

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, March 7, 2024, at 6:00 PM**

In Attendance: Matt Burdick, Lorrie Carey, Bill Bevans, Katie Phelps, Kellee Easler, Gary Moore, Tim Kenney, Jason Killary, Dean Hollins, and Nicole Hoyt

Guests: David Collins, Shawn Brechtel, Josh Crawford, and 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
- Public Minutes for Approval—02/29/24
- Reappointments – Loren Martin—Planning Board, Gary Tillman—AgComm, John Porter—AgComm
- PCD Clerk Job Description Update
- 2023 Concord and Boscawen Perambulation Report
- Map 94 Lot 9—Timber Warrant #23-049-02-T – \$3,841.84
- Map 47 Lot 29 Sublot A— Intent to Cut #23-049-13-T
- Map 183D Lot 134 –Intent to Cut #23-049-13-T
- Map 94 Lot 37 –Land Use Change Tax & A5
- Elderly Exemption Landowner N
- Police Department Report 2/26 – 3/3/24
- Map 183D Lot 24 – Denied Abatement
- Map 183D Lot 24 Sublot T1 – Denied Abatement

**Selectman Bill Bevans motioned to approve the Consent Agenda as presented. Seconded by Chairman Burdick. Roll Call Vote. All in favor. None opposed.**

The Board deferred the discussion on the Torrent Station with the Penacook Rescue Squad Trustees until later in the meeting when Selectwoman Carey was present.

**Department Head Updates:** Planning and Community Development Director Kellee Easler noted that the State Forest Nursery building at 405 Daniel Webster Highway registered a new AED. The E911 recommended that every building with an AED have a unique numerical address. The E911 recommended naming the driveway and readdressing the other two buildings that were accessed directly off of it. PCD Director Easler spoke with Police Chief Jason Killary and Fire Chief Tim Kenney, and they had no issues with the recommendations.

**Chairman Burdick motioned to approve the E911 Address Change recommendations for 405 Daniel Webster Highway. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.**

PCD Director Easler mentioned that the Friends of the Northern Rail Trail were applying for a shoreline permit application for the rail trail work. She received a flyer stating the certified letters were sent out.

Public Works Director Dean Hollins gave an update on the Public Works Department. On Monday, they started rebuilding the trash compactor that the department encumbered money for last year. PWD Hollins mentioned they pulled the whole trash compactor apart and found out that the actual ram was bad. They brought the ram to the shop this afternoon and will pick it up tomorrow morning to reassemble it. The trash compactor will be fixed and running by Saturday, March 9th. PWD Hollins hired Eric Guay from ESG Tree Care to cut a big tree down on Forest Lane. The scale for the demo was recertified on Monday and passed inspection. PWD Hollins noted the inspector wrote them up for the scale being rusted and rough underneath due to rust and corrosion. The inspector recommended to start thinking about replacing it. PWD Hollins will look into prices. Chairman Burdick asked if they would still charge by weight if they had to close the construction debris landfill. PWD Hollins confirmed they would still charge by weight. PWD Hollins noted the Tuesday hours at the Transfer Station will begin Tuesday, April 2nd, from 2:30 PM to 7:00 PM until the end of October.

Facilities Director Gary Moore presented two quotes for the Fire Department bathroom renovations. The quote from Belanger Construction and Design, Inc. was \$22,000. The quote from McCarthy Construction was \$29,000. FD Moore noted that the quote from McCarthy was detailed and showed a lot of time and effort put into it. FD Moore and Chief Kenney would like to move forward with the project, but they're waiting to find out from Belanger Construction can meet the same criteria as McCarthy Construction. FD Moore will update the Select Board with a recommendation once they follow up with Belanger.

FD Moore presented an update on the Police Department flooring project. ADF Flooring will be delivering the flooring on Thursday March 14th. Starting Wednesday, March 27th through Friday, March 29th, they will complete the carpet in the three offices and demo and prep the sally port. Starting Monday, April 1st through Friday, April 5th, they will start tearing out the floors and putting in vinyl VCT in the kitchen and patrol room areas.

