

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, November 3, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matthew Burdick, Katie Phelps, Kate Merrill, Kellee Easler, Nicole Hoyt, Kearsten O'Brien, Sarah Gerlack, Gary Moore, Dean Hollins, Kevin Wyman, Tim Kenney and Jason Killary.

Guests: Alan Hardy & Tama Tillman

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

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

Chairwoman Lorrie Carey noted grammatical changes to the 10.27.22 minutes and requested that TA Phelps review the recording to clarify COLA motions as one is missing.

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

**New Business:** Code Enforcement Officer Alan Hardy discussed Accessory Structures on Class VI roads. There was previous discussion about individual and family uses of property and how it related to Class VI roads. CE Officer Hardy stated the 03.26.2003 minutes reflected that the Select Board, at that time, reaffirmed to an individual that the Town did not support the construction of new homes on Class VI roads. The enabling statute 674:44, posed a practical difficulty because it doesn't refer to the types of buildings that are allowed or not allowed. It only refers to building permits. CE Officer Hardy proposed modifying the provisions in the zoning ordinance to allow accessory structures to existing homes on Class VI roads. It wouldn't extend or expand the number of people currently living on that road. Examples of accessory structures are woodsheds or a garage. CE Officer Hardy said currently, landowners cannot legally add an addition to their house, or build an accessory building on a Class VI road. The proposal only pertains to accessory structures. Chairwoman Carey asked if there were any limitations on the size of the accessory structure. No limitations are set at this point. CE Officer Hardy said they could discuss details during the process. Discussion ensued. Selectman Burdick suggested CE Officer Hardy continue researching and move forward with the proposal. All concurred. CE Officer Hardy stated the proposal was for Class VI, not including private roads. Chairwoman Carey proposed researching both. All concurred.

Ms. Tama Tillman, Town Treasurer, suggested for future minimum payments, to use nickels and dimes, not pennies. She was disappointed in the decision of a minimum payment of \$57.02 for sewer users because it will cause future difficulties with change. She was hoping to change the vote but at this point it would cost \$110 to hold another public hearing. Ms. Tillman would appreciate in the future for accounting and bookkeeping, to keep with rounded numbers and avoid pennies.

Finance Director Kate Merrill presented Tax Anticipation Note options due to not having a tax rate set yet. The town isn't receiving tax money, and the money is still going out. Ms. Tillman looked into taking out a line of credit with a bank. The line of credit amount would be set slightly under the last tax levy. The interest rate is 3.75%. The idea would be to only take out what is needed and pay it back. Chairwoman Carey asked if it would only be needed for 30 days. Ms. Tillman stated 30 or 60 days depending on when the school gives the numbers to finish the assessment. The school payment has already been delayed by a month. FD Merrill said they delayed the school payment to December so now they have two bills for almost half a million. In addition, they have the county bill for \$758,948. Ms. Tillman proposed pursuing a line of credit for \$4 million, but only taking out what they need. FD Merrill noted they need two signatures to submit the loan request to Franklin Savings Bank. Ms. Tillman suggested the Town Administrator and Town Treasurer. TA Phelps said that her name is not on any financial accounts so the signatory should be someone that is. FD Merrill noted that they didn't budget for TAN interest, so she reached out to DRA on how to handle payments. She will update the Board as information is received.

**Selectman Burdick motioned to approve a line of credit, up to \$4 million. Seconded by Chairwoman Carey. Selectman Dickey opposed. Two in favor. One opposed.**

**Selectman Burdick motioned to authorize Chairwoman Lorrie Carey and Town Treasurer, Tama Tillman to sign the line of credit request on behalf of the Town. Seconded by Chairwoman Carey. All in favor.**

Ms. Tillman proposed increasing the Deputy Treasurer's stipend in 2023 to \$1,000. At last week's meeting, salaries of every department were discussed. Ms. Tillman researched the lowest paid Treasurers in other towns. The lowest paid was \$5,000 although the Boscawen Treasurer is only paid \$4,000. Ms. Tillman stated Deputy Treasurer Barbara Randall has put a lot of time in to training and would be capable of stepping in if needed. The position is currently paid \$750 annually. Ms. Tillman noted that the combined salaries for Treasurer and Deputy Treasurer would equal the lowest paid salary, \$5,000. She also stated she would be fine with no COLA. FD Merrill stated for reference, the Treasurer stipend has not received COLA for the past couple years. If the previous Treasurer took COLA, Ms. Tillman would be at the \$5,000 level for the treasurer position itself. Chairwoman Carey agreed that it would be a moderate increase to the position. No further discussion.

