

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, February 3, 2022, at 6:00 PM**

In Attendance: Lorrie Carey, Matthew Burdick, Paul Dickey, Kate Merrill, Sarah Gerlack, Haley Dilts-Brown, Katie Phelps, Kellee Easler, Kearsten O'Brien, Tim Kenney, Dean Hollins, Kevin Wyman, Paul Fisher, Jennifer Fisher, Charlie Niebling, and Alan Hardy.

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 as presented. Seconded by Selectman Matthew Burdick. All in favor. None opposed.

New Business: Mr. Paul Fisher and his wife, Ms. Jennifer Fisher, 25 Chadwick Hill Road addressed their concerns about maintenance issues. Mr. Fisher stated that they have lived on Chadwick Hill since 2001. They used to live there full time but now are seasonal. Chadwick Hill is a Class VI road meaning it is not subject to Town maintenance. For the last 20 years, the Fishers and their neighbors have helped with the maintenance and plowing of the road. Mr. Fisher brought up the concern of if it should be fully classified as a Class VI road when there is a boat ramp on it. The boat ramp has generated a lot of traffic and parking problems. The Town did put up no parking signs in the roadway, but it isn't preventing people from parking. Mr. Fisher said the other day, they barely made it down the street and when they did, someone was illegally parked on their property. They called the Police Department and when the officer took care of the matter, he told Mr. Fisher to keep calling on these instances. Mr. Fisher doesn't think it is reasonable for a taxpayer to have to continually call on reoccurring issues. Mr. Fisher is delighted with the Conservation Commission purchasing the former Water Precinct property but questions what it will mean for continued traffic. Mr. Fisher is still willing to maintain a portion of the road like he always has. They are asking for the Town to take responsibility of selective maintenance and plowing on the road up to the boat ramp. Chairwoman Carey requested that the Fishers put their concerns and requested resolution in writing. Chairwoman Carey stated they will then bring the concern and the possible resolution they propose to legal and the Conservation Commission to discuss the matter.

Moderator Charlie Niebling raised the question of whether there is a need for polls to be open for 12 hours for town elections. Mr. Niebling said it tends to be slow with not a lot of voters. It comes in spurts where there will be a wave of voters and then gets slow. Moderator Niebling has no objection to staying the full 12 hours, but by statute the Select Board can modify the hours. Chairwoman Carey was under the impression that if they changed the polling hours for town elections, they would have to do the same for other elections for consistency. Moderator Niebling doesn't believe the Select Board has that authority over State-wide and Federal elections but if it is mandatory, he would suggest not changing the hours because of traffic for other elections. Moderator Niebling also stated that the Ballot Clerks and Supervisors have no problem with the full 12 hours, but it seems as if they can accommodate voting with a shorter

polling time. Chairwoman Carey will bring up the subject at Town Meeting. Moderator Niebling asked if anyone has suggestions or comments from last year's set up of Town Meeting and how they dealt with COVID. They are anticipating more people who may chose not to wear a mask. Moderator Niebling said they were concerned on how to address it but think they could set up an isolated corner in the gym with sneeze guards so all can be accommodated and participate. They would all have separate microphones. Human Services Director Sarah Gerlack asked if the school would allow it. Deputy Town Clerk Haley Dilts-Brown said MVSD Facilities Director Fred Reagan did not want anyone in the gym without a mask. There would be a separate entrance for those with no masks to enter the library and participate on a screen. Town Administrator Phelps asked about microphone access. Deputy Town Clerk Dilts-Brown said the library would have one microphone with sound and a 65-inch screen for participation. Moderator Niebling would like to accommodate everyone in one place if there is a way. He thinks the gym is big enough to isolate those who choose not to mask up, so they are not secluded from the conversation. Selectman Dickey said it is not fair to those who do put on a mask and for those who want to participate and have underlying issues. TA Phelps asked if MVSD Facilities Director Reagan would have a video to view people in the library. Deputy Town Clerk Dilts-Brown said someone else would have to be there to assist with counting. Moderator Niebling will talk to MVSD Facilities Director. Reagan on how to handle this to accommodate everyone. The goal would be to have everyone in one room to avoid complications with technology and participation, but they may need to work something out in the library because the school will have the final say. Moderator Niebling noted he will not be up on the stage because it is difficult to hear so he will be down beside the head table in front of the speakers.

