

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, July 21, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Kearsten O'Brien, Kate Merrill, Katie Phelps, Nicole Hoyt & Alan Hardy

Roll Call: completed and guests introduced.

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

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

No public comment on the agenda.

New Business: Town Clerk Nicole Hoyt presented a Supplemental Sewer Warrant for approval. The account started a couple years ago and is finally up to date with readings and billing out for the amount used. Town Clerk Hoyt recommended giving Resident B an extension. She proposed a 60-day notice. The Board concurred.

Chairwoman Carey motioned to approve the Supplemental Sewer Warrant for Resident B. Seconded by Selectman Dickey. All in favor. None opposed.

Finance Director Kate Merrill presented three ARPA transfers for approval.

Chairwoman Carey motioned to transfer \$1,892.04 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved to support Human Services (Backpack Program, Affordable Housing and Homelessness). Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned to transfer \$18,000 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved to update the HVAC units. Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned to transfer \$8,576 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved for Vollara Air Purifier units. Seconded by. All in favor. None opposed.

FD Merrill will be preparing budget binders for next year and typically the Town buys new binders each year. FD Merrill suggested using the used binders that were purchased from the White Farm in Concord. She went with Planning and Community Development Director Kellee Easler and Deputy PCD Director Kearsten O'Brien. They filled a whole box with binders for \$1. To buy new binders this year, it would cost \$80 or more. They need 25 binders for the budget. The Board concurred with the suggestion. Selectman Dickey suggested asking people to return

the binders this year and take the contents out. All concurred. Inside the binder, there's a section called 'supporting documentation' that isn't referenced a lot during the hearing. FD Merrill suggested removing it and putting a summary in the back. It would save the Town at least \$88. Chairwoman Carey suggested sending a link to the documents electronically. FD Merrill said everything is posted on the website under Finance. The supporting documentation section will be sent as a digital document.

FD Merrill received the Primex Payment Holidays. The Board has the option to get a check back or apply it to next year. For Property and Liability Insurance, they received \$3,297.47, a 69% decrease from last year. For Workers Compensation, they received \$1,455.60, an 82% decrease from last year. For Unemployment Compensation, they received \$577.86, a 51% decrease from last year. FD Merrill recommended the Board make a motion to apply the Primex Payment Holidays for credit to next year's budget.

Chairwoman Carey motioned to apply \$5,330.93 in Payment Holidays from Primex to the Town's insurance expenses for 2023. Seconded by Selectman Dickey. All in favor. None opposed.

Conservation Commission Chair Alan Hardy recommended Mr. Mark Kaplan to be the Upper Merrimack River Local Advisory Committee (URMLAC) representative for the Town of Boscawen. The Town is eligible to have between 2-4 representatives. URMLAC made a provision within the appointment process which allows nonresidents to be appointed as long as they are a resident of the State of NH. The Conservation Commission recommended Mr. Kaplan to be a representative for URMLAC. The Board accepted the recommendation from the Conservation Commission and will make the recommendation to URMLAC that Mr. Kaplan be appointed.

Deputy PCD Director O'Brien presented a Parks and Recreation donation for the Police vs. Fire softball game from MDM Property Management for \$50.

Selectman Dickey motioned to accept the \$50 donation from MDM Property Management for the Police vs. Fire game. Seconded by Chairwoman Carey. All in favor. None opposed.

Deputy PCD Director O'Brien presented two Solar Exemptions for approval.

Chairwoman Carey motioned to approve the Solar Exemption for Tax Map 81D, Lot 43, Sublot A in the amount of \$12,600. Seconded by Selectman Dickey. None opposed.

Chairwoman Carey motioned to approve the Solar Exemption for Tax Map 183D, Lot 57 in the amount of \$16,200. Seconded by Selectman Dickey. All in favor. None opposed.

Deputy PCD Director O'Brien presented a Veteran's Credit for denial for Landowner P. The reason for the denial is the lot is currently vacant with no dwelling. In order to qualify for a Veteran's Credit, an individual must live in a dwelling unit, in the Town of Boscawen, and have lived in the State of NH for at least a year.

Chairwoman Carey motioned to deny the Veteran's Credit for landowner RP due to the application not meeting the statutory requirements. Seconded by Selectman Dickey. All in favor. None opposed.

Deputy PCD Director O'Brien presented another Veteran's Credit for landowner JP in the amount of \$500. The landowner has lived in NH for a year and has a home in Town. They've also met the statutory requirements.

Chairwoman Carey motioned to approve the Veteran's Credit for land owner JP, in the amount of \$500. Seconded by Selectman Dickey. All in favor. None opposed.

Deputy PCD Director O'Brien presented a Timber Warrant for Map 81D, Lot 78 in the amount of \$1,818.40.

Chairwoman Carey motioned to approve the Yield Tax Levy for Map 81D, Lot 78 in the amount of \$1,818.40. Seconded by Selectman Dickey. All in favor. None opposed.