**Department Head Updates:** Planning and Community Development Director Kellee Easler gave an update on the Planning and Community Development Department. They are working with Central NH Regional Planning Commission on replacing and amending the Zoning Ordinance, Master Plan and Land Development Regulations. Work will include updates to the MRD District for Multi-Use, Cluster Development Ordinance and the creation of a Plan Unit Development Ordinance. They will also work on the Housing Chapter of the Master Plan and developing a Tax Incentive District (TIF). The town will need three people that live in the area of the TIF district, to be on the Advisory Committee. PCD Director Easler said Central NH Regional Planning Commission completed the InvestNH Grant. If it passes, the Town will receive \$26,950 for work next year. PCD Director Easler said a large portion of the money is for

the Community Engagement Visioning Session. Town Administrator Katie Phelps signed the application today. PCD Director Easler will update the Board once they hear back.

PCD Director Easler stated there is a resident in Town that owes \$25 in relation to a court case. They sent letters out and called but haven't received a response. PCD Director Easler asked the Select Board to consider writing it off.

**Selectman Dickey motioned to write off the \$25 as a bad debt. Seconded by Selectman Burdick. All in favor. None opposed.**

FD Merrill gave an update from Health Trust on Dental Insurance for employees. They asked if the town would offer Retiree Dental. FD Merrill said there is no cost associated with offering it. Retirees would pay 100% of the costs and be billed directly. FD Merrill asked the Board to decide on whether they would like to offer it as a benefit. Currently the town has 6 retirees.

**Selectman Dickey motioned to approve Retiree Dental for former Town employees. Seconded by Selectman Burdick. All in favor. None opposed.**

FD Merrill presented a percentage breakdown for staff effective January 1, 2023. The breakdown shows what percentage of time will be spent in each role. The only change was in the Planning and Community Development Department.

FD Merrill received a quote from Alan's Restaurant for a Holiday Get Together. They could reduce the buffet price to \$24 per person. The original price was \$27 per person. They did offer an alternative, which is an Italian buffet for \$20 per person. If everyone attends with a plus one, it would be around 100 people, which is \$2,400. FD Merrill estimated around 75 people attending which would be \$1,800. Community Services Director Sarah Gerlack asked if they had the option to pay for an additional family member. Chairwoman Carey suggested allowing employees to pay for an additional family member beyond their plus one. All concurred. The Board agreed on the Italian Buffet at \$20 per person.

FD Merrill proposed a Department Head Committee that looks into the future wage schedule to ensure it is set up correctly. They would update department positions and ensure they are set at the proper minimum and maximum. FD Merrill suggested starting it for the next budget cycle. They would start working on it in the beginning of 2023, for the budget cycle in 2024.

**Selectman Dickey motioned to approve a Department Head Committee. Seconded by Selectman Burdick. All in favor. None opposed.**

Deputy PCD Director Kearsten O'Brien presented a Timber Warrant for Map 45, Lot 46A in the amount of \$3,084.20 for approval and signatures.

**Selectman Dickey motioned to approve Timber Warrant 22.049.06T in the amount of \$3,084.20 for Map 45, Lot 46A. Seconded by Selectman Burdick. All in favor. None opposed.**

Deputy PCD Director O'Brien presented a Land Use Change Tax (LUCT) in the amount of \$3,500 for Map 49, Lot 56.

