

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, April 18, 2024, at 6:00 PM**

In Attendance: Matt Burdick, Lorrie Carey, Bill Bevans, Katie Phelps & Nicole Hoyt

Guests: Joshua Crawford

Roll Call: completed and guests introduced.

Chairwoman Lorrie Carey called the meeting to order at 6:00pm.

Consent Agenda Items:

- P&L, Balance Sheet, Check Manifest & Payroll
- Nonpublic/Public Minutes for Approval—4/11/24
- March Treasurer's Reports
- Police Department Report 4/8-4/14/24
- Inclement Weather & Emergency Protocol
- Landowner T—Denied Veteran's Credit
- Landowners R, C, S, & E—Veteran's Credit
- Intent to Excavate #24-049-02-E Map 47 Lot 6
- Intent to Excavate #24-049-03-E Map 81A Lot 19 Sub A
- Intent to Excavate #24-049-04-E Map 49 Lot 6 Sub 2
- Intent to Excavate #24-049-05-E Map 81 Lot 24
- Gravel Warrant #23-049-03-E Map 49 Lot 6 Sub 2—\$1,585.62
- Gravel Warrant #23-049-02-E Map 81 Lot 24—\$4,703.26
- Map 183D Lot 119 Solar Exemption—\$9,600
- Map 183C Lot 122 Sublot D Solar Exemption—\$6,000
- Landowner E—Blind Exemption—\$15,000
- Intent to Cut #24-049-02-T Map 47 Lots 41 & 41 Sub A
- Timber Warrant #23-049-12-T Map 47 Lot 29 Sub A—\$810.43

Chairwoman Carey noted grammatical changes to the 04.11.24 public minutes.

Selectman Matt Burdick motioned to approve the Consent Agenda as amended. Seconded by Selectman Bill Bevans. Roll Call Vote. All in favor. None opposed.

Department Head Updates: Town Clerk Nicole Hoyt mentioned that NH Vote recently sent out an update about the Dominion Image Cast machine, the latest election equipment. There have been software issues requiring continuous testing. The new equipment won't be available for use until the March 2025 elections. Currently, the Town uses Accuvote. Town Clerk Hoyt suggested that the Votingworks' election equipment would be a better fit for the Town compared to

Dominion. Based on the research and demonstrations she has seen, Votingworks' reporting would be more understandable and prints in full sheets. Votingworks' software would be open source, while Dominion's would be proprietary, making it impossible to view information. Town Clerk Hoyt pointed out that Votingworks offers better accessibility and would cost less. This year, the Town paid \$717 to code the voting cards with LHS. With Votingworks, the coding for cards for each election would be a flat fee of \$500. Town Clerk Hoyt mentioned that currently the Town is being charged \$0.48 per ballot for printing, but with Votingworks, it would be \$0.25 per 8 ½ x 11 sheet with a small extra charge for longer ballots. The elected officials would also have the opportunity to learn how to code the voting cards themselves. The package with Votingworks would include the precinct scanner, ballot box, and laptop for \$7,000. Town Clerk Hoyt noted that the package did not include a laser printer because the Town does not need one at this time. She stated that the Town's current election equipment would no longer be serviced starting in the summer. They could continue using the current equipment until it stops working, but Town Clerk Hoyt wasn't sure how long LHS would continue coding the cards if they stopped servicing the equipment. Town Clerk Hoyt mentioned that if they decided to proceed with Votingworks, they would offer training for everyone. Selectman Burdick asked for clarification on whether the recommendation was to order the equipment now or to wait until the current machine stopped working. Town Clerk Hoyt clarified her recommendation was that they should place the order now to start saving money right away. They would need to code for the primary, which typically has a long ballot. Additionally, they could begin training in the summer and address any issues that arise. Town Clerk Hoyt mentioned she budgeted \$10,000 for new election equipment this year.

Selectman Burdick motioned to approve Town Clerk Hoyt's recommendation to order the Votingworks election equipment. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

Town Clerk Hoyt provided an update on the Town Clerk department. Last Friday, they had election training where they learned about the upcoming completion of the Statewide Voter Registration System, a new state-wide system. By the end of the month, this system will be fully operational. Once it is up and running, staff will be trained in how to use the new online system for voter registration.

