

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, April 18, 2024, at 6:00 PM**

In Attendance: Matt Burdick, Lorrie Carey, Bill Bevans, Katie Phelps & Nicole Hoyt

Guests: Joshua Crawford

Roll Call: completed and guests introduced.

Chairwoman Lorrie Carey called the meeting to order at 6:00pm.

Consent Agenda Items:

- P&L, Balance Sheet, Check Manifest & Payroll
- Nonpublic/Public Minutes for Approval—4/11/24
- March Treasurer’s Reports
- Police Department Report 4/8-4/14/24
- Inclement Weather & Emergency Protocol
- Landowner T—Denied Veteran’s Credit
- Landowners R, C, S, & E—Veteran’s Credit
- Intent to Excavate #24-049-02-E Map 47 Lot 6
- Intent to Excavate #24-049-03-E Map 81A Lot 19 Sub A
- Intent to Excavate #24-049-04-E Map 49 Lot 6 Sub 2
- Intent to Excavate #24-049-05-E Map 81 Lot 24
- Gravel Warrant #23-049-03-E Map 49 Lot 6 Sub 2—\$1,585.62
- Gravel Warrant #23-049-02-E Map 81 Lot 24—\$4,703.26
- Map 183D Lot 119 Solar Exemption—\$9,600
- Map 183C Lot 122 Sublot D Solar Exemption —\$6,000
- Landowner E—Blind Exemption —\$15,000
- Intent to Cut #24-049-02-T Map 47 Lots 41 & 41 Sub A
- Timber Warrant #23-049-12-T Map 47 Lot 29 Sub A —\$810.43

Chairwoman Carey noted grammatical changes to the 04.11.24 public minutes.

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

Department Head Updates: Town Clerk Nicole Hoyt mentioned that NH Vote recently sent out an update about the Dominion Image Cast machine, the latest election equipment. There have been software issues requiring continuous testing. The new equipment won't be available for use until the March 2025 elections. Currently, the Town uses Accuvote. Town Clerk Hoyt suggested that the Votingworks election equipment would be a better fit for the Town compared to

44 Dominion. Based on the research and demonstrations she has seen, Votingworks' reporting
45 would be more understandable and prints in full sheets. Votingworks' software would be open
46 source, while Dominion's would be proprietary, making it impossible to view information. Town
47 Clerk Hoyt pointed out that Votingworks offers better accessibility and would cost less. This
48 year, the Town paid \$717 to code the voting cards with LHS. With Votingworks, the coding for
49 cards for each election would be a flat fee of \$500. Town Clerk Hoyt mentioned that currently
50 the Town is being charged \$0.48 per ballot for printing, but with Votingworks, it would be \$0.25
51 per 8 ½ x 11 sheet with a small extra charge for longer ballots. The elected officials would also
52 have the opportunity to learn how to code the voting cards themselves. The package with
53 Votingworks would include the precinct scanner, ballot box, and laptop for \$7,000. Town Clerk
54 Hoyt noted that the package did not include a laser printer because the Town does not need one
55 at this time. She stated that the Town's current election equipment would no longer be serviced
56 starting in the summer. They could continue using the current equipment until it stops working,
57 but Town Clerk Hoyt wasn't sure how long LHS would continue coding the cards if they stopped
58 servicing it. Town Clerk Hoyt mentioned that if they decided to proceed with Votingworks, they
59 would offer training for everyone. Selectman Burdick asked for clarification on whether the
60 recommendation was to order the equipment now or to wait until the current machine stopped
61 working. Town Clerk Hoyt clarified her recommendation was that they should place the order
62 now to start saving money right away. They would need to code for the primary, which typically
63 has a long ballot. Additionally, they could begin training in the summer and address any issues
64 that arise. Town Clerk Hoyt mentioned she budgeted \$10,000 for new election equipment this
65 year.