FD Moore noted they completed the emergency backup unit lights in the Municipal office building. There was a total of 60 emergency backup unit lights. In the Police Department, they have 9 more to complete.

Chairman Burdick asked if FD Moore checked with Great Dane Construction for the Fire Department Bathroom renovation. FD Moore has not reached out to them but will contact them for a quote.

**Penacook-Boscawen Rescue Squad Trustees—Torrent Station:** Town Administrator Katie Phelps introduced Penacook Rescue Squad Trustee, Mr. David Collins, and Chief Shawn Brechtel to speak about the Torrent Fire Station. Mr. Collins asked the Select Board about their vision for the Torrent Fire Station. Chairman Burdick stated the idea was to sell the building privately with the clause that Penacook Rescue Squad could utilize the portion of the building that they already do, for as long as needed. The recommendation was to have it written in the deed, so if or when the sale was passed on, it would follow. Mr. Collins noted that if the Select Board sold the building, it would greatly impact Penacook Rescue Squad and their ability to function. Mr. Collins provided historical information on how Torrent Station came to be. In summary, Penacook Rescue Squad tore down the old shed in the back and built the wood frame building that they utilize today. The challenges for them have always been a lack of parking and storage space. Mr. Collins explained that the land around the building had always been utilized for parking by their members. About 6 years ago, they began hiring people on a per diem basis, and today, they operate 24/7, 365 days out of the year. Mr. Collins was concerned that if the building was sold, it would have a huge impact on their parking situation. He noted their staffing approach helps lower the cost to the town. Employees do not receive benefits. The per-diem workers are often licensed EMS, Fire, or Healthcare professionals and Penacook Rescue serves as their second job. In addition, by working with the town of Canterbury and Salisbury, they try to spread the costs equally, and have kept them reasonable in past years. In terms of space limitations, Mr. Collins noted the building was small. They have two ambulances in the bay and one paramedic car. There was not a lot of room to walk around the vehicles and the small equipment room. They built bedrooms upstairs with full baths for the per diem full-time workers. They also use the upstairs portion of the Torrent Station to store medical supplies because they must have supplies on hand 24/7 to refill the ambulances. Mr. Collins stressed that if the Torrent Station was sold, they would lose all employee parking and storage space. He noted that since 2020, according to the formal agreement between Penacook Rescue and the Town of Boscawen, Penacook Rescue has been responsible for maintaining their building and providing 24/7 service, 365 days a year, to the community. In return, the town agreed to exempt taxes due to the service they would be providing to the community. In the past few years, Penacook Rescue has done a lot of work to the building such as building living corridors for staff, replacing the heating system, and getting a generator. Mr. Collins mentioned since the library moved out, nothing has been done to repair the Torrent Fire Station from the town's side. He noted the only improvements made by the town were a new roof and the garage doors when they used to house an ambulance there. Mr. Collins asked multiple contractors what it would cost to remodel the building, and the bids were over \$750,000. They looked into grants, but historic grants would force them to do a historic renovation which would end up costing more. A lot of work needs to be done to the building. Mr. Collins said they don't have the funds to remodel it all at once, but they would like to gradually start making repairs. Selectwoman Carey inquired about Penacook Rescue's long-term goals. Mr. Collins said their goal has always been to provide the town with the level of service that they agreed to. Mr. Collins inquired about the town's long-term goal for Penacook Rescue. Discussion ensued. Selectwoman Carey noted the town's long-term goal was to have a Safety Complex built in the next 5 years. Fire Chief Tim Kenney had planned 3 years ago for a fire complex that included space for Penacook Rescue. Selectwoman Carey noted the plans should be updated to include more space. Selectwoman Carey asked if Penacook Rescue

