

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, November 17, 2022, at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matt Burdick, Sarah Gerlack, Kate Merrill, Kearsten O'Brien, Kellee Easler & Dean Hollins

Guests: Charles Niebling

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

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

Chairwoman Lorrie Carey noted changes to the 11.10.22 minutes. There were grammatical errors and clarification was needed on the line pertaining to furnaces installed at the old Police Station.

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

**New Business:** Moderator Charles Niebling updated the Board on the outcome of the election. The town staff, supervisors and Select Board were given gratitude for the help they provided throughout the day. Mr. Niebling stated they abided by the law in which required all Select Board members to be present or represented by Selectmen pro tem. There was a minor discrepancy between the check list count and accuvote by 7 or 8 votes. There was a 1 vote discrepancy between the hand count and accuvote. They recounted 4 times. One of their races was subject to a scrupulous recount process. The vote verified the vote tally they came up with on Election Day. There was a 1 vote discrepancy which could explain the difference between the hand count. Mr. Niebling said there was one belligerent voter but ultimately, they voted and accepted the process of the law. They are now preparing for the Town Election in March. At the last town meeting, there was discussion on holding voting at the Town Municipal Building. Mr. Niebling said the issue with holding it at the school is that they can't hold classes that day. Deputy Planning and Community Development Director Kearsten O'Brien said the room can only hold 49 people at a time due to the Place of Assembly. Mr. Niebling asked if they would exceed the limit at any one time over the course of the day. Discussion ensued. Mr. Niebling said there were 175 votes casted over the course of the day last year. Deputy PCD Director O'Brien suggested using the Fire Station room. Selectman Dickey said they will discuss with Town Clerk Nicole Hoyt and decide whether it's best to hold voting at the Fire Station or Municipal Building. Chairwoman Carey clarified Town Meeting will be held at the school, but elections will be held elsewhere. She suggested advertising so residents are aware of the changes. Mr. Niebling noted that when they use the school for voting, they need to have temporary handicap parking. They have not had it in the past. He suggested putting up signage and using the fire lane near the front door. Chairwoman Carey said Boscawen has a significant number of handicap voters. She suggested the need of traffic control. Mr. Niebling noted that 2024 will be a big year with 4 elections, three of which will be held at the school. No further discussion.

**Department Head Updates:** Finance Director Kate Merrill reminded everyone that checks will be handled differently next week due the holiday and the office being closed at noon on Wednesday. FD Merrill asked Department Heads to submit all bills by early Tuesday. Checks will be completed by 1PM on Tuesday. FD Merrill will email the Board when checks are ready for signatures.

FD Merrill updated the Board on the 2023 Finance Budget. There was a change since the approval last week. FD Merrill stated Mrs. Barbara Randall asked to take out any increases for her position as Deputy Treasurer. She was grateful but felt it was more appropriate for Ms. Tama Tillman. FD Merrill removed the COLA and pay study increase for the Deputy Treasurer and put in COLA for the Treasurer line.

**Selectman Burdick motioned to preliminarily approve the amended 2023 Financial Administration Budget. Seconded by Selectman Dickey. All in favor. None opposed.**

Community Services Director Sarah Gerlack presented a Community Services donation from Fidelity in the amount of \$200. Of the total donation, \$100 went towards the Backpack Program and the remaining \$100 will be used for general assistance.

**Selectman Dickey motioned to approve the Fidelity donation in the amount of \$200 for the Backpack Program and general assistance for the Community Services Department. Seconded by Selectman Burdick. All in favor. None opposed.**

CS Director Gerlack requested to use ARPA funds that their department projected to use for 2023. She asked for approval to expend \$2,500 of the 2023 ARPA money to cover backpack expenses that were accruing. FD Merrill said the second tranche of ARPA funds was set to be used in 2023, in the amount of \$17,500. The Board must amend the allocation of the 2023 ARPA money and allow for \$2,500 to be used in 2022.

**Selectman Dickey motioned to amend the allocation of the 2023 ARPA money to allow for \$2,500 of the ARPA money to be used in 2022. Seconded by Selectman Burdick. All in favor. None opposed.**

CS Director Gerlack updated the Board on UNITIL. The Board previously approved UNITIL putting electricity back in the old Police Station. CS Director Gerlack stated after the inspection with Code Enforcement Officer Alan Hardy, it showed that because the building was ready for demolition, the wires were cut. CS Director Gerlack asked to expend \$600 in order to restore the wires. She would like to discuss with Facilities Director Gary Moore. The Facilities Budget has a \$300 line for 19 High St, the old Police Station. If FD Moore expended the \$300 line, the Community Services budget would cover the remaining portion. CS Director Gerlack said they are waiting on the second half of the \$16,000 grant. Once it comes in, they will reimburse the budget. Chairwoman Carey suggested discussing with FD Moore first before approval. The Select Board agreed to move forward if FD Moore approves use of his \$300 budget line. CS Director Gerlack will discuss with FD Moore and update the Board.