66
67 **Selectman Burdick motioned to approve Town Clerk Hoyt's recommendation to order the**
68 **Votingworks election equipment. Seconded by Selectman Bevans. Roll Call Vote. All in**
69 **favor. None opposed.**

70
71 Town Clerk Hoyt provided an update on the Town Clerk department. Last Friday, they had
72 election training where they learned about the upcoming completion of the Statewide Voter
73 Registration System, a new state-wide system. By the end of the month, this system will be fully
74 operational. Once it is up and running, staff will be trained in how to use the new online system
75 for voter registration.

76
77 Tax Collector Hoyt completed the Census quarterly report. So far this year, in the first quarter,
78 the Town has collected \$903,316. Tax Collector Hoyt explained that this revenue wasn't just
79 Boscawen's; it also included the school and county portions. Additionally, Tax Collector Hoyt
80 submitted a form from the BTLA that the Select Board needed to review and initial. Town Clerk
81 Hoyt attended Government Accounting classes recently and pointed out that Boscawen was
82 among the few towns that have met all the state's requirements regarding policies and Treasurer
83 duties.

84
85 Town Clerk Hoyt provided a budget status update. The welfare line slightly exceeded the budget
86 in the first quarter, at 26%. However, the Town Clerk budget line matched their projection. Two
87 lines in the Tax Collector's budget were higher than expected due to early purchases in the year.

88 The equipment and software line has a remaining balance of \$185, and there should be no further
89 spending for the rest of the year. Lien expenses, covering all notices for deeded properties, lien
90 execution, mortgage company interactions, reviews, and letters, have been handled for the year.
91 The only expense left for that line for the rest of the year will be redemptions when residents pay
92 off their liens, and the town must record them with the NH Registry of Deeds.

93
94 Town Administrator Katie Phelps gave an update on the Human Services position. Town Clerk
95 Hoyt has been filling in while they search for a new staff member. TA Phelps mentioned they
96 haven't found a candidate yet and sought help from neighboring towns, but none could assist due
97 to their own demands. She also contacted the Welfare Association for guidance, and some input
98 was offered. For now, Town Clerk Hoyt will continue covering the position until they find
99 someone. Discussion ensued.

100
101 TA Phelps presented three Capital Reserve Fund transfers for approval.

102
103 **Chairwoman Carey motioned to approve the Trustees of the Trust Funds to transfer**
104 **\$14,000 from the Municipal IT Capital Reserve Fund to the General Fund to reimburse for**
105 **the following expenditures: Cybertron (Invoice #20240139). Seconded by Selectman**
106 **Burdick. Roll Call Vote. All in favor. None opposed.**

107
108 **Selectman Burdick motioned to approve the Trustees of the Trust Funds to transfer**
109 **\$19,060.18 from the Municipal Buildings Capital Reserve Fund to the General Fund to**
110 **reimburse for the following expenditures: DuBois & King (Invoice #1223312)—\$875, ADF**
111 **Flooring (Deposit)—\$9,237.06, ADF Flooring (Balance)—\$8,948.12. Seconded by**
112 **Chairwoman Carey. Roll Call Vote. All in favor. None opposed.**

113
114 **Selectman Bevans motioned to approve the Trustees of the Trust Funds to transfer \$4,295**
115 **from the Police Cruiser Capital Reserve Fund to the General Fund to reimburse for the**
116 **following expenditures: Ossipee Mtn. Electronics (Invoice #90063)—\$3,500 and TurnOne**
117 **Graphics (Invoice #1854)—\$795. Seconded by Selectman Burdick. Roll Call Vote. All in**
118 **favor. None opposed.**

119
120 TA Phelps shared a request from Ms. Kim Kenney on behalf of Boscawen Elementary School.
121 Ms. Kenney asked for permission to take the kids to the Town Park on June 4th and June 11th,
122 from 10 AM to 3 PM. TA Phelps mentioned she could coordinate with Facilities Director Gary
123 Moore to open the bathrooms in the Dorval House.

