

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, January 26, 2023 at 6:00 PM**

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

Guests: Bill Bevans

Roll Call: completed and guests introduced.

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

Chairwoman Carey removed the Non-Public Minutes from 1/19/23.

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

Scheduled Guests and Hearings: There was no one present from the Fire Department Auxiliary for a Certificate of Insurance discussion.

Department Head Updates: Town Clerk Nicole Hoyt presented a sewer warrant that she brought to the Board last week but no motion was made.

Chairwoman Carey motioned to approve Town Clerk Hoyt to collect \$50,247.70 with interest at 8% per annum on all sums not paid before February 22, 2023. We further order to remit all monies collected to the Town Treasurer as provided in RSA 41:29 Section 6. Seconded by Selectman Dickey. All in favor. None opposed.

Town Clerk Hoyt requested to abate \$52.49 for sewer warrant 2022SO4 located at 34 Gage St. The reason being that the 2022 4th quarter warrant was issued at the same time as the final read warrant. The final read went to the prior owner for the amount used. An additional bill was sent to the new owners which they do not owe.

Selectman Burdick motioned to allow Town Clerk Hoyt to abate \$52.49 for sewer warrant 2022S04 located at 34 Gage St, Map 183D Lot 36. Seconded by Selectman Dickey. All in favor. None opposed.

Town Administrator Katie Phelps presented an engagement letter for Drummond Woodsum for Bond Counsel services for the Sewer Replacement Warrant Article for Sewer Projects 3 and 4.

Selectman Burdick motioned to allow Town Administrator Phelps to sign the engagement agreement for Drummond Woodsum on behalf of the Select Board. Seconded by Selectman Dickey. All in favor. None opposed.

TA Phelps noted that following the Advisory Budget Committee meeting she reviewed Util bills and projections to see if money could be saved due to the electric supply contract. The Fire Department budget utilities will be reduced by \$1,200. The Library budget utilities will be reduced by \$700. TA Phelps said she still needs to work with Facilities Director Gary Moore and Public Works Director Dean Hollins to see how this will affect their budgets and will follow-up next meeting.

Selectman Dickey motioned to preliminarily approve the amended 2023 Public Library budget and 2023 Fire Department budget. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Burdick motioned to recommend the 2023 Public Library budget and 2023 Fire Department budget to the Advisory Budget Committee for approval. Seconded by Selectman Dickey. All in favor. None opposed.

TA Phelps noted that a complaint had been received regarding Dollar General lights being on at all hours. Planning and Community Development Director Kellee Easler stated the employees at the store can't do anything about the lights, they are on timers. The outside lights are Dark Sky compliant per our town ordinance. PCD Easler said Code Enforcement Officer Alan Hardy reached out Dollar General but has not heard back. He will be following up with their paralegal, Gerry Cohen, tomorrow. There was also a complaint about shipment trucks unloading during business hours, in addition to, a broken fence. Discussion ensued. PCD Director Easler said there is nothing the town can do. If there was a violation, it would go to Planning Board. PCD Director Easler clarified that the building permits do not require lights be on only during certain hours. The only issue that needs to be resolved is the broken fence.

TA Phelps followed up with the Board on perambulations. The town is still pending updates for Concord and Webster. Selectman Dickey needs to reach out to Webster. No further discussion.

The Town Hall warrant article was discussed. Chairwoman Carey explained that last year during town meeting, the Select Board and Advisory Budget Committee recommended the warrant article for the Assessment Study for Town Hall. The town legislative body did not pass the study. Due to the vote, they were advised the town could not spend any money on Town Hall. This falls under "no means no". Chairwoman Carey said members of the Boscawen Congregational Church have stated that the issues with Town Hall are minor. Due to the Church's knowledge, Chairwoman Carey recommended putting the Town Hall article on the warrant to revert it back to its historic beginnings, the Boscawen Congregation Church. It would give church members the ability to repair the minor issues. Chairwoman Carey clarified the article would be to revert the Town Hall back to the church. Selectman Dickey said Church members previously stated they do not want to buy the Town Hall. Town Clerk Hoyt noted the Church wouldn't have to repair everything that the Town has to because they're a charitable organization. Discussion ensued. TA Phelps will work with legal to draft the warrant article change as requested.

TA Phelps noted that the Fire Department Auxiliary was scheduled to discuss Certificates of Insurance with the Select Board tonight. Chief Tim Kenney asked for clarification on when a Certificate of Insurance is required. Recently, he allowed a longtime firefighter to use the Fire

Station for a memorial event and didn't know they needed proof of insurance. Chief Kenney noted that the Fire Department Auxiliary meets regularly for meetings but is not part of the Fire Department. Chairwoman Carey said they should have a general liability certificate of coverage. It would cover their organization and any events they hold throughout the year. Chief Kenney will ask Auxiliary if they have general liability insurance.

PCD Director Easler noted she will be sending out copies of the updated Capital Improvement Plan (CIP) with the budget.

Health Officer Easler presented proposals for the excavation, design and installation of a septic system at 437 High Street. They can't plan a start date until the proposal is signed. Health Officer Easler will have legal draft a letter for Cote's and the Boscawen Police will deliver it, so they are aware of the excavation.

Chairwoman Carey motioned to allow the Town Health Officer, Kellee Easler, to sign the proposal for excavation, design and installation of the septic system at 437 High Street on behalf of the Select Board. Seconded by Selectman Burdick. All in favor. None opposed.

Town Clerk Hoyt reviewed updated bills. House Bill 177 was in regards to RSA 79-E. They discussed expanding the property, not the structures. House Bill 294 was an exemption. They talked about a property tax credit per child for homeowners with children. They also discussed landlords who rent to families. House Bill 403: Authority of Selectmen or Assessors to abate taxes came from a town that did something bad and is now trying to fix their mistake.

Town Clerk Hoyt overheard a resident having an issue with a neighbor. The resident previously filed a complaint with land-use. Now the resident wants to sell their property. Chairwoman Carey suggested further discussion in a non-public session following the meeting.

TA Phelps said she has been working on a Boscawen Transparency Project. The idea came from a similar project that the City of Lebanon is doing. The goal is to have town data in one area of the website, so residents don't have to look everywhere to find information. TA Phelps noted she is open to any ideas for additions.

Chairwoman Carey opened public comment.

Mr. Bill Bevans noted the recommendation to sell Town Hall to the Church for a \$1 was brought to Town Meeting years ago. It was voted down. Chairwoman Carey did not recall if it was put on the warrant at that time. No further discussion.

Selectman Dickey motioned to enter a nonpublic session at 6:30 pm under RSA 91-A:3 II (c). Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to exit a nonpublic session under RSA 91-A:3 II (c) at 6:36pm. Seconded by Selectman Burdick. All in favor. None opposed.

Public meeting reopened at 6:36pm.

Selectman Dickey motioned to seal the nonpublic session under RSA 91-A:3 II (c) for one year. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Dickey motioned to enter a nonpublic session at 6:36 pm under RSA 91-A:3 II (c). Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Burdick motioned to exit a nonpublic session under RSA 91-A:3 II (c) at 6:41pm. Seconded by Selectman Dickey. All in favor. None opposed.

Public meeting reopened at 6:41pm.

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

Next Meeting: Thursday, February 2, 2023 at 6:00 PM.

Selectman Burdick motioned to adjourn at 6:41pm. Seconded by Selectman Dickey. All in favor. None Opposed.

Respectfully submitted by Hannah Gardner