

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, August 11, 2022, at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matt Burdick, Kearsten O'Brien, Kate Merrill, Katie Phelps, Nicole Hoyt, Kellee Easler & Kevin Wyman

**Roll Call:** completed and guests introduced.

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

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

No public comment on the agenda.

**New Business:** Town Administrator, Katie Phelps, said Merrimack Valley Youth Baseball and Softball made a request to use the field at Jamie Welch for Fall Ball. There is a schedule in the Select Board Read Folder. The Board has no issues as long as it does not conflict with the Town's schedule. Chairwoman Carey noted she is a sponsor of the league.

**Selectman Dickey motioned to approve Merrimack Valley Youth Baseball and Softball to use the Jamie Welch field for Fall Ball. Seconded by Selectman Burdick. All in favor. None opposed.**

Finance Director Kate Merrill presented Ms. Barbara Randall's resignation as a member of the Budget Committee.

**Selectman Burdick motioned to approve Ms. Barbara Randall's resignation as a member of the Budget Committee. Seconded by Selectman Dickey. All in favor. None opposed.**

FD Merrill said Mr. Luca D'Italia, the contact for the Trustees at Fidelity, reached out to her in regards to renting the Municipal Office board room. He would like to rent out the board room to hold two workshop events about retirement for the public. He sent four dates, one in September and three in October. FD Merrill said no dates conflict with other meetings. The workshops would be 6-8pm. She said the only issue would be staffing and locking up. The Select Board agreed to allow the use of the Board room if they can figure out staffing. They discussed they could not charge a fee because it has to be included in the admin fees. Chairwoman Carey suggested making donations for each workshop. The donations would go to the Human Services Department and the Parks and Recreation program.

FD Merrill presented three ARPA transfers for approval.

**Selectman Dickey motioned to transfer \$85.53 from the General Operating Account to the ARPA Fund to correct the duplication from the 7/22/2022 Human Services transfer. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Burdick motioned to transfer \$2,211.97 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved for a Sewer Study. Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Dickey motioned to transfer \$8,044.07 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved for an additional Police Officer position. Seconded by Selectman Burdick. All in favor. None opposed.**

FD Merrill presented two Trustees of the Trust Fund transfers.

**Selectman Dickey motioned to approve the Trustees of the Trust Fund to transfer \$61,000 from the Highway Heavy Equipment Capital Reserve Fund to the General Fund to reimburse for the following expenditures: HP Fairfield Invoice #8149377. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Burdick motioned to approve the Trustees of the Trust Fund to transfer \$24,495 from the Municipal IT Capital Reserves Fund to the General Fund to reimburse for the following expenditures: Cyberton for \$15,500 and Intex for \$8,995. Seconded by Selectman Dickey. All in favor. None opposed.**

FD Merrill gave an overview of changes made to the Employee Manual. They added the Town's Temporary Alternative Duty Policy. They made corrections to the introductory period section to clarify Police Officers benefits. In the overtime section, corrections were made to 'Holidays' to make it more equitable for Police Officers and give more of an incentive for working on holidays. Under 'Call out Compensation', FD Merrill defined it as 'employees that are unexpectedly called into work'. Under work week, hours of work, they included that full-time employees must either work their full 40-hours or use paid time off for benefit purposes. Dental insurance was added in the Payroll deduction section because it is an option. FD Merrill changed 'lunch break' to 'meal break' to encompass all departments. There was a section that stated people may have to work through their lunch. FD Merrill suggested including 'with supervisor permission' if employees have to work through lunch. Last year they ran into an issue with holidays because it ran into the next calendar year. FD Merrill added a sentence under 'Holidays' that states 'all holidays will be observed the day designated by the Federal Government unless conflicting with the fiscal year schedule, in which case the Town will notify employees of the date the holiday will be observed in advance.' Under 'Vacation time', they put how many hours instead of the number of weeks. FD Merrill said they removed information about accruing vacation time because currently it's granted. They included that employees who report directly to the Board should record their time within the time tracking software and notify the Board and Human Resources at least 2-weeks in advance. Under sick time, employees suggested taking out 'sick time must be used in full hour increments.' They added a section on employees that are hired throughout the year. Employees are granted 8-hours a month of sick time. If they are hired in the middle of the year, the sick time would be prorated. A section was added on donating sick

time. Chairwoman Carey suggested adding that employees can donate vacation time as well. They updated the bereavement section based on a discussion they had with the Board earlier this year. There were questions on short-term and long-term disability. It didn't specify whether employees should use sick time or vacation time first. The health insurance company doesn't care how it is recorded. FD Merrill said Legal suggested letting employees use their time as they choose. Under 'Operations of Vehicles' it states that employees have to have an acceptable driving record. FD Merrill said they don't pull driving records. She added a sentence that states 'upon hire, driving records may be pulled for employees who drive'. Selectman Dickey stated all new hire driving records should be pulled. Discussion ensued. It costs \$15 per person to pull driving records. The Select Board agreed to pull driving records every year starting in January 2023. FD Merrill will check with insurance on what they recommend. FD Merrill said under promotions, they try to post both non-exempt and exempt positions, so they changed the wording to open positions. FD Merrill included under salary planning and step increases, that employees may receive a pay scale increase on a yearly basis if the Board determines satisfactory performance.

**Department Head Updates:** Chief Kevin Wyman reported the Police Department got rid of their Humvee. They are putting it in the State auction with other military stuff they are discarding. Chief Wyman would like to buy a nicer quality side-by-side for all rescue teams to use. He gave an update on the Police Department. They have been dealing with a lot of mental health and substance abuse this summer.