124
125 **Selectman Burdick motioned to approve allowing Boscawen Elementary School to bring**
126 **the kids to the Town Park and use the Dorval House on Tuesday, June 4th and Tuesday,**
127 **June 11th from 10 AM to 3 PM. Seconded by Selectman Bevans. Roll Call Vote. All in**
128 **favor. None opposed.**

129
130 TA Phelps sent out a memo with updates regarding Boscawen Community Power. The dedicated
131 webpage for Boscawen Community Power will be launched on Friday, April 26th. Community

132 Power Coalition of NH (CPCNH) will supply a banner, poster, 500 postcards, and 10-yard signs.
133 Mr. Charlie Niebling proposed placing the banner in front of the Municipal Building above the
134 steps, and the poster in the main entrance foyer. Postcards will be provided at the clerk's window
135 for residents registering their vehicles. A launch letter will be sent to all ratepayers in Boscawen
136 during the first week of May. The letter will explain the opt-out process and include a link to the
137 dedicated webpage for further details. There will be a public information meeting about
138 Boscawen Community Power on Thursday, May 9th at 6 PM in the 4th-floor meeting room. A
139 CPCNH representative will be present to answer questions. Before the launch of Boscawen
140 Community Power, Unitil will conduct a final meter reading in June. The default supplier will
141 switch to Boscawen Community Power after that is complete. The new rates for August through
142 January 2025 will be announced at the end of July.

143
144 TA Phelps provided agreements from Unitil for the town to sign for on-demand billing related to
145 the LED Streetlight conversion. These forms covered various aspects such as commercial and
146 industrial retrofit, the Installation and Maintenance Contractor Policy, LED Conversion Outdoor
147 Light Billing Agreement, and an On-bill Financing Agreement. The total cost of the LED
148 lighting project is \$38,268. After receiving an energy-efficiency incentive of \$24,752, the
149 remaining balance for on-bill financing is \$13,516. This would be paid at a rate of \$225.26 per
150 month for 60 months at 0% interest.

151
152 **Chairwoman Carey motioned to allow the Town Administrator to sign the agreements with**
153 **Unitil on behalf of the Town. Seconded by Selectman Burdick. Roll Call Vote. All in favor.**
154 **None opposed.**

155
156 TA Phelps presented a Certificate of Zoning Compliance for North Water Street, LLC, Map 94,
157 Lot 37 in an AR zone. The Board, acting as the current Code Enforcement Officer, needs to
158 make the determination. Chairwoman Carey clarified that the applicant was seeking approval for
159 a minor subdivision currently designed for a 2-lot subdivision. The first lot currently has a house
160 under construction, and a new home will be built after the subdivision. The subdivision was
161 proposed as a Minor Subdivision under zoning ordinance Article V: Table of Uses, which allows
162 residential use by right. The Board used the Zoning Ordinance, Article V – Tables of Uses
163 Residential allowed by right. The research documents included the Zoning Ordinance, Land
164 Development Regulations, property file, and land use files to make their determination. The
165 Zoning Ordinance allows single-family homes or duplexes by right in the AR zone.

166
167 **Selectman Burdick motioned to allow the Chair to sign the Code Enforcement**
168 **Determination Letter for North Water Street, LLC, Map 94, Lot 37 on behalf of the Board.**
169 **Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.**

170
171 TA Phelps mentioned she's currently working on the Primex recertification process, which is due
172 by May 31st. This process enables the town to receive a 2.5% discount off insurance rates.

173

174 TA Phelps noted that there will be a joint meeting with Penacook Rescue Squad and the Towns
175 of Boscawen, Salisbury, and Canterbury on Wednesday, June 5th at 5 PM at the Municipal
176 Building to discuss future EMS needs within the three towns.

177
178 TA Phelps noted all required notices have been sent out for tax deeded properties and at this
179 point, all former homeowners have 30 days to give notice to the town if they intend to repurchase
180 their former property.

