

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, April 13, 2023 at 6:00 PM**

In Attendance: Matt Burdick, Lorrie Carey, Bill Bevans, Katie Phelps, Kellee Easler & Tim Kenney

Guests: Tom Laliberte

Roll Call: completed and guests introduced.

Chairman Matt Burdick called the meeting to order at 6:00pm.

Consent Agenda Items:

- P&L, Balance Sheet, Check Manifest & Payroll
- Minutes for Approval - 04/06/23
- Select Board Agenda Policy
- Boston Post Cane Policy
- Inclement Weather & Emergency Protocol
- Transfer Station Attendant Job Description Update
- 2023 MVYBS League Schedule
- NHSAVES Municipal Office Case Study

Selectwoman Lorrie Carey noted grammatical changes to the 04.06.23 minutes.

Selectwoman Carey motioned to approve the Consent Agenda as amended. Seconded by Selectman Bill Bevans. All in favor. None opposed.

Scheduled Guests & Hearings: Town Administrator Katie Phelps introduced Mr. Tom Laliberte, who expressed interest in joining the Advisory Budget Committee. Mr. Laliberte, a resident of Boscawen, has been a school administrator for 22 years, and is currently the Assistant Superintendent at Bedford School District. He has experience working in the public sector, creating budgets, and negotiating contracts. Mr. Laliberte stated he could be an asset to Boscawen by providing feedback and bringing in additional knowledge. Selectwoman Carey has worked with Mr. Laliberte in the past and noted he is fiscally conservative but understands the need for investments. She recommended Mr. Laliberte would be a great asset to the Advisory Budget Committee. All concurred.

Selectwoman Carey motioned to approve the appointment of Tom Laliberte as a member of the Advisory Budget Committee. Seconded by Selectman Bevans. All in favor. None opposed.

Mr. Laliberte asked about the Select Board's meeting schedule. Selectwoman Carey noted they will email Mr. Laliberte when budget season begins so he can listen to the department heads discuss their budgets in the Select Board meetings.

Mr. Laliberte will be attending the Economic Development Committee meeting on Tuesday, May 2 to discuss his interest in joining as a member.

Non-Public Session(s):

Selectman Bevans motioned to enter a nonpublic session at 6:10pm under RSA 91-A:3 II (I) for legal advice. Seconded by Selectwoman Carey. All in favor. None opposed.

Selectwoman Carey motioned to exit nonpublic session at 6:13pm under RSA 91-A:3 II (I). Seconded by Selectman Bevans. All in favor. None opposed.

Public meeting reopened at 6:13pm.

Selectwoman Carey motioned to follow the advice of legal pertaining to the 1913 library. Seconded by Selectman Bevans. All in favor. None opposed.

Chairman Burdick motioned to enter a nonpublic session at 6:14pm under RSA 91-A:3 II (c). Seconded by Selectwoman Carey. All in favor. None opposed.

Selectwoman Carey motioned to exit nonpublic session at 6:17pm under RSA 91-A:3 II (c). Seconded by Selectman Bevans. All in favor. None opposed.

Public meeting reopened at 6:17pm.

Selectwoman Carey motioned to seal the nonpublic minutes for RSA 91-A:3 II (c) because it would render a proposed action ineffective. Seconded by Selectman Bevans. All in favor. None opposed.

Department Head Updates: Planning and Community Development Director Kellee Easler previously recommended a second Building Inspector and Code Enforcement Officer as a backup. The additional Building Inspector would be paid by fees out of the Building Inspector Fund and there would be no additional costs for training. The Code Enforcement Officer would be paid from the General Fund budget. TA Phelps noted that staff reviewed and updated the job descriptions. The Select Board signed off on both the job descriptions and an appointment letter for Ms. Rose Fife.

PCD Director Easler gave a Board of Health update. In reference to the septic issue, the owner will not be signing the contract to replace the septic. The designer would like the Chair of the Select Board to sign off on it. Once it is signed, PCD Director Easler will send it to the designer, and they will start scheduling a time to go out and do the work. Chairman Burdick signed off on behalf of the owner.

PCD Director Easler asked the Board for permission to sign the authorization to proceed for Underwood Engineer's ESR 60-1 for the Eagle Perch property. Underwood Engineers is

requesting an additional \$5,500 for Task 2 in order to extend the construction. As of now, there is no construction schedule.

Selectwoman Carey motioned to allow PCD Director Easler to sign the Underwood Engineers ESR 60, Amendment 1 for the Eagle Perch property. Seconded by Selectman Bevans. All in favor. None opposed.

TA Phelps presented two ARPA transfers for approval on behalf of Finance Director Kate Merrill.

Chairman Burdick motioned to transfer \$56,743.93 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved for Fire Department Portable Radios. Seconded by Selectwoman Carey. All in favor. None opposed.

Chairman Burdick motioned to transfer \$9,600 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved to update HVAC units. Seconded by Selectman Bevans. All in favor. None opposed.

