

Town of Boscawen
Board of Selectmen
Final Minutes
Thursday June 04, 2020 at 6:00pm

In attendance: Ed Cherian, Lorrie Carey, Paul Dickey, Alan Hardy, Katie Phelps, Kearsten O'Brien, Kellee Easler, Mark Varney, Tama Tillman, Dean Hollins, Kevin Wyman, Tim Kenney, Nicole Hoyt.

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. Selectman Dickey seconded. All in favor.

Town Administrator Hardy wanted to revisit the action items from the week prior to get an update on those items. Hardy mentioned that he had several projects including the flags on the utility poles, the answer that was received was that there is no change in the protocol from the utility company. Hardy gave an update in the electronic eye that Selectwoman Carey had suggested for the Town Clerk's office, Hardy is still looking into that and it seems to be an option that will work fairly well. The Town Pound letter was presented to the Board for signature. Cherian mentioned he followed up with John Keegan for the sample worksheet for Circle Committee. Hardy mentioned that other action items that were listed. Selectwoman Carey mentioned that she has received more information on the COVID-19 grant which allows a little more flexibility and is in favor of perusing the grants. Selectman Dickey mentioned he was in contact with a few surrounding towns concerning the flags on the utility poles, Dickey got a mix of answer from the towns and he will look into it a little more and will bring it back to the Board once he has more information on it.

Human Resource and Finance Director Phelps mentioned that the Town has received the new payment schedule for the school district. The payments will start in July and the new payment will be \$426,896.27. The old payment was \$512,464.74, a decrease of \$85,568.47. Phelps mentioned she completed her action items from last week.

Planning and Community Development Director Easler mentioned that her action items were the formation of the circle committee for Ag Com and to work with John Keegan on the changes to the grant and she has completed both tasks. Cherian asked for Easler to send out the Franklin Savings Bank final grant application to the Board.

Emergency Management Director Varney mentioned that he had two action items, to contact Julia Chase about the grant and to work with Carey in the COVID-19 grant. Both items have been worked on and he and Carey will continue to work on the grant. There is the PA Grant the Town has already been tracking items for reimbursement and the GOFERR Grant is a separate grant that the Town is allotted to be reimbursed up to \$95,000.00.

ACTION ITEM: Selectwoman Carey and EMD Varney will continue to work together on the grant.

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Emergency Management Director Varney updated the Board on the COVID-19 status, the Governor plans to make announcements tomorrow afternoon. Varney mentioned that he submitted a request for use of Contingency funds and support documentation. The request is for the cost of the reusable surgical masks. Varney mentioned that he suggests to use the reusable masks for the public that come into contact with the employees at the Police Station, the Town Office and Penacook Rescue and to use washable durable masks for the employees, especially for the officers that are on duty and will save in the price of the surgical mask. Varney mentions that they provide one to each Town Employee. The total is be \$258.15 for 39 masks and asks for it to come out of contingency. Each employee will be responsible for washing their own mask.

Selectman Dickey made a motion to pay \$258.15 from Contingency to pay for the purchase of 39 masks for the Town Employees. Selectwoman Carey seconded. All in favor.

Public Works Director Hollins mentioned that the loader at the transfer station needs a new radiator the cost of the part to replace is over \$1,000.00. Hollins sent it to Bow to get rebuilt and is currently using a fork lift at the Transfer Station and that is also having some issues. Hollins is hopeful that the radiator will be back in time for Saturday and if not he may have to rent something for just Saturday from a local company.

Fire Chief Kenney mentioned that there have been a few fires that they have attended along with a drowning in the Merrimack River in Canterbury. Kenney mentioned that he is working with Hardy to get some sample stuff in what Salem has done in the past with information on the Fire Station.

Police Chief Wyman mentioned that as of Monday they will open the lobby up at the Police Department they have been making adjustments, they have closed the bathrooms and removed the chairs from the lobby to reduce the areas that residents will come in contact with when entering the lobby. The officers will not go out to the lobby and will assist resident through the glass window. The guidelines for the Police Station reopening will be posted to the Facebook page and website.

Wyman mentioned that they had an unexpected cruiser repair that was \$906.97 to replace the radiator, Wyman was wants to take the money from the police detail fund to pay for that repair.

Selectman Dickey made a motion to take the \$906.97 for the repair of the radiator out of the Police Detail Fund. Selectwoman Carey seconded. All in favor.

Selectwoman Carey mentioned that she got a call from a resident stating that Chief Wyman and John Adinolfo had attended her crime scene and did a great job and were very caring and wanted to let them know that she very much appreciated that.

Selectman Dickey asked if the police station was prepared in case of riots, Wyman mentioned that the response team is on standby as a precaution.

Planning and Community Development Director Easler presented the Board with two Land Use

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Change Tax and Warrants for signature. Easler will have several items that will require signature tomorrow when they come in to sign other documents. Easler went over the reopening schedule with Hardy and mentioned that the Planning and Community Development Department will continue to work by appointment only. Easler mentioned that they continue to stay busy as they are down an employee.

