

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, May 5<sup>th</sup>, 2022, at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Nicole Hoyt, Sarah Gerlack, Dean Hollins, Kevin Wyman, Tim Kenney, Kellee Easler, Kate Merrill, Gary Moore, and Kearsten O'Brien

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

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

**Selectman Paul Dickey motioned to approve the Consent Agenda as presented. Seconded by Chairwoman Carey. All in favor. None opposed.**

No public comment on the agenda.

**Department Head Updates:** Town Clerk Nicole Hoyt clarified that they will not discuss the sewer study tonight. The sewer abatement is for a property that was sold and passed the final sewer reading when the new bills came out. The town already accepted the final sewer bill and payment. The abatement is to abate the second quarter sewer bill for 18 Gage St.

**Selectman Dickey motioned to abate \$51.84 from Sewer Warrant 20-22SO1 located at 18 Gage St. Seconded by Chairwoman Carey. All in favor. None opposed.**

Town Clerk Hoyt received a question on administrative fees from a resident who is currently being billed a flat rate. Town Clerk Hoyt passed out a sheet with administrative fees, highlighting a four-bedroom, single family home that was built for a flat sewer rate of \$216 per quarter. The resident purchased the home with that rate. They have a well and are charged \$30 for hydrant fees. The resident feels that the flat fee would cost less if it was metered. She is asking the board whether or not a meter could be installed. Town Clerk Hoyt said it is on 46 Queen St. and they're not hooked up to water, but they are hooked up to sewer. PWD Dean Hollins said the residents could put their own meter in, but it is expensive. Town Clerk Hoyt asked the board how the approval process would work if they decided to switch to metering. Chairwoman Carey said they need to research other communities' solutions and find out what a reasonable rate is. Discussion ensued. Town Clerk Hoyt will suggest the metering option and if the residents are interested, she will update the board.

PCD Director Kellee Easler worked with Mr. Alan Hardy and Charles Bodien on updating building codes. There has been an update to the 2015 building code section 1.05 which includes tents and we have updated our Work Exempt from Permit as well. The code has changed from 2015 to 2018 and there may be options for a six month choice, depending on the situation. Building Inspectors will clarify if there are questions. Chairwoman Carey asked how to educate the public on these updates. PCD Director Easler said that they rarely get any questions on work exempt and usually if the public calls for a permit, they will educate them. PCD Director Easler said it will be listed on the website as well.

Chief Kevin Wyman said they stopped doing the police report update when they switched over to county dispatch because it's a broader database. Chief Wyman spoke with EMD Jason Killary and he said they could start doing it again next week. Selectman Dickey asked for an update on bodycams. Chief Wyman said they have one running right now. They need to update some features and displays as they are learning more about them.

Chief Kenney said the Fire Department recently lost two portable radios. They have 24 portable radios in the fire department currently. Chief Kenney said the screen failed so it can no longer readout. There 240 channels on the radio and they can't tell what channel they're on. The radios came out right after 9/11. Millions were built and distributed from the government to fire and police departments. Chief Kenney tried to get new screens, but they can't find the part. He got quotes from two local vendors. He also knows a vendor out of Massachusetts. The cheapest quote, from Beltronics was for \$27,131.50 which included 11 radios with two bank chargers. Chief Kenney would replace the remaining radios in the next couple of years. NFPA requires that all fire fighters have a radio. Chief Kenney said the fire department tries to meet the safety requirement every year. Chairwoman Carey asked if they would get a discount if they bought all 24. Chief Kenney doesn't have that information. He said there is a government discount built in. Chairwoman Carey requested Chief Kenney to ask for the price to replace all portable radios and obtain a third quote from the vendor in MA.