EPA Project Coordinator Alan Hardy said in speaking with City of Concord's Matt Walsh, Director of Redevelopment he recommended they need to have authority to act at almost on a moment's notice with regards to the Commercial Street project. Project Coordinator Hardy used the example of if they find a four-inch drain going into the river, the Town needs to be able to deal with it functionally. They worked out that it can be between Project Coordinator Hardy and TA Phelps. If they cannot agree on an act, then they would be bringing it up to the Select Board. Chairwoman Carey asked what the limitations of the permission are. The ability to be able to deal with problems that may arise on site in an expedited manor in consultation with the Environmental Protection Agency, Credere Associates, NH Department of Environmental Services and Central NH Regional Planning Commission.

Chairwoman Carey motioned to approve the EPA Project permission for Mr. Alan Hardy as Project Coordinator and TA Katie Phelps to deal with problems that may arise on site in consultation with EPA, Credere Associates, NHDES and Central NH Regional Planning Commission to address issues expediently. The motion was not seconded. Discussion ensued and all Board members were all in agreement.

Project Coordinator Hardy updated the Select Board on the status of the contract with Credere Associates. They haven't got as far as they wanted but part of it was driven by their collective belief that the way the original contract was drafted was in the opposite direction than what they thought. They want to have it task based. The first task of the assessment is the assessment of materials. There will be a boiler plate contractor who will be used routinely and under it will be the individual task that the Town suggests they be authorized to carry out. There will be others

involved but Credere Associates will be carrying the contract. The Town still doesn't have a contract and they would like to move forward with the recommendation of the BAC with the approval of the board and get a contract drafted up with Credere Associates. They expect to have a contract executed in a couple of weeks. It needs to be reviewed by EPA, Legal and the Select Board. Chairwoman Carey said if they can get a contract by Wednesday, then they will have time to review. Project Coordinator Hardy said the big issue right now is if they will be working with the EPA Removal Program. Project Coordinator Hardy said they need to learn how the program interacts. He thinks it would be a good thing to have them especially financially. They are hoping to get an answer from the removal program soon. The Town's match is 20% of the total.

Project Coordinator Hardy asked to add PWD Dean Hollins to the group of members involved in the Commercial Street cleanup activities. The Select Board approved of adding PWD Hollins.

Chairwoman Carey said the Merrimack River Greenway Trail has asked the Select Board for a letter of support like what they did for the Concord Tap Grant. The project is a .79 mile long, 12-foot wide, paved multi-use trail that will run from Loudon Rd to Boscawen. It is being done with the assistance of the Friends from Merrimack River Greenway Trail. Concord has applied for and received a land and water conservation fund grant that will be matched in part with the tax credit grant. The trail will provide both off-road transportation corridor, separate from Motor Vehicle and a linear park giving access to the Merrimack River. The grant would fill in the funding gap to allow the city to proceed construction in 2023. Chairwoman Carey read her suggested recommendation showing the Town's support.

The Board members will consider the letter of support.

Finance Director Kate Merrill presented a Trustee Transfer Request for approval.

Selectman Dickey motioned to approve the Trustees of the Trust Fund to transfer \$60,845 from the Highway Heavy Equipment Capital Reserve Fund to the General Fund to reimburse for the following expenditures: Hillsboro Ford, 2022 Ford F-550 for \$60,845. Seconded by Selectman Burdick. All in favor. None opposed.

Department Head Updates: FD Kate Merrill asked for guidance from the Select Board on how to proceed with the 21 current Town policies. All are listed to do this year even though many were updated in the last year. Some need to be done every year. FD Merrill said she could check with the auditors to see how often each policy needs to be reviewed and space it out. Chairwoman Carey suggested reviewing 2 policies a month. Selectman Dickey thinks they should only review the ones that are required. FD Merrill will find out which ones need to be reviewed and report back to the Select Board.

Selectman Dickey motioned to approve only reviewing policies that are legally required by the State yearly and space the other policy reviews. Seconded by Select Burdick. All in favor. None opposed.

FD Merrill sent the Select Board an Audit Questionnaire. The Select Board must fill it out together and then submit it to the Auditors. The Board filled out the questionnaire. Chairwoman Carey noted for one question that the policy specifies no self-dealing in full disclosure. Chairwoman Carey does own a business and might on occasion provide goods and services to the Town but does not have a contract with them. The Select Board formally authorized all disbursements, vendor payroll prior to the release of funds. The Board stays informed with the latest changes and laws in Town by getting updates from staff, NH Municipal Association, and the State House. One question asked if the Town approved a disaster recovery plan in the event of loss or interruption in IT function. Deputy PCD Director Kearsten O'Brien said the Cyber Security policy is a work in progress. Another question asked if the Town has an investment policy. Chairwoman Carey said they do, and it is required to be reviewed annually which is in April. The Select Board completed the questionnaire, and each member needs to complete one more individual question. FD Merrill put the three policies that need to be sent with it in there. They can mail it directly to them.