needed a third ambulance. Mr. Collins clarified that they only have two ambulances that alternate as primary month to month. In the next 5 years, the town would need to staff two ambulances, with one on reserve. Discussion ensued. Selectwoman Carey thanked Mr. Collins for coming forth and noted the Board had been reaching out to them for months about the sale. When they did not seem interested, the Board sought other options. They found a member of the community who was willing to provide cash as well as do a complete renovation of the building, while keeping Penacook Rescue as a tenant. Mr. Collins noted once the town sells the building, the town won't have any control over it. The new buyer could push Penacook Rescue out the next day with no place to park. Selectwoman Carey said it would be written in the agreement. Mr. Collins said it would be challenging to hold in place because the town won't have ownership. He questioned what the town would be losing if they turned it over to Penacook Rescue as is. Selectwoman Carey said they would lose taxable property. Discussion ensued. Selectwoman Carey stated after the decision at the town meeting, if the public votes in favor of selling the building, they can revisit the discussion with Penacook Rescue and the potential buyer on the storage and parking concerns. Furthermore, if the vote is not in favor, the Board is now aware that Penacook Rescue has interest in the building and has been using it. Mr. Collins stated he was voicing his concerns for the short-term goal because they cannot predict what could happen in two years if the Board members change. The future Select Board may not abide by the same agreement. The long-term goal has been to get a bigger facility, but for the meantime, their short-term goal was to make do with the space they had and make repairs over time. Selectman Bevans asked if they had funds in their budget to make repairs. Chief Brechtel said they added a percentage to their budget this year to put money towards a new ceiling this year. They wouldn't shift the entire cost of the building onto the taxpayer. Discussion ensued. Selectwoman Carey suggested again to revisit the discussion with all parties once town meeting gives authority. Selectwoman Carey also suggested requesting an annual Penacook Rescue report in addition to the audit to keep the Board updated on their needs. Mr. Collins recommended Boscawen, Salisbury and Canterbury should meet to review long-term goals. Selectwoman Carey suggested holding the meeting after the town meeting at the Boscawen Municipal office. Chief Brechtel clarified that Penacook Rescue was not coming to the Board as a private organization asking them to fix their problems. They just wanted to know what the town wanted from the department so they could adjust their strategic plan to fit the town's needs. He noted what he may think the town needs, may be vastly different than what the Board thinks. Discussion ensued. Chairman Burdick asked if there was a particular standard that EMS must follow for trucks and personnel based on the population they serve. Chief Brechtel said there was no standard for billing or staffing. It was based on what the community was willing to pay for their services. Discussion ensued. Selectwoman Carey suggested assigning an unbiased moderator for the discussion with the other towns involved. Overall, no decision will be made until after the town meeting. At that point, if the vote is in favor, the Board will invite both parties to further discuss concerns. Furthermore, the Board plans to meet with Penacook Rescue and the other towns involved to discuss long-term goals. No further discussion.

Police Chief Jason Killary gave an update on the Police Department. Corporal Elizabeth Murray has reached out and secured donations from Lowes to renovate the kitchen. They received a new refrigerator with a freezer, a full-size oven, and countertops. There will be a public hearing to

accept the donation. They calculated the value of donations to be \$5,854. They also spoke with Great Dane Construction, and Mr. Peter Rojas agreed to donate his labor to install everything and provide licensure for plumbing and electrical work. Discussion ensued. Police Chief Killary will obtain a bill from Mr. Rojas to calculate the value of his donations and labor. TA Phelps noted the tentative date for the public hearing was Thursday, March 28<sup>th</sup>.

Police Chief Killary noted that the CDC updated the COVID-19 protocol to follow the approach of the flu. If you are fever free for 24 hours and your symptoms improve, you can return to work. Chief Killary updated the town's protocol to reflect the same. He used general illness guidance and mimicked the CDC's recommendations for respiratory illnesses.

Police Chief Killary mentioned the federal grant that funds the Hazard Mitigation updates will be moving forward. Central NH Regional Planning Commission (CNHRPC) has been working with the field representative to begin the process. Discussion ensued. TA Phelps stated the total cost of the Hazard Mitigation plan updates was \$10,000: which includes \$9,000 funded by a grant and \$1,000 required from the town which can be in-kind for the town staff time.