Tax Collector Hoyt completed the Census quarterly report. So far this year, in the first quarter, the Town has collected \$903,316. Tax Collector Hoyt explained that this revenue wasn't just Boscawen's, it also included the school and county portions. Additionally, Tax Collector Hoyt submitted a form from the BTLA that the Select Board needed to review and initial. Town Clerk Hoyt attended Government Accounting classes recently and pointed out that Boscawen was among the few towns that have met all the state's requirements regarding policies and Treasurer duties.

Town Clerk Hoyt provided a budget status update. The welfare line slightly exceeded the budget in the first quarter, at 26%. However, the Town Clerk budget line matched their projection. Two lines in the Tax Collector's budget were higher than expected due to early purchases in the year.

The equipment and software line has a remaining balance of \$185, and there should be no further spending for the rest of the year. Lien expenses, covering all notices for deeded properties, lien execution, mortgage company interactions, reviews, and letters, have been handled for the year. The only expense left for that line for the rest of the year will be redemptions when residents pay off their liens, and the town must record them with the NH Registry of Deeds.

Town Administrator Katie Phelps gave an update on the Human Services position. Town Clerk Hoyt has been filling in while they search for a new staff member. TA Phelps mentioned they haven't found a candidate yet and sought help from neighboring towns, but none could assist due to their own demands. She also contacted the Welfare Association for guidance, and some input was offered. For now, Town Clerk Hoyt will continue covering the position until they find someone. Discussion ensued.

TA Phelps presented three Capital Reserve Fund transfers for approval.

Chairwoman Carey motioned to approve the Trustees of the Trust Funds to transfer \$14,000 from the Municipal IT Capital Reserve Fund to the General Fund to reimburse for the following expenditures: Cybertron (Invoice #20240139). Seconded by Selectman Burdick. Roll Call Vote. All in favor. None opposed.

Selectman Burdick motioned to approve the Trustees of the Trust Funds to transfer \$19,060.18 from the Municipal Buildings Capital Reserve Fund to the General Fund to reimburse for the following expenditures: DuBois & King (Invoice #1223312)—\$875, ADF Flooring (Deposit)—\$9,237.06, ADF Flooring (Balance)—\$8,948.12. Seconded by Chairwoman Carey. Roll Call Vote. All in favor. None opposed.

Selectman Bevans motioned to approve the Trustees of the Trust Funds to transfer \$4,295 from the Police Cruiser Capital Reserve Fund to the General Fund to reimburse for the following expenditures: Ossipee Mtn. Electronics (Invoice #90063)—\$3,500 and TurnOne Graphics (Invoice #1854)—\$795. Seconded by Selectman Burdick. Roll Call Vote. All in favor. None opposed.

TA Phelps shared a request from Ms. Kim Kenney on behalf of Boscawen Elementary School. Ms. Kenney asked for permission to take the kids to the Town Park on June 4th and June 11th, from 10 AM to 3 PM. TA Phelps mentioned she could coordinate with Facilities Director Gary Moore to open the bathrooms in the Dorval House.

Selectman Burdick motioned to approve allowing Boscawen Elementary School to bring the kids to the Town Park and use the Dorval House on Tuesday, June 4th and Tuesday, June 11th from 10 AM to 3 PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

TA Phelps sent out a memo with updates regarding Boscawen Community Power. The dedicated webpage for Boscawen Community Power will be launched on Friday, April 26th. Community

Power Coalition of NH (CPCNH) will supply a banner, poster, 500 postcards, and 10-yard signs. Mr. Charlie Niebling proposed placing the banner in front of the Municipal Building above the steps, and the poster in the main entrance foyer. Postcards will be provided at the clerk's window for residents registering their vehicles. A launch letter will be sent to all ratepayers in Boscawen during the first week of May. The letter will explain the opt-out process and include a link to the dedicated webpage for further details. There will be a public information meeting about Boscawen Community Power on Thursday, May 9th at 6 PM in the 4th-floor meeting room. A CPCNH representative will be present to answer questions. Before the launch of Boscawen Community Power, Unitil will conduct a final meter reading in June. The default supplier will switch to Boscawen Community Power after that is complete. The new rates for August through January 2025 will be announced at the end of July.