Community Services Director Sarah Gerlack connected with 'UniteUs', an online free tool that organizations in NH can use to search for resources that their clients need. Some organizations also allow them to apply or refer their clients. She is currently working with an organization to help one of her clients receive resources. The Merrimack County Human Services Department is launching a community county navigation program. CS Director Gerlack has been invited to the program's collaborative meeting on May 16<sup>th</sup>. The meeting is to learn how the program can help Boscawen and how Boscawen can help them. CS Director Gerlack said in the past, the need for the Summer Backpack Program has been slim. She decided they will not do a sign up this year. She has been in contact with the social worker from Boscawen Elementary School. If someone needs resources, the social worker will send them to the Community Services Department. CS Director Gerlack tried reaching out to a homeless man and has not heard anything. She said the homeless typically don't want help or assistance. Housing is limited so the Concord Coalition to End Homelessness is supplying a \$1,000 check to any apartment place or landlord that accepts an application from someone who has already applied for a housing voucher. There has been an increase in homelessness and fuel services. CS Director Gerlack said there is a Homeowners Assistance Fund program called 'HAF'. Any homeowner that has been affected by COVID or fits in the guidelines of the income, can apply. It can help with mortgages, taxes, and utility bills. CS Director Gerlack posted the resources on the town website.

Town Clerk Hoyt said they previously purchased PPE for elections, and they received more from the state. They have been housing it downstairs, separate from all that EMD Killary has up at the 1913 Library. Last year they put together bags with free masks, hand sanitizer, etc. Town Clerk Hoyt asked if they could donate the extra PPE to residents and display them in the foyer for free. The board had no issue with donating the PPE to residents. Town Clerk Hoyt said the low- and moderate-income homeowner's property tax relief is out from DRA. The program runs from

May 1<sup>st</sup> to June 30<sup>th</sup>. Paperwork must be postmarked within that timeframe. It is specifically for people who paid their property tax in 2021. It is displayed in the lobby and people have already been asking for it. Town Clerk Hoyt updated the MS-123 and resubmitted. There is a Supervisors of the Checklist meeting this May. The deadline to change your party affiliation is May 31<sup>st</sup> before the September primary. The Secretary of State's office is having a workshop this month to teach election workers how to handle difficult or angry voters. Town Clerk Hoyt said the Town Clerk's Association Regional Workshop will be held on Wednesday, May 25<sup>th</sup>. Town Clerk Hoyt requested to close the Town Clerk's office May 25<sup>th</sup> and reopen Friday, May 27<sup>th</sup>. The Select Board accepted the request.

Town Clerk Hoyt mentioned under important upcoming dates that Old Home Day committee is meeting May 16<sup>th</sup>. They are sponsoring the Town-wide yard sale May 21<sup>st</sup>.

Chief Wyman said the Police Department had a Prescription Drug Take Back Day. There was a great turnout with two large boxes filled with prescription medications. Chief Wyman said the homeless encampment on the island is included under the park's town ordinance. They are moving the process along to help minimize the homeless situation. Chairwoman Carey said the board would love suggestions on how to improve the situation.

Facility Director Gary Moore updated the board on completed projects. They installed 250 ft of coaxial cable into the municipal building. They now have cable TV in the building. FD Moore worked on the generator grant application. It was about 12 pages and Selectman Dickey helped him work on it. FD Moore submitted it about a week ago. The person they were dealing with has moved on to another position. Another woman is assisting but she is on vacation currently. The chain link fence was installed by the baseball diamond. For the batter's box, they are installing a 6-foot-high gate. FD Moore replaced the Snack Shack windows with unbreakable Lexan material. They shredded 145 boxes of documents from the basement. FD Moore started the project last year and everything shredded was decided on by department heads. He spent time cleaning the basement as well. The Dutch doors are on order for PCD Director Easler's office which will create a safer environment for her. The lightening rod project is complete. The warrant article was for \$23,600 but the final cost was \$20,949. FD Moore is scheduling an energy audit for the MOB, Police Station, and Library. He is exploring electric and gas with a company called 'Rise Engineering'. There are some rebates available through Eversource and Liberty Utilities. FD Moore is scheduling a meeting for the 1913 Library roof. It is leaking on the right-hand side. He talked to the original contractor, and they are going to assess the damage. FD Moore is waiting for TA Katie Phelps to approve getting an AC for PWD Hollins's office. They originally approved \$3,500 for a split system but they are too big for the office. They can get an efficient wall mounted unit for around \$600. The torrent roof is waiting for a \$10,000 deposit but they are currently waiting for the warrant article. FD Moore and the Code Enforcement Officer inspected emergency lights at the Town Hall. They found which ones need to come out and which need to be replaced. FD Moore said the electrician who also examined the work said it would cost about \$600 to do the update. It is \$27 for batteries. They could get new LED, more efficient units for \$33. FD Moore is also looking to repair the wheelchair ramp at the municipal building. He received one price for \$15,000. It is a labor intense project because they have to grind out the cracks under the posts and refill them with epoxy. Chairwoman Carey said if they get the price lower than \$15,000, they can discuss repairing it. FD Moore is also looking

