

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, April 14, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Matt Burdick, Paul Dickey, Katie Phelps, Tim Kenney, Kellee Easler, Kate Merrill, Mark Varney, Barbara Randall, Charlie Niebling, Attorney Michael Courtney, Suzanne Decavele and Patrick Brennick from The Caleb Group, Rip Patten, and Judd Newcomb from Credere Associates.

Roll Call: completed and guests introduced.

Chairwoman Carey opened the public meeting at 6:02 P.M.

Chairwoman Carey read the Public Notice:

Notice is hereby given to the inhabitants of the Town of Boscawen that the Select Board will conduct a Public Hearing pursuant to RSA 31:5-b at Boscawen Municipal Complex, 116 North Main Street, Boscawen, NH 03303, in the 4th Floor Meeting Room on Thursday, April 14, 2022 after 6:00pm, to explain the reasons for the Special Town Meeting scheduled for Friday, April 22, 2022.

Chairwoman Carey said the Town was notified by the Department of Revenue that the 2022 Warrant was rejected because it was not posted with wet signatures from the Select Board members. This caused a procedural defect that requires the Town to hold a Special Town Meeting to ratify the vote of the March 8, 2022 Town Meeting. There will only be one warrant article for consideration: *“To see if the Town will vote to cure any defects in the posting of the notice of the 2022 Town Meeting and to ratify the actions taken at the meeting in accordance with RSA 31:5-b.”*

Chairwoman Carey outlined the procedure for the Public Hearing. Those who wish to speak at the public hearing should sign in at the clipboard, use the microphone and state their name and address for the official record prior to giving their testimony.

Chairwoman Carey opened the Public Hearing at 6:04pm.

Ms. Barbara Randall, resident at 279 Daniel Webster Hwy, asked for the specifics on whether something else could be brought up at the meeting. Chairwoman Carey deferred to Town Counsel regarding the question of could anything, in addition to the singular warrant, be discussed. Attorney Michael Courtney said nothing else can be brought up. They are limited to what the DRA drafts. It is under RSA 31:5-b only for procedural defects. They can't open the budget or other appropriations. They would just be curing the defect. Ms. Randall asked how much the special meeting costs. Town Administrator Katie Phelps said the cost would include the public notice, and compensation for the Moderator and Supervisors. Chairwoman Carey said it would probably cost under \$500. TA Phelps said Town Clerk Nicole Hoyt budgets for a special meeting each year just in case.

Chairwoman Carey closed the public hearing at 6:08 P.M with no additional comments from the public.

The Special Town Meeting will be held on Friday, April 22, 2022 at Boscawen Elementary School at 7:00pm. The Select Board encourages Boscawen voters to attend the meeting.

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

Chairwoman Carey said they put in their Rules of Procedures an allowance for public comments during the Select Board meeting agenda. If someone wishes to speak, they must come to the microphone and state their name and address. If they are a non-resident, they must have permission to speak or let Boscawen residents speak first. Chairwoman Carey asked if anyone had public comment on the agenda. No public comment.

New Business: Human Resources Director Kate Merrill said she is working with Human Resources Assistant Crystal Tilton to update the employee manual. The Board has previously asked for a flex time policy and HRD was thinking about incorporating it into the employee manual. HRD Merrill was looking at other policies to go by, but they all vary. She is seeking guidance from the Select Board on which direction she should go with the policy. Chairwoman Carey asked if flex time would be based on each department's individual needs. HRD Merrill said it would clearly outline that it can't interfere with the services that each department provides. Chairwoman Carey asked if it would outline when an employee takes a day, so they always have full time coverage to help residents. It would allow some employees to adjust their schedule based on the meetings they have each week, so they don't have overtime. Selectman Dickey asked how it would work with salaried employees. HRD Merrill said it works easier for salaried employees because they don't have overtime. FD Merrill said some of the information she found had alternative start times and schedules. Selectman Dickey asked how it would affect Public Works. HRD Merrill said PWD Dean Hollins, and his employees would communicate on how to utilize their flex time efficiently. HRD Merrill said she would work with each department to fit their needs. Selectman Dickey asked if it only would benefit hourly employees. HRD Merrill said it benefits everyone. The policy would distinguish what is allowed so all employees are aware. It also makes it fair, so everyone has the opportunity if their department allows it. The Select Board suggested she put a proposal together to present to them. She asked if they would be open to her proposing an idea with possible alternative start times and schedules. Selectman Burdick suggested proposing three options.

Department Head Updates: TA Phelps asked the Select Board for authorization to sign the Old Home Day contract for Journey with Gertie. It was approved by Ms. Kim Kenney. The vendor has insurance and the contract is in the Town of Boscawen's name.

Chairwoman Carey motioned to allow TA Phelps to sign the Journey with Gertie Contract on behalf of the Town of Boscawen and the Old Home Day Committee. Seconded by Selectman Burdick. All in favor. None opposed.

TA Phelps presented an ARPA Treasury Contact Update for Board Approval. TA Phelps and FD Merrill are in the process of gaining access to Treasury for ARPA reporting purposes. When the Town originally applied for ARPA funds it was done under Alan Hardy as Town Administrator.

