

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, May 2, 2024, at 6:00 PM**

In Attendance: Matt Burdick, Lorrie Carey, Bill Bevans, Katie Phelps, Nicole Hoyt, Kate Merrill, Kellee Easler, Gary Moore, Tim Kenney, Jason Killary & Dean Hollins

Guests: Don Jutton & Mason Donovan

**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 (2 Weeks)
- Nonpublic/Public Minutes for Approval— 4/18/24
- Report from Exec Councilor Warmington— 4/18/24
- Sewer Project 3 & 4 – CWSRF –Disbursement #3
- Police Dept Report –4/15 – 04/28/24
- Land Use Change Tax Map 83 Lot 61 (Correction)
- Veteran’s Credit Landowner S and E –\$500
- Solar Exemption Map 183D Lot 146 –\$8,800
- Sewer Abatements 183D 24 T4 and 183D 76
- Gravel Warrant – 183D 134 –\$406.86
- Sewer Warrant FY24 Bill #2
- Merrimack Valley Youth Baseball & Softball Schedule

Chairwoman Carey noted grammatical changes to the 04.18.24 public minutes.

Tax Collector Nicole Hoyt clarified that the Land Use Change Tax for Map 83 Lot 61 was printed double-sided and was corrected last year. The Merrimack County Register of Deeds will not accept photocopies, so the Select Board must provide wet signatures.

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

**Code Enforcement Officer Position:** Town Administrator Katie Phelps introduced Don Jutton, who has been selected to be the town’s new Code Enforcement Officer. Mr. Jutton has significant experience in municipal government; he was a former Town Manager and the founder of Municipal Resources, Inc. Mr. Jutton introduced himself to the Board and provided more background information on his experience and expertise. TA Phelps presented the appointment

43 letter to the Board, and Chairwoman Carey swore in Mr. Jutton as the Code Enforcement Officer  
44 for the Town of Boscawen.

45  
46 **1913 Library:** TA Phelps introduced Mr. Mason Donovan, who was joining the meeting via  
47 GoToMeeting, for the discussion on the 1913 Library. Mr. Donovan stated that the next step  
48 moving forward was to discuss the preservation easements or covenants. He noted that they  
49 discussed a possible solution for the parking situation. Chairwoman Carey said the Select Board  
50 was in agreement with making Ferry Road part of the property transfer to address the parking  
51 situation; however, they do not have the authority to do so. The Select Board had attempted to  
52 pass RSA 41:14a at the Town Meeting, which would have allowed the Select Board to sell town  
53 property, but it was not passed. As a result, the Select Board cannot sell any part of Ferry Road,  
54 and it would need to be taken to Town Meeting for approval. Mr. Donovan presented two  
55 different alternatives for parking. He recommended a Lot Line Adjustment to reconfigure the  
56 area so that it falls within what the town already approved, or to provide a right-of-way so that  
57 the town still owns the road but grants the buyer the ability to use it for parking. Chairwoman  
58 Carey noted that while the town still owned the road, she felt the townspeople would likely not  
59 want to maintain it. Public Works Director Dean Hollins stated that the road could not be  
60 maintained because it was a Class VI road owned by the town. Mr. Donovan pointed out that if  
61 the Select Board approved a lot line adjustment, there would be a revenue benefit because it  
62 would increase the value of the land, thereby increasing the tax value to the town. Selectman  
63 Bevans was in favor of the right-of-way option. Selectman Burdick also supported the right-of-  
64 way approach and was in favor of bringing the transfer discussion to Town Meeting. The Select  
65 Board will further discuss the right-of-way with legal counsel. Mr. Donovan asked for  
66 clarification on whether they were doing a preservation easement and having a third party handle  
67 it or covenants. Selectman Burdick clarified that they discussed building it into the deed itself  
68 through covenants versus paying about \$25,000 for a third party preservation easement. Mr.  
69 Donovan noted that they would need to discuss what the covenants will be. He mentioned that an  
70 inspection was completed on the 1913 library, and he forwarded the report to the town. There  
71 were no major structural issues. Other expected issues included new plumbing, new electrical,  
72 and HVAC systems. Mr. Donovan will present updates on the 1913 Library and Torrent Station  
73 at the next meeting in June.

74  
75 **Department Head Updates:** Overseer of Welfare Hoyt presented the Welfare Policy revisions.  
76 Chairwoman Carey inquired about the shelter agreement. Hoyt explained that during the  
77 Emergency Rental Assistance Program (ERAP), many homeless individuals were put into  
78 housing paid for by federal funds. Many establishments suffered a lot of damage created by these  
79 individuals and have steered away from the voucher program. Most establishments are now only  
80 accepting credit cards. The shelter agreement came into place as a result of the damage. Hoyt  
81 said the agreement puts the responsibility on the individuals to be responsible at hotels and/or  
82 shelters. Chairwoman Carey asked if the agreement gave the Town the ability to deny shelter if  
83 someone caused disruption to a shelter or hotel. Hoyt said the Town would have the ability to  
84 deny individuals for previous disruption. Chairwoman Carey asked if the Town needed to  
85 provide a credit card to the hotel for damage. Overseer of Welfare Hoyt said the current hotel the  
86 Town deals with still accepts vouchers and the Town has not had any damage instances thus far.