**Selectman Burdick motioned to approve the Land Use Tax Change in the amount of \$3,500 for Map 49, Lot 56. Seconded by Selectman Dickey. All in favor. None opposed.**

Fire Chief Tim Kenney said the Fire Department had their yearly inspection of Self-Contained Breathing Apparatus (SCBA). The current air packs were purchased in 2007. The air in the bottles can be used but the bottles cannot be refilled. Chief Kenney said they have 20 bottles that can no longer be filled after use and 6 more expiring at the end of the month. That leaves the Fire Department with 6 bottles. Chief Kenney said 4 air packs went out of date. The air packs could be tested but not certified. Chief Kenney took them off the trucks. He wanted to notify the Board that he will be looking at his end of the year budget as well as money allotted in the Capital Reserve Fund. This will impact what they had planned to purchase this year. They will need to purchase 10 new air packs, 10 masks and 20 bottles. The total cost would be \$88,660. Chief Kenney said they are in the process of renegotiating with a significant savings on the bottles. He will have an update next week. It will take a few months for SCBAs to arrive so Chief Kenney would like to order them next week. Selectman Burdick asked if they need to be used, what the contingency was until the new ones come. Chief Kenney said they will have bottles still available for use for a pre-discounted price. They are looking to work out agreements with other fire departments to purchase used SCBAs.

Chief Kenney gave an update on the Fire Department. Chief Shawn Brechtel and Chief Kenney are having a meeting at the Fire Station on November 9th at 7:00pm, to ask questions about the Fire Department and Penacook Rescue. They are trying to build interest in advisory groups. Chief Kenney noted as of Tuesday, November 1st, the Fire Department employees are paid hourly. Two people did not stay on as employees. Chief Kenney said they are doing school truck drives. Tomorrow they will be doing 1<sup>st</sup> grade classes and Monday will be preschoolers. Each classroom has had one person that gets to ride in the fire truck. They also completed Fire Prevention Week with each class at Boscawen Elementary School.

Town Clerk Nicole Hoyt asked the Select Board for their final decision on a cover and dedication for the Town Report. Suggestions were made and discussed. All concurred with the dedication. Selectman Burdick suggested taking a picture of the sign in front of the Gazebo for the cover. Town Clerk Hoyt will finalize the Town Report cover and dedication. Chairwoman Carey stated they want the University of Connecticut TAB Program study included in the Town Report.

Town Clerk Hoyt presented 3 Sewer Abatements for approval. Chairwoman Carey read each of the sewer abatements into record. The reasoning for the abatement of 15 Eel St is the readings were based on water usage numbers. The read was altered due to the import process that did not flag a potential issue in the commitment report. The reasoning for the abatement on 22 Crescent St, per Pennichuck, was the read was transposed. They should have been billed the minimum. The reason for the abatement on 170 N Main St was the new property was added to the import from Pennichuck. The readings were based on water usage and the property was not connected to sewer. It was billed in error.

**Selectman Dickey motioned to authorize Tax Collector Hoyt to abate \$385.34 from Sewer Warrant 2022S04, located on 15 Eel St, Unit 2, Map 183C Lot 28 Unit 2. Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Dickey motioned to authorize Tax Collector Hoyt to abate \$992.74 from Sewer Warrant 2022S04, located on 22 Crescent St, Map 183C Lot 58. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Dickey motioned to authorize Tax Collector Hoyt to abate \$51.84 from Sewer Warrant 2022S03 and \$51.84 from Sewer Warrant 2022S04, located on 170 N Main St, Map 183D Lot 12. Seconded by Selectman Burdick. All in favor. None opposed.**

Town Clerk Hoyt asked the Board to choose their lunch for Election Day. No further discussion.

Community Services Director Gerlack presented a \$20 donation from Kevin Sullivan for the Backpack Program.

**Selectman Burdick motioned to approve a \$20 donation from Kevin Sullivan for the Backpack Program. Seconded by Selectman Dickey. All in favor. None opposed.**

CS Director Gerlack presented an amazon donation from Diane Balch for the Backpack Program. No approval is needed. There are 43 children in the Backpack program currently. CS Director Gerlack will be brainstorming ideas for fundraising instead of donations for 2023. It will help their budget and tax money. The Holiday Food Vouchers are out, and the community members in need are signing up. CS Director Gerlack sent the Board an estimate for the old Police Station for the warming shelter. They are in communication with the county. Funding will take time because the estimate was \$80,500. CS Director Gerlack is working with a local contractor. She has been working on grants as well. They applied for a \$30,000 grant and are working on the next steps of the application. CS Director Gerlack will research more grants and update the Board.