to repair the rear entrance to the police station for a price of \$8,200. It is another safety issue. The steps need to be taken out and new dry well needs to be put in. FD Moore received a price of \$22,000 to take down the old Police Station. They would take all the concrete out including the concrete ramp. They would take out the foundation and move it over to the transfer station. If they don't do it this year, they could be looking at thousands of dollars more to transport the material elsewhere. PWD Hollins said the downside to bringing it to the transfer station is that they have limited space, and they still have the tannery. Discussion ensued. FD Moore said the two suggestions were to sell it or bury it. He also stated the Police Department flooring and the Sallyport still need to be addressed. He got some pricing on taking out some area in Sallyport. FD Moore said he is still waiting on the tennis and basketball courts. The vendor wants a 40% deposit, which is \$19,000. FD Moore discussed more projects he is currently researching. Selectman Dickey said he can move forward with the torrent roof, and the Select Board will let TA Phelps know.

PWD Hollins received a call from GMI that their hot top prices will increase soon. The price will be a \$6/ton difference and gravel will be a difference of \$3/ton. Consequently Public Works changed up the route. They will reclaim and base pave Cornhill Rd from Route 4 to Pine St. They are going to skip Pine St to the transfer station. They will topcoat the area from the transfer station to the farm stand on Cornhill Rd. When they are done with everything, they will wait on a builder to access the water across the end of Cornhill Rd, the section between Pine St and the transfer station. They are starting Monday morning on Cornhill Rd. PWD Hollins dropped off the truck to be sandblasted and painted on Wednesday. They should have it back by the end of the month.

The monitoring wells for the pfas at the transfer station are schedule for June 1<sup>st</sup>. They will have 3 new wells. PWD Hollins said a property owner on Chadwick Hill Rd contacted PCD Director Easler. It is a class six road. The owners were instructed wrongly on how to make improvements to the road. They would like to put in a couple loads of gravel to get into their property. The RSA is that it must be a road agent, or the board of Selectmen approve the gravel. PWD Hollins approved the gravel.

Chief Kenney said the building budget took a hit after a surprising bill from the Water Department for \$2,400. The building budget is \$3,000. The bill was for the frozen pipe. They hired a private contractor to fix it, but Chief Kenney was unaware it would come with a price. He doesn't know how to solve the issue because the pipe freezes every year. If they run water, they will ruin their septic system. Another Fire Department issue is that someone is setting fires in the road on Water St. It has happened twice now. The first time the canister was filled with rags and plastic gloves and the second time it was a plastic container with fuel in it. Both incidents happened at night. The Fire Marshall's office is aware so they can track it. Chief Kenney said there have been no other reports in the capital area of this going on. He will keep the board updated on the matter. Chairwoman Carey encouraged residents living on Water St. or Long St. to be aware and report anything suspicious. Chief Kenney said there is a blood drive at the Fire Department on Friday, May 13<sup>th</sup>. He doesn't know who is sponsoring it, but they are just allowing them to use the facility.

