 warrant.

**Chairwoman Carey motioned to allow Town Administrator Katie Phelps to send a letter regarding the Article XVI amendment in the Joint Powers Agreement. Furthermore, the Select Board acknowledges and approves the amendment. Seconded by Selectman Dickey. All in favor. None opposed.**

FD Merrill presented the preliminary 2023 Master Budget. Last week, the Board requested to see all the estimated revenues for 2023. The town's estimated changes in revenues was a 10% increase.

**Selectman Dickey motioned to approve moving the 2023 Master Budget to the Advisory Budget Committee meeting for their input. Seconded by Selectman Burdick. All in favor. None opposed.**

FD Merrill noted she will send out an email to all departments to ensure there are no more updates to their budgets.

FD Merrill presented the 2023 draft warrant for review. She noted Board approval to add the articles to the warrant was needed as well as Board recommendations on each article.

*To see if the Town will vote to raise and appropriate the sum of \$6.5 million for the purpose of replacing sanitary sewer lines in the area of Park St, Oak St, Prospect St, Lower Queen St, Chandler St, and N Main St designated as "Project 3" and "Project 4" on Underwood Engineers sewer replacement plan. Furthermore, to authorize the issuance of not more than \$6.5 million in bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33), with the amount of such bonds or notes to be reduced by federal, state, or other grants. Furthermore, to authorize the Select Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon. The first principal and interest payments will be included in the 2024 budget. Without impairing the nature of the bonds and general obligations of the Town, it is expected and intended that the debt service on the bonds will be paid in part with funds from sewer users fees, grants, and general taxation. This will be a non-lapsing appropriation per RSA 32: 7 VI and will not lapse until the project is completed or by December 31, 2029, whichever is sooner. (3/5 ballot vote required) (Note: This is a Draft Article)*

**Selectman Dickey motioned to approve adding Sewer Replacement Projects 3 and 4 on to the Warrant. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Dickey motioned to recommend Sewer Replacement Projects 3 and 4. Seconded by Selectman Burdick. All in favor. None opposed.**

*To see if the Town will vote to raise and appropriate the sum of \$515,000 to be contributed to the Town Capital Reserve Funds previously established as follows: Fire Truck - \$80,000, Fire Station - \$100,000, FD Emergency Equipment - \$10,000, Highway Heavy Equipment - \$50,000, Public Works Building - \$50,000, Municipal (IT) - \$30,000, C&D Landfill Closure - \$40,000, Municipal Buildings - \$100,000, Town Wide Safety Equipment - \$15,000, Police Cruiser - \$40,000. (Majority vote required) (Note: This is a Draft Article)*

**Selectman Dickey motioned to approve adding contributions to Capital Reserve Funds previously established on to the Warrant. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Dickey motioned to recommend contributions to Capital Reserve Funds previously established in the amount of \$515,000. Seconded by Selectman Burdick. All in favor. None opposed.**

*To see if the Town will vote to establish a King Street Improvements Capital Reserve Fund under the provision of RSA 35:1 for the purpose of repair, construction, and reconstruction of King Street and to raise and appropriate the sum of \$50,000 to be placed in the fund. Further, to name the Select Board as agents to expend. (Majority vote required) (Note: This is a Draft Article)*

**Selectman Dickey motioned to approve adding the establishment of a King Street Improvements Capital Reserve Fund on to the Warrant. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Dickey motioned to recommend the establishment of the King Street Improvements Capital Reserve Fund with \$50,000 to be placed in said fund. Seconded by Selectman Burdick. All in favor. None opposed.**

*To see if the Town will vote to establish a Parks and Recreation Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of an addition to the Dorval House and to raise and appropriate the sum of \$5,000 to be placed in the fund. Further, to name the Select Board as agents to expend. (Majority vote required) (Note: This is a Draft Article)*

**Selectman Burdick motioned to approve adding the establishment of a Parks and Recreation Capital Reserve Fund on to the Warrant. Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Dickey motioned to recommend the establishment of a Parks and Recreation Capital Reserve Fund with \$5,000 to be placed in said fund. Seconded by Selectman Burdick. All in favor. None opposed.**

*To see if the Town will vote to amend the purpose of the existing Fire Station Capital Reserve Fund to include engineering, maintenance, improvements, and expansion. (Two-thirds vote required) (Note: This is a Draft Article)*

**Selectman Dickey motioned to approve adding the proposed amendment of purpose for the Fire Station Capital Reserve Fund on to the Warrant. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Dickey motioned to recommend changing the purpose of the Fire Station Capital Reserve Fund. Seconded by Selectman Burdick. All in favor. None opposed.**

*To see if the Town will vote to change the purpose of the existing Municipal Buildings Capital Reserve Fund from maintenance and upkeep of town-owned buildings to maintenance and upkeep of town-owned buildings and grounds. (Two-thirds vote required) (Note: This is a Draft Article)*