TA Phelps provided agreements from Unitil for the town to sign for on-demand billing related to the LED Streetlight conversion. These forms covered various aspects such as commercial and industrial retrofit, the Installation and Maintenance Contractor Policy, LED Conversion Outdoor Light Billing Agreement, and an On-bill Financing Agreement. The total cost of the LED lighting project is \$38,268. After receiving an energy-efficiency incentive of \$24,752, the remaining balance for on-bill financing is \$13,516. This would be paid at a rate of \$225.26 per month for 60 months at 0% interest.

Chairwoman Carey motioned to allow the Town Administrator to sign the agreements with Unitil on behalf of the Town. Seconded by Selectman Burdick. Roll Call Vote. All in favor. None opposed.

TA Phelps presented a Certificate of Zoning Compliance for North Water Street, LLC, Map 94, Lot 37 in an AR zone. The Board, acting as the current Code Enforcement Officer, needs to make the determination. Chairwoman Carey clarified that the applicant was seeking approval for a minor subdivision currently designed for a 2-lot subdivision. The first lot currently has a house under construction, and a new home will be built after the subdivision. The subdivision was proposed as a Minor Subdivision under zoning ordinance Article V: Table of Uses, which allows residential use by right. The Board used the Zoning Ordinance, Article V – Tables of Uses Residential allowed by right. The research documents included the Zoning Ordinance, Land Development Regulations, property file, and land use files to make their determination. The Zoning Ordinance allows single-family homes or duplexes by right in the AR zone.

Selectman Burdick motioned to allow the Chair to sign the Code Enforcement Determination Letter for North Water Street, LLC, Map 94, Lot 37 on behalf of the Board. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

TA Phelps mentioned she's currently working on the Primex recertification process, which is due by May 31st. This process enables the town to receive a 2.5% discount off insurance rates.

TA Phelps noted that there will be a joint meeting with Penacook Rescue Squad and the Towns of Boscawen, Salisbury, and Canterbury on Wednesday, June 5th at 5 PM at the Municipal Building to discuss future EMS needs within the three towns.

TA Phelps noted all required notices have been sent out for tax deeded properties and at this point, all former homeowners have 30 days to give notice to the town if they intend to repurchase their former property.

TA Phelps provided an update on the Parks and Recreation Program sign-ups. Signups were Tuesday, April 16th from 6 PM to 7 PM. She was assisted by Lori Cronan and Kate Merrill. All 60 spots have been filled, with only three spots remaining after the first night of signups.

TA Phelps followed up on the Fire Station shower discussion from the last meeting. Fire Chief Tim Kenney had provided measurements via email for the first-floor mechanical closet space and the bathrooms. Selectman Burdick mentioned he was waiting on the timeframes from the contractors before deciding. Discussion ensued. Selectman Bevans shared his suggestion for the showers, proposing to remove the closet and entryway area and adjusting the doors to install two 3x3 foot showers. For the bathroom, he proposed dimensions of 7.8 x 7.2 feet. He mentioned that the Fire Station currently lacks heating, so they could replace the electric hot water heater with an on-demand propane system, along with two electric heaters, and run the pipes out the back. Selectman Bevans emphasized that his proposal wouldn't require extensive construction. He highlighted problems with the other proposed suggestions. Selectman Bevans also mentioned that at the April 13, 2023 meeting Fire Chief Kenney was questioned about adding showers to the Fire Department. It was mentioned that Fire Chief Kenney wanted to conduct further research and didn't want to invest in showers if they might be removed at a later date during Fire Station renovations. Discussion ensued. Selectman Bevans did share his idea with Chief Kenney, but the Chief wasn't supportive of it. Chairwoman Carey proposed delaying the decision until Chief Kenney and Facilities Director Gary Moore could join to discuss further. If Chief Kenney agrees, Chairwoman Carey suggested having FD Moore requote Selectman Bevans' suggestion. Discussion ensued. TA Phelps will send the proposal from Selectman Bevans to FD Moore and Fire Chief Kenney.

Selectman Burdick provided an update on the Old Home Day Committee meeting held on Monday, April 15th. The Committee discussed planning for their upcoming town-wide yard sale scheduled for May 18th. People have until May 10th to sign up.

Selectman Burdick mentioned that the Conservation Commission met on Tuesday, April 16th, and discussed the fire tower at Walker Pond. He asked if the Board had any knowledge about who owned the fire tower, which was initially built for the fire department but has remained unused for many years. It poses a liability for the town forest and could allow for additional parking spots. The Conservation Commission is seeking approval to remove the fire tower. Discussion ensued. Selectman Burdick questioned whether the fire tower came with the purchase of the Walker Pond property. Discussion ensued.

