

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, May 26, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matthew Burdick, Kearsten O'Brien, Kellee Easler, Kate Merrill, Katie Phelps, Sarah Gerlack, Dean Hollins, Kevin Wyman, Gary Moore, Donna Lane - CDBG Consultant & Terry Sturke – Riverbend.

Roll Call: completed and guests introduced.

Chairwoman Carey opened the public meeting at 6:00 P.M.

Chairwoman Carey made corrections to the 05.19.22 minutes.

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

No public comment on the agenda.

Chairwoman Carey opened the first public hearing on the progress of the Riverbend Community Mental Health Mill House Renovation Project at 6:01PM. Chairwoman Carey introduced Ms. Donna Lane, a CDBG Consultant. Ms. Lane introduced Ms. Terry Sturke from Riverbend. Ms. Lane announced there was handouts for the public. Ms. Lane read that the CDBG funds are available to municipalities through the NH Community Development Finance Authority (NH CDFA). Up to \$500,000 annually is available on a competitive basis for public facility projects, up to \$500,000 for housing projects, up to \$500,000 for economic development projects, and up to \$350,000 annually is available for emergency activities. Up to \$25,000 is available per planning study. All projects must primarily benefit low and moderate income persons. Riverbend Community Mental Health is renovating the Mill House at 30 Tremont Street in Boscawen. The 19 residential unit building's improvements include windows, kitchen upgrades, and common area renovations. Approximately half of the units are complete to date. Ms. Terry Sturke from Riverbend said the grant has made a huge difference for their residents at the Mill House. They are very grateful that their living situations improved greatly. She thanked the Select Board on behalf of Riverbend and their residents. No public comment.

Chairwoman Carey closed the first public hearing at 6:04PM.

Chairwoman Carey opened the second public hearing on requesting an additional \$75,500 in GAP Funding for the Mill House Renovation Project at 6:04PM. Ms. Lane said NH CDFA has made available a GAP financing pool set aside of \$1,500,000 for projects financially impacted by increased costs cause by Covid-19. This is a request to NH Community Development Finance Authority for an additional \$75,500 in CDBG GAP funding for the Riverbend Community Mental Health Mill House project. Due to Covid, construction costs have increased significantly. Ms. Lane said they knew they were in financial trouble at the bid opening. Riverbend put more

money into the project, but it still needs more financial support. When the project was approved, they discussed putting money aside for the future, so they have the funding. No public comment.

Chairwoman Carey closed the second public hearing at 6:06PM.

Chairwoman Carey motioned to approve applying for an additional \$75,500 in CDBG GAP funding for the Riverbend Community Mental Health Mill House Renovation Project. Seconded by Selectman Burdick. Selectman Dickey abstained. Two in favor. One abstention.

New Business: Community Services Director Sarah Gerlack reported that the Emergency Food and Housing Grant that she applied for was approved for \$16,000. She needs to submit a few documents. CS Director Gerlack will reach out to the Select Board if she needs to. They don't send checks. It will be electronically funded. The money will be used to work with the budgeted money. It will help with emergency housing such as hotel, mortgage, rent, food, fuel, etc. CS Director Gerlack discussed the grant guidelines briefly. Residents would still go through the Town's application process. They would use the grant money first before taxpayers' money.

Public Works Director Dean Hollins and TA Katie Phelps met with Cole Melendy from Underwood Engineering to discuss their next sewer project. The Town previously submitted a funding application in 2009 for Project 3 and 4 but did not proceed with the project. PWD Hollins requested to use ARPA funding for ESR 62 to proceed with the project so that they can take the next steps with Underwood Engineering. PWD Hollins said there was very good money coming up for 2023. Chairwoman Carey asked for clarification on previous discussion regarding an engineering study. PWD Hollins clarified to get the grant money, they must complete an engineering study. The amount requested to fund the study was \$15,900. Finance Director Kate Merrill reported they currently had \$45,725.90 in ARPA funding available.

Selectman Dickey motioned to approve the ARPA request for ESR 62 through Underwood Engineering in the amount of \$15,900. Seconded by Selectman Burdick. All in favor. None opposed.