**Selectman Burdick motioned to approve adding the proposed change of purpose for the Municipal Buildings Capital Reserve Fund on to the Warrant. Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Burdick motioned to recommend changing the purpose of the Municipal Buildings Capital Reserve Fund. Seconded by Selectman Dickey. All in favor. None opposed.**

*To see if the Town will vote to raise and appropriate the sum of \$12,120 to complete an Assessment Study to determine required safety upgrades to bring the Town Hall into compliance with Life Safety and Building Codes. (Majority vote required) (Note: This is a Draft Article)*

Chairwoman Carey noted that the cost of the Assessment Study has increased by \$2,120 since it was defeated on the 2022 warrant.

**Selectman Dickey motioned to approve adding the Assessment Study for the Town Hall on to the Warrant. Seconded by Selectman Burdick. All in favor. None opposed.**

The Board noted this article would be added without their recommendation.

*To see if the town will vote to adopt RSA 41:14-a, to allow the Select Board to acquire or sell land, buildings, or both; provided, however, they shall first submit any such proposed acquisition or sale to the Planning Board and to the Conservation Commission for review and recommendation by those bodies. The article will remain in effect until rescinded by a majority vote. (Majority vote required) (Note: This is a Draft Article)*

**Selectman Burdick motioned to approve adding the request to adopt RSA 41:14-a on the Warrant which will allow the Select Board to acquire or sell land and buildings. Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Burdick motioned to recommend the adoption of RSA 41:14-a, to allow the Select Board to acquire or sell land and buildings. Seconded by Selectman Dickey. All in favor. None opposed.**

*To see if the Town will vote to authorize the sale of Boscawen Town Hall, Map 81D, Lot 21, with a physical address of 14 High St, Boscawen, NH, on such terms and conditions as the Select Board determine are in the best interest of the Town, such authority to transfer or sell shall continue to be in effect indefinitely, until rescinded. This is a contingent warrant article if warrant article fourteen is not approve. If warrant article 14 is approved, this warrant article shall be void. (Majority vote required) (Note: This is a Draft Article)*

TA Phelps noted that the contingent warrant article number noted has changed multiple times when articles were added. This warrant article number is subject to change.

**Selectman Dickey motioned to approve adding the sale of the Boscawen Town Hall to the Warrant as a contingent article. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Burdick motioned to recommend the sale of the Boscawen Town Hall. Seconded by Selectman Dickey. All in favor. None opposed.**

*To see if the Town will authorize the sale of the Torrent Station, Map 183C, Lot 81, with a physical location of 73 N Main St, Boscawen NH, on such terms and conditions as the Select Board determine are in the best interest of the Town, such authority to transfer or sell shall continue to be in effect indefinitely, until rescinded. This is a contingent warrant article if warrant article 14 is not approve. If warrant article 14 is approved this warrant article shall be void. (Majority vote required) (Note: This is a Draft Article)*

**Selectman Dickey motioned to approve adding the sale of the Torrent Station to the Warrant as a contingent article. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Dickey motioned to recommend the sale of the Torrent Station. Seconded by Selectman Burdick. All in favor. None opposed.**

*To see if the Town will authorize the sale of the 1913 Library, Map 81D, Lot 12, with a physical location of 248 King St in Boscawen NH, on such terms and conditions as the Select Board determine are in the best interest of the Town, such authority to transfer or sell shall continue to be in effect indefinitely, until rescinded. This is a contingent warrant article if warrant article 14 is not approve. If warrant article 14 is approved this warrant article shall be void. (Majority vote required) (Note: This is a Draft Article)*

**Selectman Dickey motioned to approve adding the sale of the 1913 Library to the Warrant as a contingent article. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Dickey motioned to recommend the sale of the 1913 Library. Seconded by Selectman Burdick. All in favor. None opposed.**

*To see if the Town will vote in accordance with RSA 72:27-a to readopt the provisions of RSA 72:28, II, previously adopted, for an Optional Veteran's Tax Credit at \$500 per year. If readopted, the All-Veterans' Tax Credit, previously adopted, will also be \$500 per year, the same amount as the Optional Veterans Tax Credit. If readopted and approved, this article shall take effect for the 2023 property tax year. (Majority vote required) (Note: This is a Draft Article)*

**Selectman Dickey motioned to approve adding the readoption of the Veteran's Tax Credits on to the Warrant. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Dickey motioned to recommend the readoption of the Veteran's Tax Credit at \$500 per year. Seconded by Selectman Burdick. All in favor. None opposed.**