87 Chairwoman Carey asked if Primex would cover any damage if the shelter agreement is signed  
88 by the individual involved. Hoyt will find out if the Welfare Department would be covered for  
89 that damage through Primex.

90  
91 Finance Director Kate Merrill presented the Electronic Donations received for April for  
92 acceptance by the Select Board.

93  
94 **Selectman Bevans motioned to approve the Electronic Donations for April totaling \$30.70**  
95 **for the Backpack Program. Seconded by Selectman Burdick. Roll Call Vote. All in favor.**  
96 **None opposed.**

97  
98 Finance Director Merrill noted the Department of Labor (DOL) updated requirements for being  
99 salaried. Effective July 1st, the salary level will be at \$844/wk. or \$43,888 per year. It will affect  
100 Fire Chief Tim Kenney where his status is salaried. FD Merrill said she will meet with Chief  
101 Kenney to discuss his options. Effective January 1, 2025, the DOL will increase the threshold to  
102 \$1,128 per week or \$58,656 per year which will impact an employee for a few months and  
103 potentially impact the wage schedule that was put into effect. FD Merrill called the State DOL  
104 for more information, but it was put in place by the Federal DOL. FD Merrill has a call into the  
105 Federal DOL for more guidance and will provide updates at future meetings.

106  
107 TA Phelps presented a Code Enforcement letter for the property on Gage Street that requests  
108 more information for excess vehicles being stored on the property. The Select Board received a  
109 formal complaint on the property in January because it had multiple vehicles stored in the  
110 backyard. The property is in an R2 zone, and a junk yard and junk yard – motor vehicle is not a  
111 permitted use. The owners will have the choice to speak with Code Enforcement Officer Jutton  
112 or the Select Board to remedy the violation and bring the property into compliance.

113  
114 TA Phelps gave an update on the first Town Flag public information meeting. Mr. Joshua  
115 Crawford led the meeting and did a great job. The next meeting will be on Monday, May 6th at  
116 5:30 PM. TA Phelps created a drop box in the lobby for anyone who wants to provide feedback  
117 but is unable to attend the meetings. After the second meeting, Mr. Crawford will take the  
118 feedback and present final ideas at the meeting on Monday, June 3rd at 5:30 PM.

119  
120 TA Phelps noted that the Old Home Day Town-wide Yard Sale will be held on Saturday, May  
121 18<sup>th</sup> from 8:00 AM to 2:00 PM. It will be \$5 for a spot on the map or \$10 for a table at the  
122 Municipal Office. The deadline to apply has been extended to Friday, May 10th.

123  
124 Planning and Community Development Director Kellee Easler gave an update on the  
125 Agricultural Commission. AgComm will be going on a site walk for a special exception  
126 requested by the Zoning Board of Adjustment (ZBA) for mini donkeys. The AgComm Chair and  
127 Vice Chair, Mr. John Keegan and Mr. John Porter will conduct the site walk in order to supply  
128 the ZBA with a special exception letter. PCD Director Easler and Code Enforcement Officer  
129 Jutton will meet the homeowner next week.

130

131 PCD Director Easler provided an update on the Planning Board. A 2-lot subdivision will come  
132 forth next week for North Water Street. The first property tax warrant will be finished on  
133 Thursday, May 9th, so PCD Director Easler will bring it to the Select Board meeting for  
134 signatures.

135  
136 PCD Director Easler and PCD Coordinator Kara Gallagher completed a site walk at the pit on  
137 Fisher Ave with a member of the Department of Revenue Administration (DRA) and the  
138 property owner, Mr. Kevin Whitney. They discussed Mr. Whitney's plans for the future. The  
139 Alteration of Terrain will be reviewed in March 2025. Mr. Whitney will be working with a  
140 surveyor to change his reclamation and possibly do development. He would set it up and sell it to  
141 be developed. Discussion ensued. PCD Director Easler will continue to update the Board on the  
142 plan.

143  
144 Town Clerk Hoyt noted that the week that the Select Board voted on the purchase of the new  
145 counting device for elections, the Secretary of State's office included the printer that was not  
146 previously required, as a mandatory item to the Town's package. Town Clerk Hoyt said the  
147 expense was budgeted in the departments budget.

