

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, April 21, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Matt Burdick, Paul Dickey, Katie Phelps, Nicole Hoyt, Dean Hollins, Kellee Easler, Kate Merrill, Barbara Randall, and Tama Tillman.

Roll Call: completed and guests introduced.

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

Selectman Matthew Burdick motioned to approve the Consent Agenda. Seconded by Selectman Paul Dickey. All in favor. None opposed.

Chairwoman Carey asked if anyone in the audience wished to speak during the public comment portion of the agenda. There was no comment from the audience.

New Business: Chairwoman Carey read the public notice for the Administrative Fee Public Hearing: *“Notice is hereby given in accordance with RSA 41:9-a IV Establishment of Fees, that: The Town of Boscawen Select Board will meet on Thursday, April 21, 2022 after 6:00pm in the Fourth Floor Meeting Room of the Boscawen Municipal Complex, 116 North Main Street to consider the following matter: Update of the Town of Boscawen Administrative Fees. The Board may open a public hearing to take testimony after the review.”*

Town Administrator Katie Phelps said the Building Inspector fee is increasing to \$75. This breaks down to \$60 for the inspector and \$15 towards an administrative fee. There will be a new building permit renewal fee of \$100. PCD Director Kellee Easler said after a year, if someone wants to extend their building permit, they must contact the office for an extension. The \$100 fee is \$25 for a new application and the rest goes towards the cost of the inspections. Chairwoman Carey clarified that it covers the cost for the Town of Boscawen to do the review, so taxpayers aren't paying for planned homeowner projects. PCD Director Easler said everything comes out of the Building Inspector Revolving Fund. TA Phelps said the Code Enforcement Officer fee is also increasing to \$75 - \$60 for the inspector and \$15 for the administrative fee. The RSA 79-E application package fee will be a flat fee of \$300. Deputy PCD Director Kearsten O'Brien said the package includes the public hearing cost covered by the applicant, code enforcement review and building inspector review. Legal fees would be the applicant's responsibility, if any. TA Phelps noted that the cost per child for attendance at the Parks and Recreation Summer Program is increasing from \$75 to \$150 per child, and no more than \$300 per family. There will be a late pick-up charge, per occurrence. It will be \$10 for the first minute and \$5 every 10 minutes after. Chairwoman Carey asked if any funding or grants were available for families who may not be able to afford the increase. TA Phelps said they have ARPA funds that are available. She also said residents could sponsor a child. Community Services Director Sarah Gerlack would be the point of contact for families looking for assistance. TA Phelps said there is a new \$15 administrative fee for hauling per ton. PWD Hollins said any commercial haulers that pick up commercial business trash are allowed to go to the incinerator on the Town of Boscawen tipping

fee rate. In return, they must wait 30 days to get the bill. Finance Director Kate Merrill would send the bill to the company and then Boscawen would wait another 30 days to get it back. Boscawen is one of few towns that don't charge above their tipping fee. The \$15 rate is in the middle of what others are charging. It keeps it below their normal tipping fee if they are outside the co-op area.

Chairwoman Carey opened the public hearing on administrative fees at 6:09pm.

Town Clerk Nicole Hoyt noticed for the marriage licenses, marriage certificates, death certificates and birth certificates, it states the Town portion was \$7. The correct amount is \$8. The total \$15 is correct. They would be altering what portion comes to the Town. Chairwoman Carey clarified that they would be fixing a Scribner's error to the notes, but the fee is correct.

Chairwoman Carey closed the public hearing on administrative fees at 6:10pm with no further public comment.

Selectman Dickey motioned to approve the updated administrative fees dated April 21, 2022 with the Scribner's error noted. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director Kearsten O'Brien stated Conservation Commission Chair Alan Hardy wanted to inform the board that the Conservation Commission held their public hearing on Tuesday, April 19th for the purchase of the Walker Pond Dam. There was no public input or concerns on the parts of the commissioner or the public. They would like to proceed with the purchase of the dam with the Select Board's consent for \$1.00.

Selectman Dickey motioned to approve the purchase of the Walker Pond Dam for \$1.00. Seconded by Selectman Burdick. All in favor. None opposed.

