

Town of Boscawen
Board of Selectmen
Final Minutes
Thursday May 21, 2020 at 6:00pm

In attendance: Ed Cherian, Lorrie Carey, Paul Dickey, Alan Hardy, Katie Phelps, Kearsten O'Brien, Kellee Easler, Barbara Randall, Mark Varney, Tama Tillman, Dean Hollins, Kevin Wyman, Adam Egounis, Tim Kenney, Kim Kenney, Nicole Hoyt and Haley Dilts-Brown.

This meeting is being held under a Declaration of Emergency by the Governor and by the Board. Under RSA 91-A: 2, III (b) the requirement of a physical quorum is waived and this meeting is being held entirely remotely, and is being recorded.

Selectwoman Carey made a motion to approve the consent agenda without the minutes. Selectman Dickey seconded. All in favor.

Human Resource Director/ Finance Director Phelps presented the Board with the first responder stipends. She presented them with two options to either pay weekly or in a lump sum. Cherian asked what the expected reimbursement time frame would be from the State? Varney answered that once the paperwork is submitted, it's a two week turnaround time. Dickey recommended that the stipend funds come from budget line 4520110 operating salaries park program and 4520684 expense. Phelps asked the Board when to start paying out the stipends? The Board answered at the next available payroll.

Selectman Dickey made a motion to participate in the stipend program, to make the payment in the next available payroll by a lump sum and for the stipends to come from budget 4520110 and 4520684. Selectwoman Carey seconded. All in favor.

Tax collector/ Town Clerk Hoyt presented the Board with a motor vehicle reimbursement for a resident that had leased a vehicle, registered it and is dealing with medical problems and is no longer able to drive. She explained that DMV had reimbursed this person their state portion. She made a request to the Board to reimburse this person their Town portion of \$331.00.

Selectwoman Carey made a motion to reimburse the resident \$331.00 motor vehicle Town Portion. Selectman Dickey seconded. All in favor.

Town Administrator Hardy presented the Board with the Administrative impact fees to the Board for signatures. This was approved at the previous meeting.

Hardy presented the police department impact fees to the Board. No decisions have been made at this time.

Emergency Management Director Varney updated the Board on Covid-19, he spoke about the Governor releasing more information today on WMUR. He reported that restaurants have started to reopen for outside seating only. He communicated that Fair Association recommends no events to open up until next year and conveyed that Old Home Day falls into this category. He updated face mask information, N95 and surgical masks are not recommended for public use and that N95 masks could be dangerous because of the carbon dioxide that is released and could cause you to

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pass out while being worn. CDC recommends cloth face coverings. He reported that we are in good shape with personal protection equipment and that the hardest thing to find is hand sanitizer.

Hardy updated the Board on the plan to re-open the Town Office to the public. He explained that Hoyt, Varney, and he will meet next week to continue that discussion. At this time there is no re-open date set in place. The Town Clerks office still needs the plate glass and speaker installed in each of the clerk's windows. The Planning and Finance office is more complicated, they may be looking at doing more virtual meetings. Dickey voiced that it should be common sense of taking the precautions and make sure everyone is wearing a mask and keeping the employees safe. Hoyt added that it is not an issue of keeping the employees safe as much as keeping the residents safe, at any time the lobby could fill up to 10 people at a time. She is especially worried for the elderly and opening up too soon could be detrimental. She recommended opening in phases and start with by appointments. Dickey agreed with the idea if residents being able to visit by appointment. Hardy asked Hoyt what other Town Clerks office are doing during this time? Hoyt answered that some are completely closed and most of the clerks are waiting for direction from the State and SOS office.

Cherian shared about Old Home Day and the multiple attempts that have made to get the committee to meet virtually and have not worked out. The dead line for the notice of the meeting came and went, they had to cancel the last meeting. He explained that with proper notice the committee could meet any day. The next meeting is set for June 18th. Carey added that she spoke with the Chair and there was not clarification on being able to utilize virtual meetings. Dickey asked Varney's recommendation on OHD? Varney recommend to not hold a OHD until the following year. Dickey agreed with Varney's recommendation. Committee Member Kenney spoke highly about the OHD Chair Dawson and how much she does and that is not always easy putting it together. She voiced that the committee met consistently before the Pandemic and they work very hard as a small group and has done a lot for the Town. She explained that the committee is not avoiding any meetings, they are not comfortable with virtual meetings and technology. Cherian explained that O'Brien sent out many test runs and did not receive a response, he explained that a computer is not needed and anyone is able to call in by using a phone. They will continue to work with the committee to try to get them meet together. Dickey recommended if the committee does not meet by June 18th, the Board will make a decision.

Police Chief Wyman did not have anything new to report.

Public Works Director Hollins let the Board know that both trash compactors and cardboard bailer have been serviced and there will be a bill for \$1,300.00. He reported everything else is running smoothly.

Fire Chief Kenney reported that the Fire Department met on Monday for training and call volume has been quiet.

Tax Collector/Town Clerk let the Board know that taxes will go out tomorrow. She wanted to share

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a concern with the Board that there is about a handful of residents that pay with cash and she is uncomfortable with residents leaving thousands of dollars in the lock box. She will put in place that cash is not an option at this time and their payment options are personal checks, bank checks, money orders and credit card. Carey shared that business's should avoid cash as much as possible because cash carries more contamination than a card and that businesses should ask for a check or a card. Hoyt let the Board know that she reached out to invoice cloud about absorbing the online transaction fee's during this time, she reviewed June-July 2019 report, roughly the fee's ran about \$200.00 and Invoice cloud is able to turn on/off the fee's at any time. She checked her budget for Town Clerk and Tax Collect budget there is about \$4,000.00 that won't be utilized this year because of not be able to go to trainings or conference and has saved \$90.00/month by returning the credit card swipe machines. The paperwork has been started, as of today the Town has started absorbing the fees. The Board likes the idea.

Planning and Community Development Director Easler presented the Board with the 2020 PO1 tax warrant to be signed.

Chairman Cherian made a motion to go into nonpublic RSA 91 A3:2(a). Selectman Dickey seconded. All in favor.

Chairman Cherian made a motion to come out of nonpublic RSA 91 A3:2(a). Selectman Dickey seconded. All in favor.

Chairman Cherian made a motion to adjourn the meeting at 8:09pm. Selectman Dickey seconded. All in favor.

Respectfully submitted by Haley Dilts-Brown.