

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, March 16, 2023 at 6:00 PM**

In Attendance: Lorrie Carey, Matt Burdick, Katie Phelps, Kearsten O'Brien, Kellee Easler & Tim Kenney

Guests: Bill Bevans

Roll Call: completed and guests introduced.

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

Chairwoman Carey noted grammatical changes to the 03.09.23 minutes.

Selectman Matt Burdick motioned to approve the Consent Agenda as amended. Seconded by Chairwoman Carey. All in favor. None opposed.

Department Head Updates: Planning and Community Development Director Kellee Easler requested a motion to approve the Building Permit Renewal Policy. Town Administrator Katie Phelps noted it was discussed and signed last week but there was no motion made.

Chairwoman Carey motioned to approve the Building Permit Renewal Policy. Seconded by Selectman Burdick. All in favor. None opposed.

PCD Director Easler gave a legislative update. Planning & Community Development is not in favor of SB-78, relative to the subdivision regulations on the completion of improvement. PCD Director Easler noted it doesn't allow the Planning Board to make decisions and it doesn't stay local. Planning & Community Development is in favor of SB-145, relative to the Housing Champion Grant. It offers money and incentives to towns for the purpose of building housing. NH Municipal Association is also in favor of the bill. PCD Director Easler sent Mr. Matt Taylor from Central NH Regional Planning Commission (CNHRPC) a housing report from January 2012 to January 2023. There were 60 single family homes built, 8 duplexes, 5 accessory dwelling units, 38 two-bedroom townhouses and 6 three-bedroom duplexes. Chairwoman Carey noted there have been 129 new housing units in the last 10 years. Deputy PCD Director Kearsten O'Brien said the average has been about 5 building permits per year within the last 11 years for single family homes. PCD Director Easler said the Eagle Perch Drive 16-unit development is not included in the total because they hadn't pulled the building permits at the time of the report. The InvestNH HOP grant is for affordable or workforce housing. PCD Director Easler said one of the developers in town is planning on doing some type of affordable housing combined with market rate rentals. Chairwoman Carey noted that Dover, NH created mini home (single-family) developments. It is valuable for young people starting out and older people that are downsizing because it would allow them the opportunity to live in a single-family home with a little higher value than an apartment. The units are individually owned but they have common spaces. The idea works on the same premise as the Keneval cluster development in town but on a smaller

scale. The mini homes are cottage type sizes with a central green area. Chairwoman Carey said Dover set it up on 4 acres of land but only uses 2.6 acres for buildings. The remaining acres are used for open space. Chairwoman Carey suggested that mini-home developments would have a broader tax base and would be a benefit for individuals in the workforce. PCD Director Easler noted mini homes are not in the building code but are only allowed by variance. If applied by variance, the building code would accept it with certain requirements. Planning Board is updating housing in the Master Plan, and it may consist of more housing on smaller lots. They must have septic and water. PCD Director Easler suggested that some places in town with sewer and water, could be subdivided into more than one structure. Also, there is an Accessory Dwelling Unit (ADU) ordinance, but it is not detached. PCD Director Easler recommended a detached ADU. Selectman Burdick questioned what stipulations Boscawen has on building unique houses, such as shipping container homes. PCD Director Easler said architecturally there are no regulations. Houses must have water, heat, septic, the ability to cook and a place to sleep.

PCD Director Easler presented a Board of Health update. She will be meeting with Ms. Beverly Drouin, who runs the Healthy Homes Program and does lead approvals. They will be discussing information regarding a 6-family apartment building with lead issues. It has gone through the registry of deeds. Ms. Drouin would like a confidentiality agreement in order to obtain information. PCD Director Easler said Ms. Drouin stated she wants to meet with her to discuss confidential cases and get a release. She is not sure if the Board of Health is allowed to know about the confidential lead issues, but will follow up with legal. PCD Director Easler noted there is nothing written in any statutes that she can find. Ms. Drouin also recommended that there be more members on the Board of Health. In statute, it states that the Board of Health is composed of the Select Board and Health Officer. PCD Director Easler has not heard back from the designer about the septic issue on High St. She will call him to follow up tomorrow.

Deputy PCD Director O'Brien presented a timber warrant for Map 47, Lots 9-10, in the amount of \$11,362.68 for approval.

Chairwoman Carey motioned to allow Town Clerk Nicole Hoyt to collect \$11,362.68 from James Colby located at Map 47, Lots 9-10. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien spoke with Moderator Charlie Niebling and Town Clerk Hoyt about having a Parks and Recreation program fundraiser at town meeting to raise money for families that cannot afford the program. They would sell coffee and snacks. Deputy PCD Director O'Brien noted they can only have it at town meeting, not at the voting polls. Finance Director Kate Merrill volunteered to run the table. The Select Board had no issues with the Parks and Recreation fundraiser at town meeting.

TA Phelps presented the updated Facilities Director job description for approval. She noted it was reviewed by both HR and legal.

Selectman Burdick motioned to approve the updated Facilities Director job description. Seconded by Chairwoman Carey. All in favor. None opposed.

