

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, June 29, 2023 at 6:00 PM**

In Attendance: Matt Burdick, Lorrie Carey, Bill Bevans, Katie Phelps & Kearsten O'Brien

**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—06.22.2023
- **Policy Updates/Signoff:** Accounting Procedures, Appointment, Background Check, Capital Assets, Cell Phone Usage, Computer and Electronic Communications, Ethics, Credit Card, Cyber Security Incident Response Plan, Fraud, Investment, Payment Card Industry, Purchasing, and Social Media
- Repurchase Deed—6 Baker Street
- Land Use Change Tax Map 45 Lot 47—\$9,000
- Timber Warrant Map 47 Lot 29 Sublot A—\$2,894.14

Selectwoman Lorrie Carey noted grammatical changes to the 06.22.23 public minutes.

The Cell Phone Usage policy and Credit Card policy were removed from the Consent Agenda and will be deferred to a later time.

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

Selectwoman Carey had some questions regarding the reviewed policy updates. She inquired about whether the people operating the credit card equipment were completing the annual PCI testing and what the current credit card usage of the town was. Selectwoman Carey noted that costs have increased and that there may be a need to adjust the credit card limits accordingly. Town Administrator Katie Phelps will reach out to Finance Director Kate Merrill and follow up with answers next week.

There were no scheduled guests or hearings.

**Department Head Updates:** Chairman Burdick reviewed the proposed summer meeting schedule for the Select Board. The suggestions were to cancel the July 20<sup>th</sup>, August 3<sup>rd</sup>, Aug 17<sup>th</sup>, and Aug 31<sup>st</sup> meetings. Selectwoman Carey inquired about how they would handle payroll. Chairman Burdick recommended following past practice, which has been that on Thursday, when payroll is ready, the Select Board would go to the Town office and sign. TA Phelps noted SB FM 06.29.23

that they would put the approval on the subsequent meeting agenda. Selectwoman Carey asked if the Board could electronically sign the payroll. TA Phelps will ask FD Merrill and follow up.

**Selectwoman Bevans motioned to approve the Summer Select Board schedule as proposed. Seconded by Selectwoman Carey. All in favor. None opposed.**

TA Phelps clarified that the Department Head meeting for August will be moved to August 10th since there will be no meeting on the first Thursday of the month.

TA Phelps presented a notice from the NH Board of Tax and Land Appeals (NHBTLA) for Sovereign Grace. Deputy Planning and Community Development Director Kearsten O'Brien clarified that there were two notices from the NHBTLA. The first notice was in regard to filing a motion to dismiss requested by Avitar Associates to the NHBTLA. The NHBTLA sent an order yesterday with a letter to the Board stating that they have 30 days to properly file with the Town, a signed A-9 and basis for the late filing in accordance with RSA 72:32-c, I. The Select Board or Assessor shall advise the NHBTLA within 90 days of the status, including any considerations of the Taxpayer's "accident, mistake, or misfortune"

Selectwoman Carey researched further about the foster care requirements previously discussed by resident Scott Maltzie. The state has been mandating foster care parents to pay a fee for fire and health inspections as part of the licensing process. Selectwoman Carey noted that the town does not impose a fee for health inspections since they are performed by a town employee. Fire inspections are conducted by a per diem inspector who charges a fee for their services. Selectwoman Carey researched the reasons behind the state's requirement for foster parents to obtain licenses and why they do not cover the cost of inspections. According to RSA 170-E:27, in order to obtain a foster care provider license, individuals must undergo a criminal background check, a fire inspection, and a health inspection to ensure the safety of the home for children. The law does not require foster parents to be licensed, instead, there is an administrative rule known as He-C 6446 that mandates foster parents to complete fire and health inspections in order to obtain a license. The administrative rule was established by the Department of Children, Youth and Families (DCYF). In reference to the NH Foster Care program, Selectwoman Carey stated the average foster parent receives approximately \$700 per month. Foster parents are paid per diem for childcare, reimbursed for services, and provided with a clothing allowance. Furthermore, based on the age of the child, foster parents receive a daily rate ranging from \$24.48 to \$46.28 a day for caring for foster children. Selectwoman Carey mentioned that it seemed the State viewed foster care in the same way as a non-profit business. They require foster parents to be licensed, just like a childcare center. Selectwoman Carey also mentioned that the State provided a variety of support services for foster caregivers. She pointed out that the State covered foster care liability insurance but does not cover inspection fees. Selectwoman Carey suggested having a discussion with the State to explore the possibility of expanding their definition of services and allowing reimbursement for licensures for fire inspections and/or health inspections. Furthermore, she would like to inquire about the costs associated with reimbursing for these inspections. Deputy PCD Director O'Brien will research further and advise

the Board as to who they should communicate with at the state level in order to request the amendment to the reimbursement of services. No further discussion.