Facilities Director Gary Moore requested to use ARPA funds to buy a safety ladder which will assist in conjunction with the HVAC project previously approved. The Select Board previously approved ARPA funds for the replacement of outdated Town HVAC systems to improve air quality. A safety ladder with a cage is needed in order to safely install the Town's Municipal Office Buildings with the new HVAC system and perform required maintenance to systems on the roof. The ladder would be 21.9 feet which must have a permanent wall attachment with a safety cage. It would be utilized for roof access to install 7 new HVAC condensers as well as maintenance for years to come after the project is completed. FD Moore discussed the danger of an extension ladder and the importance of a safety cage. The request is for \$7,826. FD Moore researched four different manufacturers in which were all in the same price range. The installation is about \$1,800. The ladder would be manufactured by a local company. The company has a great reputation, and the ladder would be custom made. Selectman Dickey asked why they needed the entire cage. FD Moore said they are allowed 7-feet from the ground without cage. Discussion ensued. Selectman Burdick asked if the ladder would be retractable at the

bottom. It would not be retractable. FD Moore said there would be a locked entry door to the cage. Only authorized individuals would have access. They would follow OSHA standards and the Town requirements. Chairwoman Carey asked board members if they think it should be funded by the Capital Reserves Budget because it is a safety issue. All agreed. FD Moore said the Capital Improvement money approved was for \$50,000. He told the Select Board he had three projects to accomplish this year which would consume half of that money.

Selectman Dickey motioned to approve the purchase of a safety ladder in the amount of \$7,826 from the Municipal Buildings Capital Reserves Fund. Seconded by Selectman Burdick. All in favor. None opposed.

Chief Kevin Wyman requested an additional \$10,000 from the ARPA fund for the difference in salary and benefits for their new officer's position. They were short on the cost for health insurance and retirement funding. The total position was a little less than \$10,000 with benefits.

Selectman Dickey motioned to approve the ARPA request for an additional \$10,000 for the difference in salary and benefits for the new Police Department position. Seconded by Selectman Burdick. All in favor. None opposed.

Finance Director Merrill reported the ARPA fund was \$19,825.19 after the additional ARPA approvals.

Finance Director Merrill presented an ARPA request to transfer money to the General Operating Account.

Chairwoman Carey motioned to transfer \$4,960.46 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved to support Community Services (Backpack Program, Affordable Housing and Homelessness). Seconded by Selectman Burdick. All in favor. None opposed.

Deputy Planning and Community Development Director Kearsten O'Brien removed the Intent to Cut 22.049.04T from the agenda because they need to get the bond in place before the Select Board approves. The company doing the cut agreed to a bond amount with PWD Hollins.

Deputy PCD Director O'Brien presented an Abatement for Map 45, Lot 64 in the amount of \$3,472. There was a change in the assessed value.

Selectman Dickey motioned to approve the abatement of \$3,472 for Charlene & Glenn Daly, 296 Corn Hill Road, for property located at Map 45, Lot 64 due to change in assessed value per recommendations from Avitar Associates of New England. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien presented a Supplemental Tax Warrant. The property was previously deeded by the Board. It was under municipal exemption but now it has the full value. The warrant is for \$646 for Map 81B, Lot 34, Sublot T10.

Selectman Burdick motioned to approve the Supplemental Tax Warrant for Map 81B, Lot 34, Sublot T10 in the amount of \$646. Seconded by Selectman Dickey. All in favor. None opposed.

Deputy PCD Director O'Brien has been working with the Parks and Recreation Program to solicit donations. She spoke with Chief Wyman and Chief Tim Kenney about doing a Police vs Fire Softball Tournament if the Select Board would allow them to use Jamie Welch Field. Deputy PCD Director O'Brien suggested doing it on the last Friday of camp to begin taking in donations for next year. They would use the snack shack to sell concessions. Deputy PCD Director O'Brien suggested allowing the kids to participate in some way.