Cherian made a motion to approve the Land Use Change Tax and Warrant for Map 45 Lot 29 Sublot 14 and Map 45 Lot 29 Sublot 17. Selectwoman Carey seconded. All in favor.

New Business

Chairman Cherian would like to invite Dr. Gail Devoid and Doug Supry from the Zoning Board of Adjustments to offer their recommendations for ZBA applicants Scott Maltize as a full member and Tama Tillman as an alternate.

Dr. Gail Devoid and Doug Supry made the recommendation to have Scott Maltize and Tama Tilman become members of the ZBA.

Selectman Dickey made a motion to accept the recommendation of the members of the ZBA brought forth by Devoid and Supry. Selectwomen Carey seconded. All in favor.

The Board thanked the new members for volunteering their time.

Town Administrator Hardy wanted to address the re-opening of the Town Office's. Hardy mentioned that they intended to have the office ready to go by next week. Hardy will get the plans and procedure for opening on the website and the Facebook page. Starting June 15th the Administrative office and the library will be open for appointment only. Selectman Dickey asked if there is a Phase Two plan, Hardy mentioned that Phase Two will come to fruition once we can see how Phase One will work. Masks will be required for appointments and no service will be provided without a mask, mask will be provided for those that do not have one.

Chairman Cherian wanted to speak about the Old Home Day event, Cherian mentioned that he wants to hear the OHD committees views and maybe reschedule to later more modest event and would like to hear what the other Board members and Emergency Management Director Varney think about this matter. Varney has mentioned several times that his recommendation is to cancel the event for this year for the safety of the community. Varney mentioned that other Old Home Days and Fairs have been canceled as far out as October. Dickey is going to take Varney's recommendation and propose to cancel OHD until 2021. Selectwoman Carey would like to allow OHD to come and speak to the Board regarding what they are thinking, they meet the 15th of June and would like their recommendation. Discussion ensued and they have recommended that the OHD Committee come and speak to the Board on the 18th.

Town Administrator Hardy invited John Keegan to speak about the Ag Com Circle Committee.

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Chairman Cherian mentioned that they are waiting on a draft for the committee's structure for review. Keegan and Planning and Community Development Director Easler have been working together on the structure, Easler has spoken to legal on this matter and they have stated that it is a standalone committee apart of Agriculture Committee, that being said, rules and procedures and bylaws are not recommended. Best practice would be to structure it as a committee similar to how Old Home Day operates as a standalone committee as a part of Ag Comm. Cherian mentioned that he thinks it would be good to have appointment letters and a protocol of understanding with the money that is donated to the committee. Cherian and Dickey believe that this should be a short lived committee to accomplish the existing rotary. Keegan's recommendation is to have the committee run until September of 2021.

ACTION ITEM: Easler will continue to work with John Keegan on the terms of the Circle Committee.

Planning and Community Development Director Easler presented the Board with an impact fee fund request. The impact fees would be expended from the Municipal Office Impact Fees. Easler mentioned that last year the Planning and Community Development Department Office ordered two, five drawer flat files to hold plans from the Planning Board and various other plans within the department. The total came to \$2,497.30.

Selectman Dickey made a motion to accept the use of Municipal Office Impact fees to pay for the purchase of two flat drawer file cabinets for the Planning and Community Development Office in the total of \$2,497.30. Selectwoman Carey seconded. All in favor.

Chairman Cherian would like to recommend that the Board make a \$100.00 donation to the Boscawen Public Library in memory of Tom Danko in lieu of flowers as requested by the Danko family.

Selectwoman Carey made a motion to make a donation of \$100.00 to the Boscawen Public Library in memory of Tom Danko, in lieu of flowers. Selectman Dickey seconded. All in favor.

Hardy mentioned that he agrees that this an appropriate donation, Tom and his wife had spent time volunteering at the Library. Cherian has asked Hardy to draft a letter to go with the donation, one sent to the Library and one to go to the Danko Family.

ACTION ITEM: Hardy write letter to accompany the donation and send to the family.

Hardy wanted to update the Board on 105/107 King Street, The Town was scheduled for pre-trial court update on June 12th. Hardy sent a proposal to the court a 60 day extension to allow the family to continue the cleanup efforts. Hardy sees that they are making good progress. Public Works Director Hollins mentioned that they brought in 100 tires to the transfer station and mentioned that he had to get rid of. Hardy mentioned that there are several cleanup projects ahead of them.

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Hardy would like to go back to doing the Work Sessions with the Board, himself and any other department's heads that may need to be part of any discussion. Selectwoman Carey would like to see the meeting become every other week during the summer. Chairman Cherian mentioned that next week will be a work session and then will go to every other week for the summer months. Cherian would like to start moving towards having the Board meeting in the Board room with restrictions. Cherian would like to keep the meetings to Go to Meetings accessible for the residents to be able to stay connected with the Board and participate in discussions. Discussion ensued and they will test the process.

Dickey would like to have someone from the Old Home Day Committee call in for the 18th, Phelps will email the committee to remind them.

Selectman Dickey made a motion to adjourn the meeting at 7:34pm. Chairman Cherian seconded. All in favor.

Respectfully submitted by Sarah Gerlack