CS Director Gerlack asked the Board to create a Community Service Facebook Page. Residents could access information on various programs Boscawen offers. The Board approved of a Community Service Facebook Page.

Facilities Director Gary Moore gave an update on his work. They are working on the replacement HVAC system. One furnace was removed from the police station. The insulation installation will begin December 5th. A new project they are working on is replacing the blinds in the Library. There are 26 4x5 single pane windows. FD Moore said there are sufficient funds in the Library to cover the cost of replacing the blinds this year. FD Moore is working with Russell Johnson to convert the LED bulbs in the Library. They received a quote for \$13,000. FD Moore said they could complete it themselves for \$800, including labor and materials. He bought 2 cases of LED bulbs and 10 bags of ice melt to prepare for winter. FD Moore noted the handicap ramp repair has been completed.

Public Works Director Dean Hollins asked for approval to replace the 2014 Ford pickup after Town Meeting. He has a 4-week window to order the truck. They can order the truck and if Town Meeting passes, they can buy it. If it doesn't pass, the truck would be sold to another town. At that point, they could price out another truck. PWD Hollins gave an update on the Public Works Department. They are looking to buy a new snowplow and side tractor for the winter. PWD Hollins received a quote for \$7,000 just for the plow. The Board agreed to allow PWD Hollins to move forward with ordering the new pickup truck.

Police Chief Kevin Wyman gave an update on the Police Department. The Halloween Gate night event was a success. No further discussion.

Emergency Management Director Jason Killary said the Memorandum of Understanding (MOU) has been signed for the Emergency Operation Plan (EOP). TA Phelps said they are working on editing the EOP to update names and contact information.

CS Director Gerlack noted for the Warming Shelter at the old Police Station, she has been in contact with Unutil. She would like permission to turn the power back on so that a contractor can see if the systems work. It would not cost anything to the town for the electricity to be restored. The town would need to have an inspection to turn the electricity back on. The Board agreed to move forward with restoring the electricity.

Chairwoman Carey noted appreciation to a GMI employee for helping a resident navigate a trailer into a park during King St congestion.

No public comment.

**Chairwoman Carey motioned to enter a nonpublic session at 7:06pm under RSA 91-A, 3 II (l). Seconded by Selectman Dickey. All in favor. None opposed.**

**Chairwoman Carey motioned to close a nonpublic session at 7:14pm under RSA 91-A, 3 II (l). Seconded by Selectman Dickey. All in favor. None opposed.**

Public meeting reopened at 7:14pm.

**Selectman Dickey motioned to enter a nonpublic session at 7:15 pm under RSA 91-A, 3 II (a). Seconded by Chairwoman Carey. All in favor. None opposed.**

**Chairwoman Carey motioned to close a nonpublic session at 7:30pm under RSA 91-A, 3 II (a). Seconded by Selectman Dickey. All in favor. None opposed.**

Public meeting reopened at 7:30pm.

**Selectman Dickey motioned to seal the nonpublic minutes for 6 months under RSA 91-A, II (a). Seconded by Chairwoman Carey. All in favor. None opposed.**

**Selectman Dickey motioned to enter a nonpublic session at 7:30 pm under RSA 91-A, 3 II (a). Seconded by Chairwoman Carey. All in favor. None opposed.**

**Chairwoman Carey motioned to close a nonpublic session at 7:40 pm under RSA 91-A, 3 II (a). Seconded by Selectman Dickey. All in favor. None opposed.**

Public meeting reopened at 7:40pm.

**Selectman Dickey motioned to seal the nonpublic minutes for 6 months under RSA 91-A, II (a). Seconded by Chairwoman Carey. All in favor. None opposed.**

**Next Meeting:** Thursday, November 10, 2022, at 6:00 PM.

**Chairwoman Carey motioned to adjourn at 7:41. Seconded by Selectman Dickey. All in favor. None Opposed.**

*Respectfully submitted by Hannah Gardner*