

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, April 7, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Matt Burdick, Paul Dickey, Katie Phelps, Nicole Hoyt, Sarah Gerlack, Dean Hollins, Kevin Wyman, Tim Kenney, Kellee Easler, Kate Merrill, Mark Varney, Barbara Randall, and Loren Martin.

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

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

**Selectman Paul Dickey motioned to approve the Consent Agenda with amendments to the 03/24/22 and 3/31/22 minutes. Seconded by Selectman Matthew Burdick. All in favor. None opposed.**

**New Business:** Town Administrator Katie Phelps presented a form to the Board for permission to act for the EPA Removals Program. The Board previously did an authorization for the EPA Cleanup Program for matters of urgency.

**Selectman Burdick motioned to allow Town Administrator Katie Phelps to make decisions on behalf of the Town of Boscawen with regards to the EPA Removals Program in consultation with the Environmental Protection Agency and NH Department of Environmental Services to address issues that may arise during the project and may need to be handled expediently. Seconded by Selectman Dickey. All in favor. None opposed.**

TA Phelps presented an agreement for Best Septic and requested authorization to sign on behalf of the Board. The agreement is for a handicap accessible porta potty at the Boscawen Town Park. The Merrimack Valley Youth Baseball and Softball League pays for the unit from April through June and the Town would take over the payment from June to October.

**Selectman Dickey motioned to allow TA Phelps to sign the Best Septic Agreement. Seconded by Selectman Burdick. All in favor. None opposed.**

Planning & Community Development Director Easler presented a Timber Intent to Cut for 22.049.01T, Map 94, Lots 38 and 40.

**Selectman Burdick motioned to approve the Timber Intent to Cut for 22.049.01 T, Map 94, Lots 38 and 40. Seconded by Selectman Dickey. All in favor. None opposed.**

PCD Director Easler presented an elderly exemption for Taxpayer M.

**Selectman Dickey motioned to approve the elderly exemption for Taxpayer M. Seconded by Selectman Burdick. All in favor. None opposed.**

PCD Director Easler presented an Intent to Excavate for 22.049-02-E, Map 81, Lot 24.

**Selectman Dickey motioned to approve the Intent to Excavate for 22.049-02-E, Map 81, Lot 24. Seconded by Selectman Burdick. All in favor. None opposed.**

PCD Director Easler presented a Gravel Pit Tax Levy, 21-049-01-E, Map 81, Lot 24.

**Selectman Burdick motioned to approve the Gravel Pit Tax Levy, 21-049-01-E, Map 81, Lot 24. Seconded by Selectman Dickey. All in favor. None opposed.**

**Department Head Updates:** Chief Kenney said the firefighters had their first training with the company who sold them the fire engine. Everything went well.

Public Works Director Dean Hollins contacted HP Fairfield who is building their new plow truck. When he originally ordered the parts, the wait was a maximum of 12 weeks. Now they are looking at 30 weeks. In addition, the original quote was \$57,400 for the plow, body, installation, and a new spreader. Now the quote is around \$61,000 because of the price of steel, and it doesn't include a new spreader. HP Fairfield's contracts were 30 days from the quote but now they are doing 7-days from the initial quote because of steel prices. PWD Hollins signed the papers, so the price doesn't continue to rise. They will rebuild the spreader they have and put new bearings and chain. PWD Hollins also discussed the money they encumbered last year to sandblast and paint one of their trucks. The truck is going in May to be worked on. The price of materials is higher, but they are sending him a new quote. PWD Hollins said it could be a couple hundred dollars more. Today PWD Hollins met with the gentleman who does their water sampling at the Transfer Station for the new wells that DES requested. He is looking to have it done at the end of May. PWD Hollins also put new tires on the loader at the Transfer Station. It was about \$1,800 but yearly it's about \$113 per tire. PWD Hollins said they found a candidate to fill a position. The candidate is a retired machinist. FD Merrill sent paperwork and they are looking to meet next week.

PCD Director Easler said Planning Board met Tuesday night. They discussed a letter that was sent out to Kenney's Garage. Gary Kenney, his brother, and a friend attended the meeting. Gary feels that they can clean it up by the end of May. It was set up that he would get it cleaned up along with all State and Town permitting. PCD Director Easler must go to court on April 14<sup>th</sup> and will present the information. They will know more in the beginning of June. The Kenney's have until June 7<sup>th</sup> or Planning Board will revoke the Site Plan.

Chief Kevin Wyman offered Mr. Patrick Ryan a position. They completed his background check, and he will start April 25<sup>th</sup>. Mr. Ryan is already certified, and they are hoping to have him on the road by summertime. The other officer is doing great in the academy. He will be done in the beginning of June and then they will train him in the summer. Last week, the Police Department had a large increase in drug related calls. They had three incidents with meth and people causing disturbances. Surrounding towns are also dealing with an increase in these calls.

Community Service Director Sarah Gerlack said the liens and deeds that were executed a week ago have been recorded with the registry. Redemptions have already started. CS Director

Gerlack started doing her past 6 months billing for welfare. It sets them up on a payment plan to hopefully get money back. She is also working with someone from the state to learn more about sheltering and how it would benefit Boscawen in the long term. They are talking about possible grants in which may be an option to apply for. Chairwoman Carey asked on the progress of the Backpack Program. CS Director Gerlack said it is great. She just switched the menu and created a feedback survey. They received great feedback from parents. They are also going to go back to jaw string bags instead of plastic bags for privacy. Chairwoman Carey asked if they provide food for the whole family. CS Director Gerlack said some stuff that they add, is meant for the whole family such as full-size boxes of mac and cheese.