CS Director Gerlack presented the 2023 Community Services Budget. One big increase was in the CS Director line. There was a COLA increase, 5% projected raise and 5-year long Gevity. The travel line increased because Ms. Karyn Chagnon will be attending trainings next year with CS Director Gerlack. The supply line decreased because they were able to reuse supplies this year. The biggest increase was the Welfare Assistance line. Last year they decreased the budget and now they want to gradually increase it back to it's original amount, \$45,000. CS Director Gerlack said this year they will increase it by \$15,000 and next year they will up it by \$10,000. CS Director Gerlack will continue to research and apply for grants. Selectman Dickey asked about the CS Director line increase. FD Merrill stated the position received longevity this year, 2022, but they are seeing it in the 2023 budget because the first 3 months of 2022 off set it. No further discussion.

**Selectman Dickey motioned to preliminarily accept the 2023 Community Services Budget. Seconded by Selectman Burdick. All in favor. None opposed.**

Planning and Community Development Director Kellee Easler presented reappointments for signatures. One was for Mr. Gary Tillman on the Energy Committee and the other was for Ms. Beverly Drouin on the Beautification Committee.

PCD Director Easler presented updates for the Merrimack County facilities. She and Administrator Ross Cunningham set up quarterly meetings with Town Administrator Katie Phelps beginning in March 2023 . Administrator Cunningham is very proactive in keeping the Town updated on activities and projects happening at the County facilities. All the paving at Merrimack County has been completed. They were able to expand the Solar Project from \$6M to \$8M. The contractor awarded was Ace Solar. The Solar Project was funded fully by ARPA money and a tax credits. It will be completed in the spring of 2024. The Wastewater Treatment Facility was paid through ARPA funds and will be completed in the Spring of 2023. Discussion ensued. Selectman Burdick asked if the Town would get any benefit from the Solar Project. PCD Director Easler said Administrator Cunningham would like to talk with the Select Board and bring the contractor in so they have a better understanding of the project.

Deputy PCD Director O'Brien presented a Solar Exemption for Map 45, Lot 30, Sublot 26 in the amount of \$13,000 for approval. Chairwoman Carey asked if there was a list of solar exemptions. Deputy PCD Director O'Brien stated the list wouldn't be up to date because she can't put them in until the second bill goes out. Currently there are 29 solar exemptions from the first bill.

**Selectman Dickey motioned to approve the Solar Exemption application for Map 45, Lot 30, Sublot 26 in the amount of \$13,000. Seconded by Selectman Burdick. All in favor. None opposed.**

Deputy PCD Director O'Brien presented a Solar Exemption for Map 45, Lot 29, Sublot 8 in the amount of \$23,400.

**Selectman Burdick motioned to approve the Solar Exemption application for Map 45, Lot 29, Sublot 8 in the amount of \$23,400. Seconded by Selectman Dickey. All in favor. None opposed.**

Deputy PCD Director O'Brien explained the Solar Exemption process for the public. When a Solar Exemption is applied for it comes off the assessed value of the property. Whereas a Veteran's Credit comes off the tax bill as a credit so typically it is \$250.00 the first bill and then \$250.00 the second tax bill.

Deputy PCD Director O'Brien presented a Veteran's Credit for Landowner F in the amount of \$500. Chairwoman Carey asked if there was a list of Veterans Credits. Deputy PCD Director O'Brien stated the list wouldn't be up to date because she can't put them in until the second bill goes out. Discussion ensued on the processes.

**Selectman Dickey motioned to approve the Veterans Credit for Landowner F in the amount of \$500. Seconded by Selectman Burdick. All in favor. None opposed.**

Deputy PCD Director O'Brien presented a Veteran's Credit for Landowner G in the amount of \$500. Chairwoman Carey asked if more Veterans are applying for these credits since they increased it to \$500. Deputy PCD Director O'Brien stated a lot of Veteran's have not applied for the credit.

**Selectman Burdick motioned to approve the Veterans Credit for Landowner in the amount of \$500. Seconded by Selectman Dickey. All in favor. None opposed.**

Deputy PCD Director O'Brien stated the new security company came in to work on the alarm system. At this time it does not look as though they will be able to take over the system like they originally thought. They will be working with Deputy PCD Director on different ideas for the system. The company warned her that there may be costs associated with this fix.

Deputy PCD Director O'Brien stated someone broke into the Dorval House. Deputy PCD Director O'Brien will be sending the quotes to Chief Wyman for the expenditures of the door FD Moore fixed at the Dorval House. Deputy PCD Director O'Brien will keep the Board updated.

Deputy PCD Director O'Brien noted there will be a Capital Improvement Program (CIP) public hearing on December 6 for Planning Board. She invited the Select Board and Budget Committee members.

Chairwoman Carey stated she received a call about a tent collapsing on King St. The neighbors were worried about it blowing into the road. She asked to notify the owner. Deputy PCD Director O'Brien will send the owners a letter in the mail.

No public comment.

**Chairwoman Carey motioned to enter a nonpublic session at 6:41pm under RSA 91-A, 3 II(C). Seconded by Selectman Dickey. All in favor. None opposed.**

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

Public meeting reopened at 7:15 pm.

**Selectman Dickey motioned to seal the nonpublic minutes for 2 years under RSA 91-A, II (C). Seconded by Selectman Burdick. All in favor. None opposed.**

**Next Meeting:** Thursday, December 1, 2022, at 6:00 PM.

**Selectman Burdick motioned to adjourn at 7:16pm. Seconded by Selectman Dickey. All in favor. None Opposed.**

*Respectfully submitted by Hannah Gardner*