Chairwoman Carey raised the question of whether the watering trough would be included with the 1913 Library purchase. Discussion ensued. Selectman Bevans supported the idea of including the watering trough with the purchase of the 1913 Library.

Selectman Bevans motioned to allow the Conservation Commission to remove the fire tower provided that it belongs to the Town of Boscawen. Seconded by Selectman Burdick. Roll Call Vote. All in favor. None opposed.

Selectman Bevans motioned to approve including the watering trough in the purchase of the 1913 Library. Seconded by Selectman Burdick. Roll Call Vote. All in favor. None opposed.

Selectman Burdick mentioned that the Conservation Commission also agreed to demolish the old pump house simultaneously with the old police station to save on equipment rental costs. The demolition of the pump house would be funded by the Conservation Commission budget. TA Phelps mentioned that Public Works Director Dean Hollins stated it would require different equipment than what they are using for the old police station. No further discussion.

Chairwoman Carey attended the Brownfields Advisory Committee meeting. It was decided that a new Request for Proposals (RFP) will be necessary. TA Phelps explained that due to significant changes to the site since the EPA Removal Program left the location, a new RFP was necessary. Central NH Regional Planning Commission has begun drafting it this week and expects to finish it ahead of schedule.

Chairwoman Carey opened public comment at 6:50 PM.

Mr. Joshua Crawford asked if Facilities Director Moore received the audit of which streetlights would need to be replaced. TA Phelps said they were still in the process of doing the audit.

Mr. Crawford mentioned that more information about the town flag will be available soon. TA Phelps added that the Beautification Committee has agreed to organize public information meetings to gather feedback for the town flag. They have tentative dates and a draft document prepared. Mr. John Keegan, the Committee Chair, needs to approve the dates, and confirm that there will be a quorum present at the meetings.

Chairwoman Carey gave an update on the Agricultural Committee. They are finalizing the judges for the Twiggs Art Gallery OHD pig cutouts.

Chairwoman Carey closed public comment at 6:52 PM.

Non-Public Session(s):

Chairwoman Carey motioned to enter a nonpublic session under RSA 91-A:3 II (C) at 6:52 PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

Selectman Burdick motioned to exit the nonpublic session under RSA 91-A:3 II (C) at 7:14 PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

Chairwoman Carey motioned to seal the nonpublic minutes under RSA 91-A:3 II (C), as it could adversely affect the reputation of any person other than a member of this Board. Seconded by Selectman Burdick. Roll Call Vote. All in favor. None opposed.

Selectman Burdick motioned to enter a nonpublic session under RSA 91-A:3 II (C) at 7:14 PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

Selectman Burdick motioned to exit the nonpublic session under RSA 91-A:3 II (C) at 7:16 PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

Selectman Burdick motioned to seal the nonpublic minutes under RSA 91-A:3 II (C), as it could adversely affect the reputation of any person other than a member of this Board. Seconded by Chairwoman Carey. Roll Call Vote. All in favor. None opposed.

Chairwoman Carey motioned to enter a nonpublic session under RSA 91-A:3 II (A) at 7:16 PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

Selectman Burdick motioned to exit the nonpublic session under RSA 91-A:3 II (A) at 7:30 PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

Chairwoman Carey motioned to approve a stipend for an employee who is assisting with work while searching for a new hire to fill a position. Seconded by Selectman Burdick. Roll Call Vote. All in favor. None opposed.

Chairwoman Carey motioned to enter a nonpublic session under RSA 91-A:3 II (L) at 7:30 PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.

Selectman Burdick motioned to exit the nonpublic session under RSA 91-A:3 II (L) at 7:31 PM. Seconded by Chairwoman Carey. Roll Call Vote. All in favor. None opposed.

Selectman Bevans motioned to seal the nonpublic minutes under RSA 91-A:3 II (L), as it could adversely affect the reputation of any person other than a member of this Board. Seconded by Selectman Burdick. Roll Call Vote. All in favor. None opposed.

Next Meeting: Thursday, May 2, 2024, at 6:00PM.

Selectman Burdick motioned to adjourn at 7:33 PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None Opposed.

Respectfully submitted by Hannah Gardner