Tax Collector Hoyt asked the Board to initial that they saw the certification for a notice being sent to Tax Collectors. It comes once a year from the Board of Tax and Land Appeals. TC Hoyt already signed the certification but needs the Board to confirm they saw it and then she will send it back. TC Hoyt received information from Invoice Cloud yesterday that they can now accept American Express payments. It will be the same cost for residents if they used Mastercard or Visa. They did quarterly tax totals and took care of the Census. The first quarter of 2022 they've taken just over \$460,000. It is a little less than they normally do the first quarter but there is only one warrant that goes out this quarter and the rest is delinquent. It leaves unpaid taxes in excess of \$270,000 including some from 2019, 2020, and 2021. She is working with a couple households on payment plans to get back on track. TC Hoyt said this is the last month to register dogs without any fines. It ends at the end of April. The rabies clinic is this Saturday from 1 to 3pm. TC Hoyt will be in the office to register dogs. Right now, they have nine pages of dogs that are licensed, a total of 417 dogs. They also have nine pages of unregistered dogs in Boscawen, a total of 450. TC Hoyt said with turkey season coming, there is a youth hunt on Saturday and Sunday, April 23<sup>rd</sup> and 24<sup>th</sup>. She reminded everyone that they do hunting and fishing licenses in the Town Clerk's Office. Lastly, they are finally online with the fire permitting. It is new to them and time consuming. The residents need to come in person to review information. Once they're set up in the system, they can receive emails or texts regarding any information that the Fire Chief or Forest Warden needs to get out. They will put something on the website once it is approved by Chief Kenney. Selectman Burdick asked how quickly people can obtain fire permits. TC Hoyt said residents can come in during open business hours with their ID. They go through a checklist and then put the individual's information into the system. When they walk out, they are all set. They sign a form stating they will follow the rules of the permit or pay fines.

Finance Director Kate Merrill presented a Trustee of the Trust Fund transfer.

**Chairwoman Carey motioned to approve the Trustee of the Trust Fund to transfer \$985 from the Police Cruiser Capital Reserve Fund to the General Fund to reimburse for the following expenditures: TurnOne Graphics Invoice #1552. Seconded by Selectman Burdick. All in favor. None opposed.**

Finance Director Kate Merrill presented two ARPA transfer requests.

**Chairwoman Carey motioned to transfer \$19,000 from the ARPA fund to the General Operating Fund to reimburse for expenditures previously approved for updating the HVAC units. Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Dickey motioned to transfer \$13,367.55 from the ARPA fund to the General Operating Account to reimburse for the expenditures previously approved to support the Human Services Backpack Program, affordable housing, and homelessness. Seconded by Selectman Burdick. All in favor. None opposed.**

**Ex-Officio Committee Updates:** Chairwoman Carey attended the Economic Development Committee meeting on Monday. They talked about the possibility of the job fair coming up in June at Winthrop Carter House. Chairwoman Carey said Deputy PCD Director Kearsten O'Brien can update everyone on the progression of the job fair next week.

Selectman Dickey attended the Planning Board meeting. They discussed GMI permits and Kenney's Garage.

Chairwoman Carey attended the NHMA training. The Right to Know Law is always evolving. The lawyers suggested they update their process and policies for all their committees. It is the time of year for them to review procedures and policies. Selectman Dickey said they just approved some updated policies for committees. Chairwoman Carey said they have legal updates that need to be included. They talked about the Local Fiscal Recovery Funds. They mentioned the ARPA money can be kept in an interest-bearing account with interest going to the town. The ARPA money can be used to maximize other federal grants. The final rule was approved on April 1<sup>st</sup>. They talked about definitions and provided a list of various areas the town can research. Selectman Dickey asked if they could use ARPA funds for Public Works. Chairwoman Carey said the final rule was liberal in its interpretation. They also said the town may not want to spend it all at once because there is an extended period to use the money.

Town Clerk Hoyt spoke with Elaine Clow. She does have interest in the Town Historian position but she wants to know more about what the position would entail. Town Clerk Hoyt suggested having Ms. Clow come to a meeting once they put together a job description.

PCD Director Easler presented a Planning Board appointment application. She suggested entering into nonpublic session if the Board wanted more information.

**Selectman Dickey motioned to enter a nonpublic session under RSA 91-A, 3 II (c). Seconded by Selectman Burdick. All in favor. None opposed.**

**Chairwoman Carey motioned to exit a nonpublic session under RSA 91-A, 3 II (c). Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Dickey motioned to seal the nonpublic minutes under RSA 91-A, 3 II (c) for 3 years. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Dickey motioned to enter a nonpublic session under RSA 91-A, 3 II (I). Seconded by Selectman Burdick. All in favor. None opposed.**

**Chairwoman Carey motioned to exit a nonpublic session under RSA 91-A, 3 II (I).  
Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Burdick motioned to enter a nonpublic session under RSA 91-A, 3 II (I).  
Seconded by Selectman Dickey. All in favor. None opposed.**

**Chairwoman Carey motioned to exit a nonpublic session under RSA 91-A, 3 II (I).  
Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Dickey motioned to seal the nonpublic minutes under RSA 91-A, 3 II (c) for 1  
year. Seconded by Selectman Burdick. All in favor. None opposed.**

**Next Meeting:** Thursday, April 14, 2022 at 6:00 PM.

**Selectman Burdick motioned to adjourn. Seconded by Selectman Dickey. All in favor. None  
Opposed.**

*Respectfully submitted by Hannah Gardner*