Selectman Burdick motioned to update the ARPA Treasury contacts to the following: Account Administrator: Katie Phelps – Town Administrator; Point of Contact for Reporting: Kate Merrill – Finance Director; Authorized Representatives for Reporting: Kate Merrill – Finance Director and Katie Phelps – Town Administrator. Seconded by Selectman Dickey. All in favor. None opposed.

TA Phelps said on February 24, 2022 the Select Board approved an increase in CDBG funding for the Riverbend project in the amount of \$75,500. HUD is requiring an additional authorization form called the Applicant/Recipient Disclosure/Update Report. TA Phelps requested authorization to sign the form on behalf of the Board.

Selectman Burdick motioned to authorize TA Phelps to sign the Applicant/Recipient Disclosure/Update Report on behalf of the Board. Seconded by Chairwoman Carey. Paul Dickey abstained from the vote. Two in favor. One abstained.

TA Phelps received a notice from the NHDOT regarding a planned bridge replacement on Long Street over the Beaverdam Brook. They plan to remove it as it's on their red list. It is anticipated to occur in the spring or summer of 2023. They are looking to see if the town has preferred priority mitigation efforts or identified priorities. It has been sent to the Conservation Committee as well. The Select Board doesn't have any comment on it at this time.

Planning & Community Development Director Easler presented an Intent to Cut for Map 47, Lot 9 and 10.

Selectman Dickey motioned to approve the notice for an Intent to Cut for Map 47, Lot 9 and Map 47, Lot 10. Seconded by Selectman Burdick. All in favor. None opposed.

PCD Director Easler presented an Intent to Cut for Map 96, Lot 3.

Selectman Burdick motioned to approve the notice for Intent to Cut, Map 96, Lot 3. Seconded by Selectman Dickey. All in favor. None opposed.

PCD Director Easler asked for approval on two Intent to Excavate requests on the same property, for Map 49, Lot 6 & Lot 6, Sublot 2. One is for last year and the other is for this year. The intent didn't get issued last year. She talked to legal and NHDRA. After the board signs it tonight and NHDRA receives it, they will expedite the process and send out a Report to Excavate.

Selectman Dickey motioned to approve the notice for an Intent to Excavate for Map 49, Lot 6. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Burdick motioned to approve the notice for an Intent to Excavate for Map 49, Lot 6, Sublot 2. Seconded by Selectman Dickey. All in favor. None opposed.

PCD Director Easler asked for approval and signature on a Veteran's credit for property owner M. It was received today and approved by the assessor.

Selectman Burdick motioned to approve the Veteran's Credit for Homeowner M. Seconded by Selectman Dickey. All in favor. None opposed.

Chief Tim Kenney asked if they would like updated texts on incidents the Fire Department is called to. In the past, he sent them to the previous Chair. Chairwoman Carey said he could send text updates 24/7 when they occur so they are aware. Chief Kenney said they just had an incident at Riverbend, one of the new apartment complexes. It had minor burns due to 3 fires in the apartment. They also had an issue at Black Forest. Chief Kenney also stated some of his emails are getting kicked back. He thought the new domain wouldn't be switched until April 29th. TA Phelps said even after the 29th the old email addresses shouldn't get kicked back. It may be that the sender is spelling the email incorrectly.

PCD Director Easler talked to Central NH and Mike Tardiff about the upcoming King Street road reconstruction. Mike Tardiff and Matt Monahan will both be giving their input for it. It will also be reviewed by Conservation Commission. There is a lot of questions regarding conservation information and public water information. PCD Director Easler talked to PBWP Commissioner Bill Murphy and he didn't realize the extent of how much it is going to effect. Commissioner Murphy will keep in contact with them and the Town. Chairwoman Carey said it is a good opportunity for some of the infrastructure to be updated. PCD Director Easler said Economic Development Committee talked about trying to work with the water precinct. She will research how it worked out.

Ms. Suzanne Decavele introduced the team from The Caleb Group. She is the Real Estate Development Manager for the company. She also introduced Judd Newcomb and Rip Patten of Credere Associates as well as they have worked together. They are currently working on a project in Concord called Penacook Landing. Phase 1 opened about one to two years ago which included one and two bedroom units of affordable housing. They are hoping to begin phase 2 at the end of the summer. The Boscawen Select Board members introduced themselves. Chairwoman Carey is familiar with Penacook Landing because she was on the Heritage Commission for the City of Concord. They were involved in the attempted preservation of the site. She is familiar with the process Concord went through in terms of developing Penacook Landing. Chairwoman Carey asked what their thoughts are for Boscawen. Ms. Decavele said they are looking to explore what Boscawen is looking to develop and what the town has a need for. They have done multi-families and senior housing. They would work with the town on what would best fit the community. Ms. Decavele noted that a Site Survey would need to be done to know what could be done in terms of housing and parking. She also said that there was a trail nearby. Chairwoman Carey said that is the Northern Rail Trail that connects Concord with Boscawen and it's one of the best in the country and the town is very enthusiastic about it. Chairwoman Carey asked if they've done micro-housing before. Micro-housing is a multi-use which is both appropriate for senior living and young people starting out. Mr. Patrick Brennick said they have not done micro-housing before. They would need to research it. Chairwoman Carey said micro-housing is popular in Concord and Manchester. It fills a need in the