Town Clerk Nicole Hoyt presented a Sewer Abatement for Property owner D. It was a high bill due to estimated reading. The actual usage was much lower.

**Selectman Dickey motioned to authorize Town Clerk Hoyt to abate \$367.39 from Sewer Warrant 2022SO3. Seconded by Selectman Burdick. All in favor. None opposed.**

Town Clerk Hoyt said they do final sewer reads for homes that are selling. They recently updated their utility software so now when bills go out, it has a place for Select Board members to sign. Town Clerk Hoyt presented a closing on 34 Gage St for Select Board signature. She received another foreclosure for their viewing at 5 Lincoln St. TA Phelps asked if they have to put an identifier in the minutes for the foreclosure. Town Clerk Hoyt said she was never told it had to be specific. Once it's known that there was a foreclosure, anyone can come in and ask Town Clerk Hoyt for more information. They are also posted in the paper.

FD Merrill updated the Board on the Wage Study. She reached out to 24 towns that are similar to Boscawen. She received feedback from 7 towns. FD Merrill asked the Board if they want to proceed at reviewing the study at this point. Chairwoman Carey asked if it was a large enough impact of resources that it would make a valid study. FD Merrill said it is hard to compare Boscawen to other towns because they have a lot of positions that others don't have. Discussion ensued. Chairwoman Carey suggested moving forward with the study if FD Merrill has enough information to complete a valid analysis.

Chairwoman Carey said last meeting they discussed the auditors' observations on what the Town could improve. She asked if the stale checks issue was resolved. FD Merrill said the checks have

been issued. Chief Wyman is having an officer deliver one payment to someone that no one can get in contact with. FD Merrill said after that check is delivered, it will be resolved for now. She said it is a revolving issue as checks go stale after 6 months. Chairwoman Carey said the issue of not having an Assistant Treasurer was resolved. She said there was an issue regarding Capital Assets. FD Merrill said it needs to be updated. She talked to the auditors about doing new identifying numbers. TA Phelps said there are asset stickers so they can have a better tracking system. FD Merrill said there needs to be a permanent number associated with each asset. She is waiting for people to return the information and then she can work on the depreciation. Chairwoman Carey suggested sending an email to Department Heads, to work on getting it resolved for the auditors. FD Merrill sent out the Capital Asset policy that needs to be updated, to the Board. FD Merrill opined it was a good policy and they just need to follow it. TA Phelps said they need to address the bid procedure issue. FD Merrill said there was a couple items spent this year, that were approved last year. She doesn't know if they went out to bid for, but the expenses were in this year. FD Merrill will follow up on the items spent.

FD Merrill received the proof spec for the benches. The Laconia Monument's representative received a couple benches from one vendor but has not received the order of 5 he placed from another vendor. He wants all the benches to look the same, so he is waiting on the order that was purchased a couple months ago.

FD Merrill presented a donation for approval. Ms. Donna Raymond donated \$100 to the Backpack Program.

**Selectman Burdick motioned to approve Ms. Raymond's \$100 donation for the Backpack Program. Seconded by Selectman Dickey. All in favor. None opposed.**

FD Merrill stated the Town won't be receiving a HealthTrust Return of Surplus this year. Last year they received \$33,000 back and the year before it was \$15,000. FD Merrill said their representative said it wasn't a normal thing. The representative said before 2020, he couldn't remember the last time HealthTrust did a surplus return. FD Merrill said they probably won't see a surplus return again. Selectman Burdick asked if they shop around for Health insurance yearly. Discussion ensued. The Select Board suggested researching different health insurance rates. FD Merrill will bring back options to the Board.

Planning and Community Development Director Kellee Easler presented four Engineering Service Requests (ESR's) and asked the Board to authorize her to sign them. It is for Underwood Engineers checking the pits. ESR 63, 64 and 65 are annual inspections. ESR 58 is the task for work.

**Selectman Burdick motioned to authorize PCD Director Easler to sign ESR's 63, 64 and 65 on behalf of the Town. Seconded by Selectman Dickey. All in favor. None opposed.**

PCD Director Easler noted two other pits have been purchased by new owners. She gave contact information to Underwood, and they have not received a response. Both owners have open permits. There is another property that may be doing excavation work. DRA will be looking into it. PCD Director Easler will keep the Board updated.

**Old Business:** PCD Director Easler sent out a letter through Legal to the property owner. Chairwoman Carey asked if there were further complaints from the neighbor regarding the situation. PCD Director Easler said there were no further complaints. She went to the property on Monday and so far, everything looks fine. They are waiting to see if the owner will reply to their requests. PCD Director Easler will keep the Board updated.

PCD Director Easler said they wanted other departments to know that the Code Enforcement Vehicle can be used if they need it for conferences or errands. They currently use it Tuesday and Friday mornings. As long as it is not in use, other departments can use it.

TA Phelps said the 20 High St Auction took place last Saturday. The winning bid was \$69,000. There is a back-up bidder in the event that the first one falls through. They are looking to close within 30-days. Legal is drafting the documents for the deed. TA Phelps scheduled two public hearings. One will be on August 25<sup>th</sup> for the acceptance of the EMPG Generator grant for \$49,700 and the Emergency Food and Shelter grant which will total \$16,000. They are following RSA 31:95-B for unanticipated revenue.

**Selectman Burdick 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 nonpublic session under RSA 91(A), 3 II(L). Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Dickey motion to seal nonpublic minutes under RSA 91(A), 3 II(L). Seconded by Selectman Burdick. All in favor. None opposed**

**Next Meeting:** Thursday, August 18, 2022, at 6:00 PM.

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

*Respectfully submitted*