Selectwoman Carey received an email from Mr. Alfred Tauber of Avaloch Farm Music Institute (AFMI). In the email, Mr. Tauber shared the donations that he and AFMI had made in the town of Boscawen. AFMI donated \$96,000 to the Food Pantry and covered the expenses for repairs as well as the volunteer coordinator at Boscawen Congregational Church (BCC). The funds were distributed between 2004 and 2019. Between 2015 to 2017, AFMI provided \$30,000 in funding to the Boscawen Historical Society. Additionally, between 2006 and 2014, AFMI contributed \$10,300 to the Boscawen Public Library. Selectwoman Carey pointed out that the Boscawen Congregational Church, Boscawen Historical Society, and Boscawen Public Library were non-profit organizations and not affiliated with the Town of Boscawen. From 2013 to 2014, AFMI donated \$3,500 to the Old Home Day Committee. In 2004, they contributed \$3,000 to Human Services. In 2008, they made a donation of \$40,000 towards the acquisition of a new fire truck, and in 2011, they contributed an additional \$25,000 towards the same cause. The donations made towards the fire truck, human services, and the OHD Committee were investments to the town. Selectwoman Carey encouraged all businesses within the town to conduct similar research to gauge how much of an impact they've made on the community.

Chairman Burdick inquired about whether a decision has been made regarding what to do with the old Public Works truck that will be out of service. TA Phelps noted Public Works Director Dean Hollins will be at the next meeting to discuss further.

Selectman Bevans inquired about an update on the Torrent Station windows. TA Phelps has not received any further information from Penacook Rescue. Selectman Bevans asked if the town could subdivide Penacook Rescue Squad's portion of the building. Discussion ensued. Selectwoman Carey noted it would be set up like a condominium. Chairman Burdick mentioned the best option would be for Penacook Rescue squad to buy the Torrent Station. Selectwoman Carey noted Penacook Rescue squad had more flexibility than the town because they are a non-profit. They have more access to grants and are able to move more quickly than government funded organizations. TA Phelps will follow up with Penacook Rescue Squad.

TA Phelps reached out to the Environmental Protection Agency (EPA) and noted their reporting is still not complete.

Chairman Burdick asked if there has been any further discussion regarding Ms. Michele Smith's interest in buying the building for a community-based Nutrition Club. There has been no further discussion.

Chairman Burdick opened public comment at 6:20 PM.

Selectman Bevans noted next week he will provide more information on the tree maintenance at the Municipal Building. He will be meeting with Ms. Nancy Towle and Mr. Joe Bartlett to discuss further.

Chairman Burdick closed public comment at 6:21 PM.

**Non-Public Sessions:**

**Chairman Burdick motioned to enter a nonpublic session at 6:22pm under RSA 91-A:3 II (c). Seconded by Selectwoman Carey. Roll Call vote. All in favor.**

**Selectwoman Carey motioned to close the nonpublic session at 6:37pm under RSA 91-A:3 II (c). Seconded by Selectman Bevans. Roll Call vote. All in favor.**

Chairman Burdick noted under RSA 72:34-A, the Board discussed the assessments made by Avitar Associates. The Board continues to concur with the Avitar assessments. Chairman Burdick stated if any organizations are in disagreement with the Avitar assessments, they have the right and responsibility to file an appeal with the NH Board of Land Appeals by September 1<sup>st</sup>. Deputy PCD Director O'Brien noted the discussion was in regard to the April 27<sup>th</sup> letter the Board received. Selectwoman Carey clarified that the Board received the letter on April 27<sup>th</sup>, reviewed it, and asked questions in order to fully understand the content on how they assessed properties in town. Selectwoman Carey said Avitar's explanation was reasonable. No further discussion.

**Chairman Burdick motioned to seal the nonpublic minutes under RSA 91-A:3 II (c) as it would adversely affect the reputation of the individuals discussed. Seconded by Selectwoman Carey. Roll Call vote. All in favor.**

**Next Meeting:** Thursday, July 6, 2023 at 6:00 PM.

**Chairman Burdick motioned to adjourn at 6:38PM. Seconded by Selectman Bevans. All in favor. None Opposed.**

*Respectfully submitted by Hannah Gardner*