TA Phelps presented the Town Election results: For Cemetery Trustee: Ms. Lauren Hargrave with 250 votes. Ms. Bertina Larochelle (176 votes) and Ms. Lawreen Murphy (191 votes) filled the two open spots for Library Trustees. For Select Board, Mr. Bill Bevans won with 187 votes. Ms. Lynn Colby won Supervisor of the Checklist with 11 votes. For Trustees of the Trust Fund, Ms. Margaret Daneau won with 244 votes. The articles for amendments to the Zoning Ordinance all passed. Amendment I had 140 votes in favor and 87 opposed. Amendment II passed with 167 votes in favor and 82 opposed. Amendment III passed with 174 votes in favor and 75 opposed.

TA Phelps noted Town Meeting was postponed to Saturday, March 25th at 9am at Boscawen Elementary School. Moderator Niebling had asked if they could set up GoToMeeting so the public could watch at home. The public would only be able to view, not speak. The Select Board concurred. TA Phelps will create the GoToMeeting link.

Board members discussed ex-officio roles. Chairwoman Carey suggested combing the Police Advisory Committee and Fire Commission into a joint Safety Commission. All concurred. Selectman Burdick asked why 4 committees don't have an ex-officio. PCD Director Easler clarified that Joint Loss, Zoning Board and the Municipal Records Committee don't need an ex-officio. She does not know why Trustees of the Trust Fund doesn't have an ex-officio. The Board reviewed Mr. Paul Dickey's previous ex-officio committees. TA Phelps noted Cemetery Trustees do not need an ex-officio because they meet during the day. Chairwoman Carey noted the Parks and Recreation program was eliminated as a committee. Both Beautification and AgComm are held on Tuesday nights. Beautification meets quarterly. Planning Board and Economic Development are also held on the same night. Chairwoman Carey suggested having the Fire Commission and Police Advisory meet on the same night. Both committees meet quarterly. Deputy PCD Director O'Brien said the meetings are typically held on Tuesday nights. Energy Committee is usually on the same day as Conservation Commission. Energy Committee meets approximately six times per year. PCD Director Easler said Mr. Bevans is on the Agricultural Commission as a member. If he isn't an ex-officio, he cannot be on AgCom because there can't be two select board members together on one commission. Carey noted they will need to fill two spots on the Ag Commission. Mr. Bevans has been talking with Mr. Joseph Poulin as a potential commissioner. Deputy PCD Director O'Brien will be reaching out to Ms. Christin Sandhammer. PCD Director Easler said it would be beneficial to have an ex-officio on the Hazard Mitigation Committee. The meetings are usually held around 1pm. Deputy PCD Director O'Brien noted this year they need to do a five year update, beginning in the fall. It is important for the Select Board to attend as well. PCD Director Easler noted Ms. Mary Reed retired from Capital Area Public Health Network. For Planning Board, Mr. Dickey used to be the ex-officio and Chairwoman Carey was the alternate. Chairwoman Carey suggested there should be an alternate for Planning Board. Discussion ensued. Chairwoman Carey will be ex-officio for the following committees: Economic Development, Planning Board and Brownsfield Advisory Committee. She will be an alternate member for the Ag Commission. Selectman Burdick will be ex-officio for the Conservation Commission, Energy Committee and Old Home Day Committee. Mr. Bevans will be ex-officio for the following committees: AgComm, Beautification, Hazard Mitigation, and the Police Advisory Committee. He will be the alternate member for Planning Board. Chairwoman Carey noted if Select Board members cannot attend their ex-officio meetings due to personal conflicts, they should reach out to a colleague to fill in.

TA Phelps gave an update on the Town Clerk's office on behalf of Town Clerk Hoyt. The staff will be attending fire permit training on Thursday, April 13 until noon. They asked to open the office at 1pm. The Board had no issue as long as proper notice is given to the public.

Chairwoman Carey noted her gratitude for the town staff's efforts with Town Election. It was not the best weather conditions, but everyone showed up and they had a great turn out. TA Phelps noted gratitude for Public Works and Facilities for keeping the roads and sidewalks maintained. TA Phelps noted that the flag at Route 3 and 4 was replaced.

Deputy PCD Director O'Brien noted on Wednesday, April 19th from 9:00am to 1:00pm, there is a 'Right to Know' Law on Public Meetings and Government Records. It will be held in the Board room in the Town Municipal Building. Any boards, committees and commissions are welcome to attend.

There will be a reevaluation meeting on March 30th with the Department of Revenue Administration (DRA). Deputy PCD Director O'Brien sent out current-use maps with an update letter. She encouraged anyone with current use, to update their maps and send them in.

Deputy PCD Director O'Brien noted on April 4th, Public Works will start Tuesday hours at the Transfer station from 2:30 to 7:00pm. Chairwoman Carey asked if the sign was fixed at the Transfer station. It misspelled 'Wednesday'. TA Phelps will check with Public Works Director Dean Hollins.

PCD Director Easler noted on Monday, March 20th at 9:30 am, they will be having their quarterly meeting with Mr. Ross Cunningham.

No public comment.

Next Meeting: Thursday, March 23, 2023 at 6:00 PM.

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

Respectfully submitted by Hannah Gardner