Town Administrator Katie Phelps presented a CDBG Riverbend Amendment form that the Chair must sign. It acknowledged the price limitation increased by \$75,000.

Selectman Dickey motioned to allow Chairwoman Carey to sign on behalf of the Board for the CDBG grant agreement. Seconded by Chairwoman Carey. All in favor. None opposed.

TA Phelps said Emergency Management Director Jason Killary sent an email stating there would be a Cooling Shelter through the weekend due to anticipated high temperatures. It will be open Saturday from 9am-1pm in the Library. The Library is closed Friday and Sunday. If anyone needs assistance on those days they can call the Emergency Management Director or Town Health Officer.

Department Head Updates: Town Clerk Hoyt heard back from both the Republican and Democratic parties for inspectors of elections. There were four names received. Town Clerk Hoyt will reach out to them next week to confirm their interest. The Select Board only needs to appoint two inspectors. Town Clerk Hoyt will also provide a list of people interested in helping at elections. Town Clerk Hoyt and Community Services Director Sarah Gerlack are attending a session with the Secretary of State's office next week in order to prepare for the Primary election. Town Clerk Hoyt will update the Board if there is any new information. She met with the Cemetery Trustees yesterday. They discussed changing the deed and altering some of the documents they currently use in order to have a more unified process. Town Clerk Hoyt will post the link to the Homeowners Assistant Fund on the Town Website. She encouraged residents to apply if they qualify. Residents can apply if they are behind on property taxes, homeowners' insurance, association fees, utilities, or mortgage. Town Clerk Hoyt previously sent information on funding to residents who have been in lien status, but no one replied. Discussion ensued. Town Clerk Hoyt will send out the minutes from the Public Hearing with Penacook Academy Committee, on Tuesday. Chairwoman Carey stated at the hearing, Penacook Academy Committee was in favor of removing a portion of the fence to open up an additional area for benches. Town Clerk Hoyt said the Committee was concerned with the painting around the

windows on the front side of the building. She talked to Facilities Director Gary Moore, and he concluded they don't have the budget for it this year. They will discuss it for next year.

Deputy PCD Director O'Brien sent the Board the Cyclical Review for the assessors. The assessors didn't receive any points against them, but they did markup cards on their radar. Chairwoman Carey said these situations involve the State picking a few properties to assess and comparing their results to the Town's assessors. The State found some properties in Boscawen that built additions and did not notify the Town which puts them in violation. The Board worked to define the violation with the homeowners and they're working towards a successful resolution to those violations.

Deputy PCD Director O'Brien presented a letter of resignation for Ms. Beth Desmarais from the Beautification Committee. She said Ms. Desmarais could not fully commit to the Committee and didn't find it fair to other members.

Selectman Dickey motioned to accept Ms. Desmarais' resignation as a member of the Beautification Committee. Seconded by Chairwoman Carey. All in favor. None opposed.

Deputy PCD Director O'Brien will be taking a mini course for timber and gravel next week. She will be working hybrid in the office. Deputy PCD Director O'Brien will still be available for Land Use emergencies or questions. PCD Clerk Kara Gallagher will also be in the office. Deputy PCD Director O'Brien said Town Administrator Katie Phelps will be on vacation next week. She asked the Board if they would like to cancel next week's meeting. There are no Department Head updates. Selectman Dickey said he may not be able to attend next week's meeting. The Board will come into the office on Friday to sign anything needing signatures.

Selectman Dickey motioned to cancel next week's Select Board meeting on July 28. Seconded by Chairwoman Carey. All in favor. None opposed.

Old Business: Deputy PCD Director O'Brien said PCD Director Easler has still not received information from Legal on the septic issue at 437 High Street.

TA Phelps said Facilities Director Moore sent the Board two quotes for the 1913 Library roof repair. One quote is for a minor repair and another is for a full repair. Chairwoman Carey suggested a full repair because it would save more money in the long run. The full repair quote is \$9,500 and would come from the Municipal Buildings Capital Reserve Fund. They may need to put other minor projects on hold. Chairwoman Carey recommended a sole source because it is the original person who worked on the 1913 Library. It was done through a process where both parties approved it through LCHIP. FD Merrill said they don't need a sole source. The Board can make a motion because it is under \$15,000.

Selectman Dickey motioned to approve WB Ready for the repair of the 1913 Library roof, for the sum of \$9,500 and to allow the Town Administrator to sign on behalf of the Board. Seconded by Chairwoman Carey. All in favor. None opposed.

Chairwoman Carey wanted to thank Mr. John Porter for doing the Boscawen Barn Tour. He brought 20 people from other Historical Societies across the state.

TA Phelps thanked the Police Department for doing the Ice Cream Social for the Parks and Recreation Program.

The Board members agreed to cancel the Select Board meeting scheduled for July 28, 2022.

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

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

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

Next Meeting: Thursday, August 4, 2022, at 6:00 PM.

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

Respectfully submitted by Hannah Gardner