Treasurer Tama Tillman stated that the Town doesn't have a Deputy Treasurer. It's a major fault that there hasn't been a Deputy Treasurer because it is essential to the Town to have someone who can step in when the Treasurer is not available. Mrs. Tillman said she wants someone they can feel confident with. The individual needs to be mathematically inclined and be able to deal with spreadsheets. Mrs. Tillman said it is important to have someone who is trustworthy. There should always be a backup so someone can sign checks. Mrs. Tillman has asked Mrs. Barbara Randall to be the Deputy Treasurer and she has agreed. The annual amount of the position is \$750. Mrs. Randall asked to donate her stipend to the Welfare Department.

Selectman Dickey motioned to approve Ms. Barbara Randall as Deputy Treasurer. Seconded by Selectman Burdick. All in favor. None opposed.

Department Head Updates: Town Clerk Hoyt asked the Board to sign and approve the second quarter sewer warrant. She informed them that the USPS mailbox across the street from where Carey's Market used to be, will be moved up to 116 N Main Street on May 8th. Last year it took a while to get transfer stickers and dog tags. They have already been ordered this year, so they

have plenty of time to arrive. There is another rabies clinic in Contoocook, \$15 per shot. Town Clerk Hoyt posted it on our website.

Selectman Dickey motioned to approve the second quarter sewer warrant. Seconded by Selectman Burdick. All in favor. None opposed.

FD Merrill sent out the Cell Phone and Investment Policy for the Board to review. They will be in the consent agenda next week for signature. FD Merrill attended the NHGFOA meeting. She asked Mike Campo at Plodzik & Sanderson how to address vendors that are not responding. Mr. Campo recommended they change the Purchasing Policy so that instead of \$3,000, they only need to go to bid for projects \$15,000 and up. FD Merrill will research how much it is right now.

TA Phelps discussed the bleacher replacement costs for the park. To replace the bleachers at the park with a low-rise aluminum set that is 30 inches tall, 4 rows and 15' wide it will cost \$2,450 plus up to \$825 in shipping. This can either be covered with the Parks & Recreation budget or with ARPA funds. Replacing the bleachers improves the park space and makes it possible for people to enjoy it. The Board discussed how many sets of bleachers were at the park. The Board was in agreement to replace all four sets of bleachers at the park with ARPA funding and approve a not to exceed amount in order to get them ordered.

Selectman Dickey motioned to allow TA Phelps to proceed with ordering four sets of bleachers for the park and authorized the use of ARPA funding up to \$17,500. Seconded by Selectman Burdick. All in favor. None opposed.

TA Phelps met with members of the Environmental Protection Agency at the Commercial Street property on Wednesday, April 20th for a Site Walk. They were meeting to decide what they need to move ahead with mobilizing. They are planning for mid-May mobilization. TA Phelps posted a fact sheet for the public and they're ready to go around to the community. EPA will speak with members of the public who are directly impacted by trucks driving by or are close to the building removal. The public will have EPA contacts in case they have any questions or concerns.

Ex-Officio Updates: Chairwoman Carey spoke about the AgCom meeting. The committee has a new alternate member, Tatyanna Wunschel. Ms. Wunschel's mother expressed a 'community day' idea to the AgCom members. They decided to ask Economic Development if they can join in the job fair event that will be held in June to promote agriculture. Deputy PCD Director O'Brien said all the boards and committees are welcome to come. Deputy PCD Director O'Brien will reach out to Ms. Wunschel's mother to let her know. She also needs to confirm with Katy Brophy about the date change and if the venue is available. Chairwoman Carey said AgCom will be promoting the cutout sheep for sale at Twiggs Gallery. The cutouts are \$15 each. The community garden has 96 spots and all are being used right now. Rack Cards are also now available online and in the town municipal building.

Selectman Burdick said the OHD Committee lost a member but there are two people who are possibly interested in joining. For the golf tournament, they are still waiting to see if some teams are coming back. Ms. Kenney will be reaching out to them. For the Old Home Day event they have a balloon twister, air brush tattoo artist, and caricature artist. They will be reaching out to a

storyteller as well. Selectman Burdick is looking into food trucks, and one has shown interest. There will be live music played by Liz Kantz between the hours of 6-8pm at home plate. The theme is still being discussed. They want the theme to be related to sheep. For the yard sale, 9 people have signed up for at the Municipal Complex and 9 houses have paid to be on the map. It will be May 21st with a rain date of May 22nd.