*To see if the town will adopt the provisions of RSA 72-39-a for elderly exemption from property tax in the Town of Boscawen, based on assessed value, for qualified taxpayers, to be as follows: for a person 65 years of age, up to 75 years, \$32,000; for a person 75 years of age up to 80 years, \$48,000; for a person 80 years of age or older \$64,000. To qualify, the person must have resided in this state for at least 3 consecutive years preceding April 1 in the year in which the exemption is claimed, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least 5 consecutive years. In addition, the taxpayer must have a net income of not more than \$30,000, or, if married, a combined net income of less than \$40,000; and own net assets not in excess of \$75,000 excluding the value of the person's residence. (Majority vote required) (Note: This is a Draft Article)*

**Selectman Burdick motioned to approve adding the Elderly Exemptions Qualification updates to the Warrant. Seconded by Selectman Dickey. All in favor. None opposed.**



**Selectman Burdick motioned to recommend the Elderly Exemptions Qualification updates. Seconded by Selectman Dickey. All in favor. None opposed.**

*To see if the Town will vote to establish a Contingency Fund for the current year for unanticipated expenses that may arise and further to raise and appropriate \$33,000 to put in the fund. This sum to come from the Unassigned Fund Balance and no amount to be raised from taxation. Any appropriation left in the Fund at the end of the year will lapse to the General Fund. (Majority vote required) (Note: This is a Draft Article)*

**Selectman Burdick motioned to approve adding the establishment of a Contingency Fund on to the Warrant for \$33,000. Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Burdick motioned to recommend the establishment of a Contingency Fund in the amount of \$33,000. Seconded by Selectman Dickey. All in favor. None opposed.**

*To see if the Town will vote to raise and appropriate the sum of \$500 to contribute to the recruitment efforts of Court Appointed Special Advocates (CASA) of NH. (Majority vote required) (Note: This is a Draft Article)*

**Selectman Dickey motioned to approve adding the contribution to Court Appointed Special Advocates (CASA) in the amount of \$500.00 to the Warrant. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Burdick motioned to recommend contributing \$500 to Court Appointed Special Advocates (CASA). Seconded by Selectman Dickey. All in favor. None opposed.**

*To see if the Town will vote to raise and appropriate the sum of \$100 to contribute to the operating costs of the American Red Cross. (Majority vote required) (Note: This is a Draft Article)*

**Selectman Dickey motioned to approve adding the contribution to the American Red Cross in the amount of \$100.00 to the Warrant. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Dickey motioned to recommend contributing \$100.00 to American Red Cross. Seconded by Selectman Burdick. All in favor. None opposed.**

*To see if the Town will vote to raise and appropriate the sum of \$7,600 for the continuation of services to the residents of Boscawen through the Concord Area Center of the Community Action Program Belknap-Merrimack Counties, Inc. (Majority vote required) (Note: This is a Draft Article)*

**Selectman Dickey motioned to approve adding the contribution to the Community Action Program in the amount of \$7,600 to the Warrant. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Burdick motioned to recommend contributing \$7,600 to the Community Action Program. Seconded by Selectman Dickey. All in favor. None opposed.**

*To see if the Town will vote to raise and appropriate the sum of \$6,600 to contribute to the operating costs of the Boscawen Historical Society. (Majority vote required) (Note: This is a Draft Article)*

**Selectman Burdick motioned to approve adding a contribution to the Boscawen Historical Society in the amount of \$6,600 to the Warrant. Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Dickey motioned to recommend contributing \$6,600 to the Boscawen Historical Society. Seconded by Selectman Burdick. All in favor. None opposed.**

TA Phelps noted DRA is still working on the 2023 Operating Budget and Transportation Improvements Capital Reserve Fund. They will review at the next meeting.

TA Phelps will review the process of final budget approvals. The Board would like the Advisory Budget Committee's input prior to their final approval of the Operating Budget.

FD Merrill noted the Board signed an employee contract.

No public comment.

**Selectman Dickey motioned to enter a nonpublic session at 7:03 pm under RSA 91-A:3 II (a). Seconded by Selectman Burdick. All in favor. None opposed.**

**Chairwoman Carey motioned to close a nonpublic session at 7:05 pm under RSA 91-A:3 II (a). Seconded by Selectman Burdick. All in favor. None opposed.**

Public meeting reopened at 7:05 pm.

**Chairwoman Carey motioned to open a nonpublic session at 7:05 pm under RSA 91-A:3 II (l). Seconded by Selectman Burdick. All in favor. None opposed.**

**Chairwoman Carey motioned to close a nonpublic session at 7:07 pm under RSA 91-A:3 II (l). Seconded by Selectman Burdick. All in favor. None opposed.**

Public meeting reopened at 7:07 pm.

**Selectman Dickey motioned to adjourn at 7:07 pm. Seconded by Selectman Burdick. All in favor. None Opposed.**

**Next Meeting:** Thursday, December 29, 2022 at 6:00 PM.  
*Respectfully submitted by Hannah Gardner*