Selectman Dickey motioned to approve Chairwoman Carey to sign the Audit Questionnaire on behalf of the Select Board. Seconded by Selectman Burdick. All in favor. None opposed.

Health Officer Kellee Easler presented and ARPA request to the Select Board. Health Officer Easler is requesting a Victory Sprayer that is handheld to disinfect the boardrooms, officer railings and entry ways. It is \$725.14 including shipping out of the ARPA funding.

Selectman Dickey motioned to approve taking out \$725.14 from ARPA funding to buy a handheld Victory Sprayer. Seconded by Selectman Burdick. All in favor. None opposed.

Department Head Updates:

Deputy Town Clerk Haley Dilts-Brown said they sent the mockup version of the ballot with the candidates and planning board amendments. They did have to order new election envelopes due to the new election laws on absentee ballots. They had an educational election webinar today and they will be held every Thursday for the next month. At the elections, they will be registering dogs as well.

HS Director Gerlack will send out the sewer warrant tomorrow and start collecting funds. It has been business as usual for the department. On Tuesday, HS Director Gerlack has an interview with NH Local Welfare Association to be part of their executive board. Selectman Burdick asked if any residences were affected by the backlog of propane. Most of the residences are on the fuel assistance now and order it weeks ahead of time.

PWD Hollins said they lost the transmission in their oldest dump truck. They did get it repaired but it still has issues with the transmission because it was remanufactured. It is going back under warranty to get swapped out because there is an issue with one of the gears. He is waiting on the bill and doesn't know what the cost was. There was an incident with an employee today with the snowblower. The employee had to get stitches on his finger. Other than that, business has been usual.

Chief Kevin Wyman said their new officer leaves on Monday for the Police Academy. They should have him back by the beginning of June for training.

Chief Tim Kenney met with MRI for the final pass of documents. They also went over the new state's free report writing used to document calls from the Federal Government. Chief Kenney contacted the sales rep for the mini pumper. They are having a problem with a part. If they don't have the part, they can't put it in. They had a serious snowmobile accident on the rail trail. Concord and Penacook Rescue helped which was appreciated.

FD Merrill hired someone to fill the Finance/HR Assistant position and they will be starting February 22nd.

PCD Director Easler said Planning Board went smooth this week and they just reviewed for their next meetings. The new hire is beginning on Tuesday, February 8th. They went down to White's Farm and picked out file cabinets, a table and tons of binders and folders for \$50. Next week they have meetings for the Beautification Committee, Economic Development, Joint Loss, AgComm and the Budget Hearing.

Deputy PCD Director O'Brien informed the Select Board about the Primex updates. They have added that the Town should have a Cyber Security preparedness and Post Traumatic Stress Management program. They eliminated the Trips, Slips and Falls policy and the required Federal and State postings. Chairwoman Carey requested a spreadsheet with policies they have and policies they need.

Ex-Officio Committee Updates: Chairwoman Carey said the Brownfield's Advisory Committee met with the engineer and discussed their expectations.

Old Business: Health Officer Easler was made aware of a situation where someone is living in a building with no water or heat. It was confirmed and there were dogs taken from the property. Health Officer Easler asked if the Select Board wants them to act on. It would be extensive. Legal would need to be involved. Health Officer Easler suggested waiting until after March. The person owns the property and no children are involved. They are freely living in a building with no heat or water.

TA Phelps has been emailing Moderator Watson at Boscawen Congregational Church regarding the Memorandum of Understanding and the Town Hall. The Trustees are looking to schedule a date after Town Meeting to meet with the Select Board. TA Phelps is looking for a couple evening dates that work for the Select Board. Selectman Dickey suggested proposing February 17th. TA Phelps suggested offering February 17th and 24th. Chairwoman Carey thinks they need to come with suggestions on how they would change the current MOU. They will discuss the changes for 15 minutes and then follow up at a later date.

TA Phelps is working on an Inclement Weather & Emergency Protocol under which conditions one might need to close the office, so they have protocols in place. Selectman Dickey suggested closing tomorrow due to the weather. TA Phelps asked are they paying administrative staff who

are unable to work remotely. The Select Board said administrative staff would be paid regardless because it is the Town's decision to close.

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

Next Meeting: Thursday, February 10th, 2022 at 6:00pm at Boscawen Elementary School.

Respectfully submitted by Hannah Gardner