Selectman Burdick said the Conservation Commission had a lot of discussion about Walker Pond. There was discussion on the pump house located at Walker Pond. There needs to be more research so they can figure out what needs to be done. There are public concerns with the parking situation. Boundaries will be placed before June. They had their clean-up day on last Saturday at the Town Forest. Mr. Charlie Niebling will still be the Town's Forester. There are field visits coming up with LCIP. The bridge replacement on Long St. has no concerns. Deputy PCD Director O'Brien said there was a recommendation to have a non-motorized boat launch. She also met with Officer Bibeau and Conservation Chair Hardy about camera placement for security. Officer Bibeau may have some cameras they can test out before purchasing anything.

Deputy PCD Director O'Brien said Joint Loss Mitigation Committee met Tuesday. FD Merrill reached out to the camera contractor who is going to come back with updated fees and then talk about when they will start installing cameras. FD Moore obtained quotes to get the back stairs leading into the PD replaced. Deputy PCD Director O'Brien spoke with Primex. They are meeting May 6th to do a walkthrough of the Town Hall and Chief Kenney also asked them to do the fire station. The board members are welcome to join the walkthroughs. They are also putting no loitering and no smoking signs along the town municipal facility because residents are smoking or just sitting on the steps for long periods of time. They also adopted the new safety manual.

Deputy PCD Director O'Brien received a complaint this morning from a resident whose child was using the ball field for practice. The resident ran over the wiring for a light with his tire and it popped the tire. He wants to know who is paying for the damage. Deputy PCD Director O'Brien told him to file a complaint form and she will present it to the Board. Deputy PCD Director O'Brien is concerned with some of the wiring because someone could trip over them. They need to get wooden boxes with bright colors so people can see them. The resident also spoke with the PD, and they put cones around the hazards. Chairwoman Carey asked if they are putting light fixtures in. The light fixtures are about \$6,000. Town Clerk Hoyt said they previously discussed taking the light posts out. Discussion ensued.

Deputy PCD Director O'Brien said they are trying to get more volunteers. They were thinking about changing wording in the 'eligibility to become a member' to live within the Town of Boscawen for more than six months of the year. Deputy PCD Director O'Brien said they have a lot of snowbirds who are still residents and live there for at least 6 months of the year. The board would still want to keep the requirement to be registered voters. Discussion ensued. They decided that if someone has their legal address elsewhere, they cannot be on a committee. They will have an appointment application that is geared towards all boards and committees.

Old Business: PCD Director Easler passed out information to the Select Board regarding a property in Town. There are several issues on the property. Chairwoman Carey asked if the

homeowners were aware of the issues. The homeowners know but they don't agree. They haven't received the sample yet. PCD Director Easler will deliver everything to them with a copy of the sample. The owner has asked for their septic plans, but the Town doesn't have any record of their septic plan. The owners need to go to the Department of Environmental Services Subsurface Bureau and contact them to get the archives of the septic plans. They usually charge a fee. Chairwoman Carey would like to educate both parties involved on what is occurring with the information from DES. She would like to get the homeowners resources that would assist them. PCD Director Easler prefers to do everything in writing.

Chairwoman Carey asked for an update on 20 High Street. TA Phelps asked if the Board wanted to do a sealed bid process or auction for the property. TA Phelps recommended auction after speaking with counsel. It offers more exposure for the property. The timeframe for the sale would be in August. Selectman Dickey said he has seen someone in the house at night. PCD Director Easler said there should be no trespassing on the property. She will notify the PD to investigate it. PWD Hollins said it will be boarded up tomorrow afternoon. TA Phelps noted that James R. St. Jean does public auctions and takes a percentage of the sale price. Her understanding is that the back taxes would be paid and any excess proceeds would require an interpleader action in court to take care of the liens on the property. Town Clerk Hoyt said there are two Penacook Boscawen Water Precinct liens as well. The Select Board agreed on the auction.

TA Phelps reminded everyone that there is a Special Town Meeting tomorrow, April 22, 2022 at BES at 7pm.

Chairwoman Carey received a useful package regarding the county. They are working on energy plans at the county and are thinking of putting in solar arrays. She advised speaking with Ross Cunningham about what they want for Boscawen and how they could work together.

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

**Selectman Dickey motioned to come out of nonpublic session under RSA 91-A, 3 II (b).
Seconded by Selectman Burdick. All in favor. None opposed.**

Chairwoman Carey motioned to seal the nonpublic minutes under RSA 91-A, 3 II (b) for one year. Seconded by Selectman Burdick. All in favor. None opposed.

Next Meeting: Thursday, April 28, 2022 at 6:00 PM.

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

Respectfully submitted by Hannah Gardner