Selectman Dickey motioned to approve allowing the Parks and Rec Program to use the Jamie Welch Field for a Police vs Fire Softball Tournament on Friday, August 19th. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien reported that she reached out to businesses about the Economic Development Day. Currently, there are about 15 businesses interested in learning more once they set a date.

Department Head Updates: Facilities Director Moore applied for a Homeland Security Grant for the Generator. If the grant is approved, the Town would get 50%, which is around \$45,000 to \$50,000. Chairwoman Carey said in a previous meeting, a public person asked about grant money for the generator. Chairwoman Carey stated that the generator was approved at Town Meeting. Whenever the Select Board approves anything on a warrant, they must approve the entirety of the costs and then it will be reduced if they receive grants. Town Administrator Katie Phelps said it is contingent on receiving the grant.

Planning and Community Development Director Kellee Easler said the 40th Celebration for Underwood Engineers is June 23rd from 2:00 – 6:00pm. They would like to see the Select Board in attendance.

PCD Director Easler presented a Building Permit update. There have been 52 total projects since January. Within the last year, there have been 153 projects.

PCD Director Easler said Heidi Olson would like to take her 2nd grade class on a field trip to Jamie Welch Park. It is not an issue because it is a public park. The Select Board agreed. The field trip is on June 13th.

PCD Director Easler informed the Select Board that next Thursday, June 2nd, the Planning & Community Development office will be closed beginning at 12pm. Staff will be attending the NH Planners Association field trip to Franklin for Economic Development.

Board of Health Update: PCD Director Easler reported that the property with the septic issue hasn't responded. There was a complaint, the complaint was investigated and there were recommendation on how to resolve it. It was recommended that legal write them a letter explaining the issue. The Select Board agreed.

Finance Director Merrill discussed the importance of Juneteenth which honors the end of slavery in the United States. It is now a federal holiday. A lot of towns are putting it on their agendas for discussion. Some celebrate the holiday. Finance Director Merrill recommended doing a floating holiday so people can choose between having Juneteenth and Christmas Eve off. Selectman Dickey said it couldn't take effect until next year. FD Merrill said they can amend the holiday schedule and Juneteenth hasn't passed yet.

Selectman Burdick motioned to approve a floating holiday for employees to choose between Juneteenth or Christmas Eve. Seconded by Selectman Dickey. All in favor. None opposed.

FD Merrill sent out the Criminal Background Check Policy. They are updating it because there is a minor on one of the committees. FD Merrill sent out suggested edits and talked to Department Heads. A topic of discussion was fees. FD Merrill suggested adding 'fees shall be paid out of the appropriate associated budget'. It means if the Board or Committee votes to do something where they need a background check, their budget covers the fee, not the Personnel budget. PCD Director Easler said in order for the Board of Committee's budget to be appropriate, the fee comes out of the appropriate board, committee, or commission. PCD Director Easler said personnel is used for employees. Each board has their own budget. The Select Board agreed.

FD Merrill presented the Town Historian job description she put together. She wants to change the last header 'Knowledge, Skills and Abilities Required' because it is an unpaid position. Chairwoman Carey suggested taking out the word 'required'. All agreed.

FD Merrill received a request to update their Delegation of Deposit Authority with their Deputy Town Clerk. Ms. Tama Tillman gave FD Merrill permission to present it. Ms. Tillman will sign it tomorrow.

Selectman Burdick motioned to approve the Delegation of Deposit Authority with Deputy Town Clerk, Karyn Chagnon listed. Seconded by Selectman Dickey. All in favor. None opposed.

FD Merrill said Laconia Monument received an update from their supplier on bulk pricing. The supplier usually charges \$1,300 but he would stay at \$1,200. It would be \$1,650 for the 4-foot bench with 50 characters engraved. It was less expensive than the other quote for \$1,895 for a 4-foot bench with no engraving. FD Merrill presented the information to the Select Board as an option not a request. Discussion ensued. Selectman Dickey asked to put it off for 2-weeks. He will research other quotes. The quote needs to include the cost of installing, delivering, cement pad and engraving. FD Merrill explained the breakdown cost would be \$1,200 for the bench, \$200 for installation and \$250 for engraving and the price includes all expenses involved.