TA Phelps noted that the MS-232 needs to be signed by the Select Board for appropriations as voted at Town Meeting. This will be submitted to the Department of Revenue Administration.

TA Phelps presented a notice to the Select Board on behalf of Town Clerk Nicole Hoyt regarding a Board of Tax and Land Appeals notice of when the final tax bill is mailed out.

Selectwoman Carey motioned to approve the notice to the Board of Tax and Land Appeals. Seconded by Selectman Bevans. All in favor. None opposed.

TA Phelps noted that at last week's meeting, Mr. Bill Heinz presented a concern with the Merrimack Valley School District's tuition agreement with the Town of Andover. Mr. Heinz stated there was an under collection of approximately \$1,415,972.12 from 2017 to 2022. TA Phelps gave the Select Board a copy of Mr. Heinz' spreadsheet. There was no reconciliation process done and it was unclear what transpired. Chairman Burdick deferred further action until he has the opportunity to review the documents and discuss further at the next meeting on Thursday, April 27th.

TA Phelps gave updates on the Town Hall and Torrent Station. She reached out to Penacook Rescue Squad to see if there is interest in buying the Torrent Station but has not heard back yet. Selectman Bevans was concerned that the town would still pay expenses for the building if Penacook Rescue Squad bought it. He noted Salisbury, Webster, and Boscawen support Penacook Rescue Squad financially. Selectwoman Carey noted Penacook Rescue Squad is a non-profit with the ability to fundraise. Chief Tim Kenney said he believed the financial support agreement was that Boscawen only pays for wages. He noted the more money Penacook Rescue Squad spends from their operating budget could put them in a bind and cause more expenses to the town. Selectman Bevans suggested selling it as quickly as possible to stop the town's expenses. He noted the windows are falling out and will need to be replaced soon. Chairman Burdick suggested negotiating with the other towns if Penacook Rescue were to acquire the

building because Boscawen just put a new roof on it last year. TA Phelps requested direction on how to proceed with the Town Hall. Chairman Burdick recommended having legal contact the church's legal team to start the conversation about transferring the Town Hall back to them. They would suggest offering to leave the new stove for them to sell and use the proceeds towards Town Hall renovations. There were no public updates on the 1913 Library.

Selectman Bevans spoke with Interim Chief Jason Killary about putting in a new floor at the Police Station. In 2021, Facilities Director Gary Moore received a quote of \$1,500 to grind and seal the Sallyport area and \$6,100 to put flooring in the Police Department. Selectman Bevans recommended to grind down and seal the whole floor so it is concrete and can be maintained with sealer. Chairwoman Carey asked if FD Moore recommended to grind and seal the floor. Furthermore, she asked for clarification on the Facilities Director's plan. Selectman Bevans presented FD Moore's plan which included working on the Sally Port issue, painting the new steel door, and replacing the wooden front door with an estimate of \$4,000. Selectman Bevans is meeting with FD Moore on Monday to discuss his solution on the Sally Port issue. He noted that he discussed the recommendation with FD Moore. Selectwoman Carey suggested having FD Moore present a revised plan for the Select Board to review. Discussion ensued. TA Phelps will ask FD Moore on Monday, if he can include the floor repair in his Police Department plans. The Board will discuss further at the next meeting on April 27th.

Selectman Bevans asked Chief Tim Kenney about adding showers at the Fire Department. Chief Kenney would like to research further. He doesn't want to spend money on showers if they will be torn out later due to renovating the Fire Station. Chief Kenney is in contact with Harriman who did the Fire Station plans to get the plan with the small addition. The plan will show how it was structured and if the showers will fit. Selectwoman Carey asked if there were rural development grants that they could apply for. Chief Kenney would need to get the plan from Harriman first, to apply. In addition, there must be public meetings ahead of time to show buy in from the community. No further discussion.

Chief Kenney presented an update on the Fire Department. They responded to a fire on Water St last night. An individual was brought to the hospital for significant burns due to a bed fire. The Forestry truck is in New Jersey. Chief Kenney said it should be in the station by the end of the month.

TA Phelps noted the Board must complete perambulations for two surrounding communities. The last perambulation for Webster was done in 2001 and Concord was done in 2015. Selectman Bevans will complete the Webster perambulation. Selectwoman Carey recommended to designate Mr. Charlie Niebling to complete the Concord perambulation. All concurred. TA Phelps will reach out to Charlie Niebling to see if he is willing to assist.

TA Phelps received an email from Maureen Duffy at American National Insurance. For Earth Day on April 22nd they are planning to do trash pickup on Fisher Ave, traveling towards the roundabout – unless there are other areas that would be more appropriate. The Board recommended moving towards the Commercial Street area instead of the State owned roundabout.

TA Phelps noted as a reminder that the April 20th Select Board meeting has been canceled.

No public comment.

Next Meeting: Thursday, April 27, 2023 at 6:00 PM.

Selectman Bevans motioned to adjourn. Seconded by Selectwoman Carey. All in favor. None Opposed.

Respectfully submitted by Hannah Gardner