

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, February 23, 2023, at 6:00 PM**

In Attendance: Lorrie Carey, Matt Burdick, Kate Merrill, Nicole Hoyt, Kearsten O'Brien & Kellee Easler, Jason Killary & Katie Phelps

Roll Call: completed and guests introduced.

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

Chairwoman Carey noted grammatical changes to the 02.16.23 minutes.

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

Department Head Updates: Finance Director Kate Merrill noted Chairwoman Lorrie Carey will digitally sign to authorize the accounts payable and payroll signatures for next week.

FD Merrill stated for the record, the Department of Revenue Administration (DRA) was called after the Select Board signed the warrants last week. DRA noted that moving forward, the Select Board should sign one document. The original copy will be kept in the town office and the Select Board should obtain a copy. FD Merrill said there was a clerical revision to the warrant, to add 'February 2023'.

FD Merrill presented a generator request on behalf of Facilities Director Gary Moore. The town generator was paid for in part by a Homeland Security grant and the other portion by the Town of Boscawen. Facilities Director Moore requested that the generator fuel be natural gas as opposed to diesel. There was an upcharge for engineering fees, \$9,500 to \$12,500. FD Moore met with the Safety officer, Town Administrator and Building Inspector. Their recommendation was to use natural gas as opposed to diesel because it is far more dependable for the proposed generator. FD Merrill stated FD Moore's request was to take the \$3,000 difference in engineering fees from the Capital Reserve fund.

Selectman Burdick motioned to approve Facilities Director Gary Moore's recommendation to use a natural gas fuel as opposed to diesel fuel for the generator. Furthermore, to authorize the Facilities Director to sign the contract on behalf of the town and to remove the \$3,000 difference from the Capital Reserve fund for facilities. Seconded by Chairwoman Carey. All in favor. None opposed.

Deputy Planning and Community Development Director Kearsten O'Brien presented a solar exemption for Map 45, Lot 89 in the amount of \$12,000.

Selectman Burdick motioned to approve a solar exemption for Map 45, Lot 89 in the amount of \$12,000. Seconded by Chairwoman Carey. All in favor. None opposed.

Deputy PCD Director O'Brien presented a veteran's credit for Landowner D in the amount of \$500.

Selectman Burdick motioned to approve a veteran's credit for Landowner D in the amount of \$500. Seconded by Chairwoman Carey. All in favor. None opposed.

Deputy PCD Director O'Brien presented an Intent to Cut for Operation 22.049.10T, Map 94, Lot 38 and 40.

Chairwoman Carey motioned to approve an Intent to Cut for Operation 22.049.10T, Map 94, Lot 38 and 40. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien presented an Intent to Cut for Operation 22.049.11T, Map 47, Lot 29A.

Selectman Burdick motioned to approve an Intent to Cut for Operation 22.049.11T, Map 47, Lot 29A. Seconded by Chairwoman Carey. All in favor. None opposed.

Deputy PCD Director O'Brien spoke with the assessor today and was informed that the town will start their pre-meetings soon for the five year re-evaluation with Department of Revenue (DRA) and the assessors. Deputy PCD Director O'Brien gave options of March 16, 23 or 30 for meeting dates. The assessors and DRA will give a presentation and then the Select Board can ask any questions. Deputy PCD Director O'Brien noted DRA will start field visits around June. Chairwoman Carey asked how long the field visit process was. Planning and Community Development Director Kellee Easler noted DRA has until April 1, 2024. The public will be notified.

PCD Director Easler noted they will need to change house numbering on Map 45, Lot 80, on the corner of Marlborough Rd and Cornhill Road. There was a four-lot subdivision that skewed the numbering on Cornhill Rd. The numbers currently go from 43, before the subdivision, up to 99 after Marlborough Road. PCD Director Easler noted 49 will be changed to 99. She is contacting the owner through a certified and regular letter, asking them to approve the change. If the owner declines, they will need to hold a public hearing. PCD Director Easler noted RSA 231:133 allows the Select Board to make changes for the benefit and safety of the public. Ex-Officio Burdick suggested changing the number to 1 off of Marlborough Road. PCD Director Easler will look to see if the door faces Corn Hill or Marlboro Road.

Chairwoman Carey motioned to recess the Select Board meeting at 6:13pm. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey reconvened the public meeting at 8:31pm.

Chairwoman Carey gave an overview of the feedback received on the budget at the second public hearing with the Budget Advisory Committee. The takeaway to consider for next year was to further reduce the Capital Reserve contributions. One recommendation, made by a previous

Fire Chief, was to invest less in the fire station and more into Public Works. Both items have been on the town's master plan for over 20 years. Chairwoman Carey noted the town has a Capital Improvement plan, which can be found on the town website under the transparency project. It outlines the goal, how the town is trying to achieve the goal and why the town is investing in the project. For police overtime, Lieutenant Jason Killary explained that the town can get grants, but they have to be for specific projects such as speed control. The grants can't be used to supplant the town's operating overtime. The travel budget was reduced to \$3,000 in which covers transportation to meetings that staff must be certified for (town clerk certifications, tax collector, etc.). Another suggestion was to cut \$12,000 in library books down to \$8,000. Chairwoman Carey noted the Select Board does not have authority over the library budget. The Board will share the recommendation with the Library trustees. Selectman Burdick noted the town budget was at an 11.3% increase but is now down to a 6% increase. Some surrounding towns are looking at 19%+ increases and they are not making cuts. Chairwoman Carey said the town's focus this year is to increase revenue. Selectman Burdick stated when looking at the budget, the revenues projected are purposefully lower than anticipated. FD Merrill noted they do not want to overestimate revenues because they won't appropriate enough money. Before tax rate setting in the fall, they are able to revise revenues in order to see where they are and update before setting the tax rate. Chairwoman Carey said one discussion from the budget meeting was what the town projected the values would be after reassessments. Chairwoman Carey said they won't know because they are working with values from 2018. She said they have some ideas that values will increase significantly but that doesn't mean taxes will increase. Chairwoman Carey suggested having a discussion on the purpose of government. No further discussion.

FD Merrill said some staff members and Chairwoman Carey attended the Penacook-Boscawen Water Precinct meeting. PCD Director Easler asked for the lease agreement but has not received it. FD Merrill said they are in the process of looking into who insures the building. She noted it wasn't listed on the town's Primex policy. There was discussion on memorandum of understanding (MOU), who should be covering it and who currently covers it. Discussion ensued. FD Merrill noted on Primex it is listed as an address for Woodbury Lane. She will clarify with Primex that they are different addresses and not combined. PCD Director Easler will email the Commissioners about the insurance and ask for legal advice on the lease agreement.

No public comment.

Next Meeting: Thursday, March 9, 2023, at 6:00 PM.

Selectman Burdick motioned to adjourn. Seconded by Chairwoman Carey. All in favor. None Opposed.

Respectfully submitted by Hannah Gardner