148  
149 Town Clerk Hoyt discussed House Bill 1124. Representative Spillsbury was not happy with the  
150 number of people and boards in his town, so his plan was to limit the amount to a certain degree.  
151 The bill is supposed to be getting amended. Town Clerk Hoyt said if the bill is not amended, she  
152 will need to give up one of her titles as Town Clerk or Tax Collector because she was elected for  
153 Town Clerk and appointed for Tax Collector. Town Clerk Hoyt explained that the Board could  
154 vote to combine the positions, but they would lose Deputy Tax Collector, Ms. Norma Caporale  
155 because it would be an elected position. Town Clerk Hoyt noted it strongly affects the employees  
156 and what Board's they're on and the amount of Board's they can be on. House Bill 1124 will be  
157 heard in the Senate next week.

158  
159 Facilities Director Gary Moore gave an update on Facilities projects. For the Torrent Building,  
160 the old fire truck has been relocated. The Chair of the Old Home Day Committee, Ms. Polly  
161 Dawson, requested to wait to move out their materials until after the town-wide yard sale on May  
162 18th. FD Moore asked if Ms. Dawson could start tagging items that would move to the old Town  
163 Hall, but she has not responded. FD Moore was looking for the Select Board to make a decision.  
164 FD Moore sent two notices to the vendors for the Fire Department showers, asking about their  
165 timelines but has not received responses. Public Works Director Hollins turned on the water at  
166 the Dorval House. FD Moore and PWD Hollins cleaned the Dorval House and installed two new  
167 microwaves. The Police Department flooring was almost finished. The last tasks are to epoxy the  
168 Sally Port floor and complete details in the kitchen. FD Moore removed the attic windows at the  
169 Municipal Building and sent them to the restoration facility. FD Moore has been working on the  
170 records retention for the records downstairs at the Municipal Office. The department heads had a  
171 meeting and discussed organizing the records based on which department they fall under. FD  
172 Moore did preventative maintenance on the Fire Department generator. There was a 1500-watt  
173 heater that ran 24/7. He put a shut off valve and reduced it to a 1000-watt heater. The town will

174 save 500-watts for the months it runs, and they would shut it off for several months. No further  
175 discussion.

176

177 Fire Chief Tim Kenney gave an update on the Fire Department. They had an unexpected  
178 expenditure for Engine 2. The pump packings loosened up and a lot of water was running out of  
179 the pump. The cost was \$552 to fix it. Chief Kenney said the expense was covered within their  
180 budget. Chief Kenney said the overhead doors were broken again. They previously tried  
181 repairing them with old parts, but the motors stopped working again. Quotes are around \$5,700.  
182 The company that installed the doors are no longer in commercial business. Chief Kenney will  
183 update the Board with quotes for the door motors. As of May 1st, the call volume has been on  
184 pace to last year. Chairwoman Carey asked about the departments staffing needs. The  
185 department still has open positions. Chief Kenney noted there was a fireman referred from  
186 Concord Fire department who was interested in a position. Selectman Burdick asked if yearly  
187 fire pit permits were available. Chief Kenney said residents have three options: to go to the Town  
188 Clerk's office, to call Chief Kenney, or buy one online at a \$5 charge.

189

190 Police Chief Jason Killary provided an update on the Police Department. The Hannah Dustin  
191 statue was vandalized again. There was more paint involved this time. Police Chief Killary  
192 contacted the State of New Hampshire, and they are looking into ways to help. Police Chief  
193 Killary will update the Board on any information received from the state.

194

195 Public Works Director Hollins gave an update on the Public Works Department. Spring leaf  
196 cleanup was finished in three days. On Monday, PWD Hollins met with Mr. Tim Scheer and Dan  
197 Rochette from Underwood Engineers for the Sewer Project 3 & 4. PWD Hollins said they were  
198 planning to add a few catch basins for the drainage. PWD Hollins reminded the public that Class  
199 VI roads were town roads and cannot be maintained. He noted there was one homeowner on a  
200 Class VI road that may be doing extensive work without permission. Legal counsel was drafting  
201 a letter for Police Chief Killary to hand deliver to the homeowner. PWD Hollins noted the  
202 department is still not fully staffed. They are working to fill one position. FD Merrill noted she  
203 had to rework the advertisement for the job posting because they have not had any applicants. No  
204 further discussion.

205

206 Chairwoman Carey opened public comment at 6:54 PM.

207

208 Chairwoman Carey closed public comment at 6:55 PM.

209

210 **Non-Public Session:**

211

212 **Selectman Bevans motioned to enter a nonpublic session under RSA 91-A:3 II (c) at 6:55**  
213 **PM. Seconded by Selectman Burdick. Roll Call Vote. All in favor. None opposed.**

214

215 **Selectman Burdick motioned to exit the nonpublic session under RSA 91-A:3 II (c) at 8:07**  
216 **PM. Seconded by Selectman Bevans. Roll Call Vote. All in favor. None opposed.**

217

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

221  
222 **Next Meeting:** Thursday, May 9, 2024, at 6:00 PM.

223  
224 **Selectman Burdick motioned to adjourn at 8:09 PM. Seconded by Selectman Bevans. Roll**  
225 **Call Vote. All in favor. None Opposed.**

226  
227 *Respectfully submitted by Hannah Gardner*

DRAFT