**Selectwoman Carey motioned to approve the Letter of Agreement with CNHRPC for the Hazard Mitigation plan update for 2026 totaling \$10,000. Seconded by Chairman Burdick. Roll Call Vote. All in favor. None opposed.**

Police Chief Killary gave an update on call activity. They assisted Penacook Rescue Squad on some of their calls. One call they assisted with ended up being an issue during transport. Two officers were assaulted but suffered no injuries. Concord Police Department was notified since it occurred at Concord Hospital. Selectwoman Carey inquired about the pedestrian hit that was noted in the department activity report. Chief Killary stated the pedestrian was okay. It was a minor motor vehicle accident. There were minor injuries, and the individual was driven to the hospital by their parents.

Police Chief Killary proudly noted that Boscawen Police Department moved up to #1 for the Special Olympics Winni Dip Fundraiser. They raised just under \$12,000. The Boscawen PD will be jumping in the pond on Saturday, March 9<sup>th</sup> at 11 AM.

Selectwoman Carey brought up the discussion about establishing a formal policy for the Northern Rail Trail (Depot St) Kiosk. She asked if the Board wanted to establish guidelines so there was oversight on what was posted on the kiosk. Chairman Burdick suggested allowing people to post without approval, and if the Board needs to reconsider a policy in the future, they can.

TA Phelps presented a resignation for Ms. Sherlene (Doddy) Fisher from the Supervisors of the Checklist effective after Town Meeting.

**Selectwoman Carey motioned to approve the resignation of Ms. Sherlene (Doddy) Fisher from the Supervisors of the Checklist with regrets and thanks, effective after Town Meeting 2024. Seconded by Chairman Burdick. Roll Call Vote. All in favor. None opposed.**

TA Phelps noted the Town Election hours will be from 7:00 AM to 7:00 PM at the Boscawen Public Library on March 12<sup>th</sup>. The Town Meeting will follow at Boscawen Elementary School at 7:30 PM. Selectwoman Carey asked if the Board had any assignments to follow at the election. Town Clerk Nicole Hoyt will have Deputy Town Clerk Karen Chagnon follow up with the Board's assignments.

Chairman Burdick opened public comment at 7:30 PM.

Mr. Tom Laliberte, 292 Corn Hill Road—commented on the discussion about the sale of Torrent Station. He felt there was opportunity for betterment and was excited to be a part of it. He noted that talking to the other towns involved would be important for the long-term goal of building a Safety Complex because it could provide revenue for the town.

Mr. Josh Crawford, 22 Corn Hill Road—asked for clarification on if Penacook Rescue Squad could sell the building if the town gave it to them. Chief Brechtel clarified that if Penacook Rescue left the current agreement with the Town of Boscawen, the building would go back to the Town of Boscawen. Mr. Crawford voiced in favor of the Safety Complex plan focusing on the capital improvements. He noted during the Advisory Budget Committee meeting, Chief Brechtel said they started a Capital Reserve fund for the Torrent Station for a new facility. Mr. Crawford suggested with the help from Penacook Rescue's fund and the other towns, they wouldn't have to pay the whole bill to build the Safety Complex.

Chairman Burdick closed public comment at 6:35 PM.

**Non-Public Session:**

**Chairman Burdick motioned to enter a non-public session under RSA 91-A:3 II (c) at 7:37 PM. Seconded by Selectwoman Carey. Roll Call Vote. All in favor. None opposed.**

**Chairman Bevans motioned to exit the non-public under RSA 91-A:3 II (c) at 7:50 PM. Seconded by Chairman Burdick Roll Call Vote. All in favor. None opposed.**

**Selectwoman Carey motioned to accept the resignation of Rose Fife as Code Enforcement Officer. Seconded by Chairman Burdick. Roll Call Vote. All in favor. None opposed.**

**Next Meeting:** Thursday, March 14, 2024, at 6:00 PM.

**Selectman Bevans motioned to adjourn at 7:51 PM. Seconded by Selectwoman Carey. Roll Call Vote. All in favor. None Opposed.**

*Respectfully submitted by Hannah Gardner*