Selectman Dickey motioned to approve the purchase of 4-foot benches from Laconia Monument for \$1,650. Seconded by Selectman Burdick. All in favor. None opposed.

The Select Board agreed that the Town can advertise for sponsorship of the benches. The Police Department wants two benches at the Police Station. Chairwoman Carey wanted to put the

benches out before Old Home Day. FD Merrill said the vendor already has five benches purchased and hopefully they can be up for Old Home Day.

FD Merrill reminded the Select Board to sign checks and payroll next week seeing there is no meeting.

FD Merrill asked the Board if the Finance Director could meet the public by appointment only. She currently doesn't see the public and doesn't have back up full-time like most other departments. FD Merrill is also out for a lot of conferences such as NHGFOA trainings. The Select Board agreed.

Chief Wyman reported that Jagger Bell graduates the Police Academy tomorrow at 2pm. He will be back on Monday to start training with the Police Department. Chief Wyman said Officer Bell will graduate in the top 10 of the academy. The NH State Veterans Cemetery is doing their Memorial Day Service on Monday, May 30th. Route 3 will be shut down from the Route 3 and 4 split to Goodhue Road. They will redirect traffic up Route 4. The road will be detoured from 9:00am to 1:00pm. Chief Wyman said in light of the shooting in Texas at the elementary school, the PD has been making more of a presence at Boscawen Elementary School. They will continue to make a presence for the remainder of the school year. Selectman Dickey asked what they have for security in the Town Municipal Building. There is no security in the building currently. Deputy PCD Director O'Brien said the new security for the building is going to be installed but there is no date yet. The Police Department will need new key fobs. Selectman Dickey suggested getting key fobs for employees. Deputy PCD Director O'Brien will ask about pricing on key fobs. Selectman Dickey said they should have a policy for if one person is in the building alone. The door should always be locked if an employee is alone. All doors should be locked until 8:30am (opening) or until two people are in the building. Selectman Burdick suggested a doorbell ringer for outside the entrance with a Google screen in the office. Deputy PCD Director O'Brien said they did that during Covid-19. Discussion ensued. The Select Board decided that in the Town Municipal Building, no doors should be unlocked prior to 8:30am and no doors should be unlocked if there is one employee in the building.

TA Phelps said the 20 High Street auction will be on Saturday, August 6 at 10am. The auctioneers plan to come on June 23rd to speak with the Select Board and answer questions. Selectman Dickey suggested having an officer go down there to control traffic.

TA Phelps said they adopted the Purple Heart Community but never ordered signage. Selectman Dickey said when the pandemic started, the state stopped putting signs up. TA Phelps said they told Boscawen they'd have to buy their own signs. They would need at least two signs. TA Phelps will reach out to their contact for more information and report back.

Selectman Burdick asked if they have the flags that used to be on the telephone poles and if they were owned by the Town. The flags weren't owned by the Town and the owner took them. Chairwoman Carey said the businesses and individuals in town pay to sponsor a flag. Discussion ensued.

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

Chairwoman Carey motioned to exit nonpublic session under RSA 91-A, 3 II (l). Seconded by Selectman Burdick. All in favor. None opposed.

Motion to seal the minutes under RSA 91-A, 3 II (l) for three years made by Selectman Burdick. Seconded by Selectman Dickey. All in favor. None opposed.

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

Chairwoman Carey motioned to exit nonpublic session under RSA 91-A, 3 II (c). Seconded by Selectman Burdick. All in favor. None opposed.

Motion to seal the minutes under RSA 91-A, 3 II (c) for three years made by Selectman Dickey. Seconded by Selectman Burdick. All in favor. None opposed.

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

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

Motion to seal the minutes under RSA 91-A, 3 II (a) for one year made by Selectman Burdick. Seconded by Selectman Dickey. All in favor. None opposed.

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

Next Meeting: Thursday, June 9, 2022, at 6:00 PM.

Respectfully submitted by Hannah Gardner