community, for people in the community who want to downsize or can't afford single family homes. It is low maintenance, and residents would have access to the river or rail trail. Ms. Decavele said they would be open to exploring it with Boscawen. Chairwoman Carey said within the Boscawen Community she sees both seniors who can no longer afford to live in their homes and young people who are just graduating from high school and college, who can't afford to purchase a home. It would be affordable for both ends of the spectrum, the workforce and those retiring from the workforce. Ms. Decavele said typically their properties consist of those who are below 60% AMI. She doesn't know if seniors looking to downgrade would fall into the parameters of the AMI. They would need to perform a study. Selectman Burdick suggested mix use, not only for rentals but also businesses. Multiple towns in New England have apartments above and a business down below such as a coffee shop. Chairwoman Carey said they are interested in the village district concept, so people have an opportunity to work where they live. They want to make it more of a community, not just about housing. It is an opportunity to update the historic Commercial St. to what it was in the past. They need to keep in mind the balancing act of providing housing for residents as well as providing a broadened tax based. Chairwoman Carey asked if their housing would be taxed or non-profit. Ms. Decavele said they still pay real estate taxes. Mr. Brennick said there is an RSA 75:1 in NH where it is taxed at a minimum of 10% of their income and it can go up from there depending on the income they bring in. Ms. Decavele asked if they had a timeline on this project. Chairwoman Carey said the Economic Development Committee is interested in this project. They are waiting until the buildings are removed. It looks like the removal will move much faster than anticipated because they already have the removal grant and the Brownfields grant in place. Chairwoman Carey said hopefully at the end of this year they will have the buildings removed and the area mostly cleaned up. Boscawen reached out to the University of Connecticut because they offer a program where they provide students to research the best use of the property. The Town hasn't completed an RFP yet because they are still researching how the area can be used. Part of the "how" will happen when they take the buildings down and do the cleanup process. Ms. Decavele said they will follow up in later summer or fall to see where the town is in terms of progress. They would love to participate in any way they can. Chairwoman Carey said by September or October they will have more information.

FD Merrill said she will be out April 20th for an NHGFOA presentation. She sent out the Appointment Policy to the board. She asked the board to send any corrections by Tuesday and it will be on the Consent Agenda for signature next week. She attended an NHMA presentation about reporting for ARPA. They suggested having everything fall under revenue loss because there is less stuff you must report.

Selectman Dickey motioned to reclassify the following ARPA request for revenue replacement for the U.S. Dept. of Treasury's final rule: \$136,000 for HVAC Replacement, \$7,233.98 for Vollara Air Purifiers, \$45,000.00 for Backpack Program, Affordable Housing and Homelessness, \$3,573.61 for EMS Response/First Aid Medical Bag, \$25,000.00 for the addition of a Police Officer, and \$8,576.00 for Vollara Air Purifiers. Seconded by Selectman Burdick. All in favor. None opposed.

FD Merrill presented a use of Impact Fees requested by Chief Kevin Wyman. They added the ARPA position. The new officer will need a new gear locker to store her belongings. As of March 31st the impact fees balance was \$3,016.19.

Under the provisions of RSA 674:21, Selectman Dickey motioned to approve purchasing a gear locker in the amount of \$1,347.95 with the use of Police Department Impact Fees. Seconded by Selectman Burdick. All in favor. None opposed.

PCD Director Easler spoke with the Concord Monitor regarding Walker Pond. She and Alan Hardy both discussed the purchase of the dam for Walker Pond. They met with the Concord Monitor photographer at Walker Pond and took pictures for an upcoming article.

Old Business: PCD Director Easler said the Kenney court case has been rescheduled to June 7th, 2022. This gives the Planning Board the ability to complete a hearing for the Site Plan compliance and allows for NHDES to go out in mid-May to work with the owners.

TA Phelps said the .Gov domain go live date is Friday, April 29th. The old website domain address should automatically transfers people to the new one: 'www.BoscawenNH.gov'.. Everyone started making new business cards with their new email addresses in preparation for the transition. A lot of this work will be done on the back end and shouldn't impact residents.

Selectman Dickey asked if they could ask Facilities Director Gary Moore to put the TV's up on the walls in the meeting room. TA Phelps said Mr. Hardy chose to get the tables because of the sound panels. Taking them down would impact the acoustics. Chairwoman Carey suggested hanging them above the sound panels. They discussed different options on where to put the TV's. TA Phelps will follow-up with FD Moore.

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

Selectman Burdick motioned to enter a nonpublic session under RSA 91-A, 3 II (I). Seconded by Selectman Dickey. All in favor. None opposed.

Selectman Burdick motioned to seal the nonpublic session under RSA 91-A, 3 II (I) for 2 years. Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey noted that Finance Director Kate Merrill will request additional information as discussed to ensure compliance with applicable New Hampshire laws.

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

Next Meeting: Thursday, April 21, 2022 at 6:00 PM.

Respectfully submitted by Hannah Gardner