181
182 TA Phelps provided an update on the Parks and Recreation Program sign-ups. Signups were
183 Tuesday, April 16th from 6 PM to 7 PM. She was assisted by Lori Cronan and Kate Merrill. All
184 60 spots have been filled, with only three spots remaining after the first night of signups.

185
186 TA Phelps followed up on the Fire Station shower discussion from the last meeting. Fire Chief
187 Tim Kenney had provided measurements via email for the first-floor mechanical closet space
188 and the bathrooms. Selectman Burdick mentioned he was waiting on the timeframes from the
189 contractors before deciding. Discussion ensued. Selectman Bevans shared his suggestion for the
190 showers, proposing to remove the closet and entryway area and adjusting the doors to install two
191 3x3 foot showers. For the bathroom, he proposed dimensions of 7.8 x 7.2 feet. He mentioned that
192 the Fire Station currently lacks heating, so they could replace the electric hot water heater with
193 an on-demand propane system, along with two electric heaters, and run the pipes out the back.
194 Selectman Bevans emphasized that his proposal wouldn't require extensive construction. He
195 highlighted problems with the other proposed suggestions. Selectman Bevans also mentioned
196 that at the April 13, 2023 meeting Fire Chief Kenney was questioned about adding showers to
197 the Fire Department. It was mentioned that Fire Chief Kenney wanted to conduct further
198 research and didn't want to invest in showers if they might be removed at a later date during Fire
199 Station renovations. Discussion ensued. Selectman Bevans did share his idea with Chief Kenney,
200 but the Chief wasn't supportive of it. Chairwoman Carey proposed delaying the decision until
201 Chief Kenney and Facilities Director Gary Moore could join to discuss further. If Chief Kenney
202 agrees, Chairwoman Carey suggested having FD Moore requote Selectman Bevans' suggestion.
203 Discussion ensued. TA Phelps will send the proposal from Selectman Bevans to FD Moore and
204 Fire Chief Kenney.

205
206 Selectman Burdick provided an update on the Old Home Day Committee meeting held on
207 Monday, April 15th. The Committee discussed planning for their upcoming town-wide yard sale
208 scheduled for May 18th. People have until May 10th to sign up.

209
210 Selectman Burdick mentioned that the Conservation Commission met on Tuesday, April 16th,
211 and discussed the fire tower at Walker Pond. He asked if the Board had any knowledge about
212 who owned the fire tower, which was initially built for the fire department but has remained
213 unused for many years. It poses a liability for the town forest and could allow for additional
214 parking spots. The Conservation Commission is seeking approval to remove the fire tower.
215 Discussion ensued. Selectman Burdick questioned whether the fire tower came with the purchase
216 of the Walker Pond property. Discussion ensued.

217 Chairwoman Carey raised the question of whether the watering trough would be included with
218 the 1913 Library purchase. Discussion ensued. Selectman Bevans supported the idea of including
219 the watering trough with the purchase of the 1913 Library.

220

221 **Selectman Bevans motioned to allow the Conservation Commission to remove the fire**
222 **tower provided that it belongs to the Town of Boscawen. Seconded by Selectman Burdick.**
223 **Roll Call Vote. All in favor. None opposed.**

224

225 **Selectman Bevans motioned to approve including the watering trough in the purchase of**
226 **the 1913 Library. Seconded by Selectman Burdick. Roll Call Vote. All in favor. None**
227 **opposed.**

228

229 Selectman Burdick mentioned that the Conservation Commission also agreed to demolish the old
230 pump house simultaneously with the old police station to save on equipment rental costs. The
231 demolition of the pump house would be funded by the Conservation Commission budget. TA
232 Phelps mentioned that Public Works Director Dean Hollins stated it would require different
233 equipment than what they are using for the old police station. No further discussion.