Finance Director Kate Merrill reminded everyone that with the new Purchasing Policy, anything over \$15,000 being spent, must go out to bid or the board needs to make a special exception. FD Merrill discussed information on benches. She reached out to Laconia Monument and the owner gave two different prices for granite benches. For a 3-foot long, it is \$1,000 and for a 4-foot it is \$1,200. The engraving would be \$500 or less depending on how much is engraved. FD Merrill also reached out to someone who has a woodwork company. He said he could give a quote for mahogany benches. FD Merrill thinks the life expectancy would be less than granite benches. She reached out to another company as well, but it was more expensive.

FD Merrill suggested discussing new hires since everyone is in attendance. Chair Carey said the board would like to meet new hires. She also suggested organizing a time during the day to meet them if they can't attend a meeting. Discussion ensued. FD Merrill will send out an email to the board on when they can meet the new hires at the transfer station and police station. Town Clerk Hoyt said their new hire hasn't started yet, but she is planning to bring them to the first meeting in June to meet the board.

Deputy PCD Director Kearsten O'Brien said they will be meeting with Primex tomorrow. They will be going to the Town Hall and Fire Station. Primex is looking at all of the town policies as well. Deputy PCD Director O'Brien asked if the EDC or Select Board should request sponsorship of benches. Chairwoman Carey suggested it come from the Select Board that they are looking for business sponsored benches. Deputy PCD Director O'Brien asked the board to decide on the benches. Selectman Dickey asked if they told the bench companies, they were looking to buy multiple. FD Merrill told them they would be purchasing multiple, but she didn't know how many at the time. Selectman Dickey asked her to get a price for 6 benches. Deputy PCD Director O'Brien said with granite material, the benches would be easier to maintain. Discussion ensued. The board said no one would be turned away from sponsoring a bench, it would be open to individuals as well. Selectman Dickey said they also need to research how to anchor them into the ground. PWD Hollins said the granite benches would be easiest because they get set into the concrete. Chairwoman Carey also asked to get clarification on if the \$500 engraving is limited to a specific amount of wording.

Deputy PCD Director O'Brien took 91-A training on January 1<sup>st</sup>, 2022. She said they now are required to have a list of all their nonpublic minutes. They also have to keep track of when they were sealed. If it is a nonpublic under D, land acquisition, the minute the sale goes through, the minutes automatically become unsealed. In addition, they said if the agenda has a public comment section, they should have a sign in sheet. If it pertains to an agenda related item, they have 3 to 5 minutes to talk and if not the Select Board can choose to speak about it that night or move it to a different agenda. PCD Director Easler suggested also putting the decision into the rules and procedures.

PCD Director Easler spoke with Mike Tardiff and Matt Monahan about \$1,000,000 grant for Invest NH that just passed. They are working now to get employees hired and decide how it will happen as well as the timeframe. There is funding for demolition, incentives for developers to do three-units or more, money for towns determined per unit as well as funding for municipal zoning. Growth is going to come to Boscawen eventually and we should take advantage of it. PCD Director Easler is making a list of developers that call and she will reach out once the grant

goes through. It can't be anything that is already being developed. PCD Director Easler asked the board if they want the Energy committee to weigh in on discussion items regarding the Eversource Lighting Audit that Gary Moore is participating in with Rise Engineering. The Select Board would like the Energy Committee to be involved.

**New Business:** PCD Director Easler said the CDBG Public Hearing will be held for Riverbend and an extension of funds. The Public Hearing will be held on Thursday, May 26<sup>th</sup>, 2022 at 6pm with Donna Lane.

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

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

**Chairwoman Carey motioned to accept the payment plan for landowner P. Seconded by Selectman Dickey. All in favor. None opposed.**

**Next Meeting:** Thursday, May 12<sup>th</sup>, 2022, at 6:00 PM.

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

*Respectfully submitted by Hannah Gardner*