234

235 Chairwoman Carey attended the Brownfields Advisory Committee meeting. It was decided that a
236 new Request for Proposals (RFP) will be necessary. TA Phelps explained that due to significant
237 changes to the site since the EPA Removal Program left the location, a new RFP was necessary.
238 Central NH Regional Planning Commission has begun drafting it this week and expects to finish
239 it ahead of schedule.

240

241 Chairwoman Carey opened public comment at 6:50 PM.

242

243 Mr. Joshua Crawford asked if Facilities Director Moore received the audit of which streetlights
244 would need to be replaced. TA Phelps said they were still in the process of doing the audit.

245

246 Mr. Crawford mentioned that more information about the town flag will be available soon. TA
247 Phelps added that the Beautification Committee has agreed to organize public information
248 meetings to gather feedback for the town flag. They have tentative dates and a draft document
249 prepared. Mr. John Keegan, the Committee Chair, needs to approve the dates, and confirm that
250 here will be a quorum present at the meetings.

251

252 Chairwoman Carey gave an update on the Agricultural Committee. They are finalizing the
253 judges for the Twiggs Art Gallery OHD pig cutouts.

254

255 Chairwoman Carey closed public comment at 6:52 PM.

256

257 **Non-Public Session(s):**

258

259 **Chairwoman Carey motioned to enter a nonpublic session under RSA 91-A:3 II (C) at 6:52**
260 **PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.**

261
262 **Selectman Burdick motioned to exit the nonpublic session under RSA 91-A:3 II (C) at 7:14**
263 **PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.**
264

265 **Chairwoman Carey motioned to seal the nonpublic minutes under RSA 91-A:3 II (C), as it**
266 **could adversely affect the reputation of any person other than a member of this Board.**
267 **Seconded by Selectman Burdick. Roll Call Vote. All in favor. None opposed.**
268

269 **Selectman Burdick motioned to enter a nonpublic session under RSA 91-A:3 II (C) at 7:14**
270 **PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.**
271

272 **Selectman Burdick motioned to exit the nonpublic session under RSA 91-A:3 II (C) at 7:16**
273 **PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.**
274

275 **Selectman Burdick motioned to seal the nonpublic minutes under RSA 91-A:3II (C), as it**
276 **could adversely affect the reputation of any person other than a member of this Board.**
277 **Seconded by Chairwoman Carey. Roll Call Vote. All in favor. None opposed.**
278

279 **Chairwoman Carey motioned to enter a nonpublic session under RSA 91-A:3 II (A) at 7:16**
280 **PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.**
281

282 **Selectman Burdick motioned to exit the nonpublic session under RSA 91-A:3 II (A) at 7:30**
283 **PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.**
284

285 **Chairwoman Carey motioned to approve a stipend for an employee who is assisting with**
286 **work while searching for a new hire to fill a position. Seconded by Selectman Burdick. Roll**
287 **Call Vote. All in favor. None opposed.**
288

289 **Chairwoman Carey motioned to enter a nonpublic session under RSA 91-A:3 II (L) at 7:30**
290 **PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.**
291

292 **Selectman Burdick motioned to exit the nonpublic session under RSA 91-A:3 II (L) at 7:31**
293 **PM. Seconded by Chairwoman Carey. Roll Call Vote. All in favor. None opposed.**
294

295 **Selectman Bevans motioned to seal the nonpublic minutes under RSA 91-A:3 II (L), as it**
296 **could adversely affect the reputation of any person other than a member of this Board.**
297 **Seconded by Selectman Burdick. Roll Call Vote. All in favor. None opposed.**
298

299 **Next Meeting:** Thursday, May 2, 2024, at 6:00PM.
300

301 **Selectman Burdick motioned to adjourn at 7:33 PM. Seconded by Selectman Bevans. Roll**
302 **Call Vote. All in favor. None Opposed.**
303

304 *Respectfully submitted by Hannah Gardner*