

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

In Attendance: Lorrie Carey, Matthew Burdick, Paul Dickey, Kate Merrill, Sarah Gerlack, Nicole Hoyt, Katie Phelps, Kellee Easler, Kearsten O'Brien, Bonny John, Tim Kenney, Dean Hollins, Gary Moore, Kevin Wyman, Jason Killary.

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

Roll Call: completed and guests introduced.

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

New Business: Town Administrator Katie Phelps was sworn in as the 91-A Compliance Officer by the Select Board.

Town Administrator Katie Phelps stated there have been many notable losses in Town. She was wondering if the Board wanted to add an "In Memoriam" page in the Town Report to recognize those individuals. Chairwoman Carey said they want to acknowledge what individuals have contributed to Boscawen. She gave two examples; this past week Teresa Cunningham passed away and she managed the garden at Route 3 and 4 split for many years, in addition to Charlie Jaworski and he did the Town's chicken barbecue for Old Home Day for many years. Chairwoman Carey thinks adding an In Memoriam page is a great idea. If anyone knows a volunteer who passed away this year, they can at least acknowledge their names and contributions to the Town of Boscawen. Selectman Burdick and Selectman Dickey agreed with In Memoriam page idea. Chairwoman Carey asked everyone that may know of someone to please let them know so they can pass the information to Town Clerk Nicole Hoyt.

TA Phelps was made aware that they might not have the most recent version of the MOU for the Town and Boscawen Congregational Church. She suggested revisiting the topic next week so she can investigate it. Chairwoman Carey said she may have something on her computer that is more recent because they talked about it last year as well. The one they have tonight is from 2003 and it doesn't talk about plowing or the dumpster. Human Service Director Sarah Gerlack can check files downstairs. Chairwoman Carey said it had to have been revisited or updated at some point since 2003. They will put it on the agenda once they have more thorough information.

Finance Director Kate Merrill distributed a chart to the Select Board showing the PILOT Payment history for Briar Hydro. She just received the Briar Hydro PILOT payment for 2021 in the amount of \$81,987.18. It is up 105% from 2020 payment of \$39,929. Chairwoman Carey asked if the other PILOT payments came in. Planning and Community Development Director Kellee Easler said Riverbend was paid and Community Bridges has been sent a second request.

Department Head Updates: Town Clerk Hoyt said MS-61 proved at the end of the year and FD Merrill finished proving. Town Clerk Hoyt can now upload it to DRA tomorrow. One of the bills they talked about was the State Primary not moving to June but moving to the first Tuesday in August. The House failed to override the Governor's veto.

HS Director Gerlack is thinking since it is the new year, new projects. She spoke with Haley Dilts-Brown and Deputy PCD Director Kearsten O'Brien about doing a job fair in the community. There are people in Town who need jobs and business' in Town that need people which brings Economic Development into play. HS Director Gerlack and Deputy PCD Director O'Brien brainstormed ideas. They would also have volunteer sign ups there as well. HS Director Gerlack will be at the next Economic Development Committee meeting to go over the idea with them and see what business would want to volunteer to get potential employees.

Facilities Director Gary Moore is working on the budget. There are a lot of projects in the mix. He is getting different quotes for different projects. He is also working on safety issues and possible financial savings such as solar power. FD Moore is focusing on the safety issues first.

Police Chief Kevin Wyman said they are in the hiring process with one person for one of their openings. It is going very well but they are not certified. He is hoping to get his background done soon and have him in the next Police Academy training which would be in May. It is better for them because it gives them the summer to train. They currently have 2 open positions plus the 6 month ARPA position.

EMD Jason Killary said the Booster Clinic was very successful. They had 343 people receive either a booster shot or vaccine for the 2nd dose. There weren't as many kids as they anticipated. They had to move the clinic from the Police Department to the Municipal Building because of how many people were showing up at once. EMD Killary thought communication from the State lacked but overall, it was successful, and they received great feedback. He spoke with the school nurse at Boscawen Elementary school, and they are holding another clinic on January 22nd. EMD Killary gave the nurse the lessons they learned so she can be successful. HS Director Gerlack said the High School is holding one for their staff and students as well. Selectman Burdick said Elekrisola has one for their employees and families on January 21st as well. Selectman Burdick said they learned to keep open communication with the van because they were supposed to be there on one day and inadvertently cancelled it and then one showed up the next day.

Fire Chief Tim Kenney said they are going to lose one of their Forest Fire Trucks. He is taking it out of service and giving it back to the State. There are no plans to replace it. Chief Kenney drove it the other day and it is unsafe to be on the road. Their new truck, called Rescue 1, is supposed to be in the State this month getting the rest of the equipment mounted on it. The Boscawen Fire Department is doing a joint training with the State National Guard, CST team, Hazmat Identification Team Resource. They needed a place to train, and Boscawen Elementary School is going to be the site. CST will be in to do sampling after the kids are gone. It will be next Wednesday at 6:00pm.

PWD Dean Hollins said they have a couple equipment repairs going on right now. It is all minor and they are waiting on parts. He was able to locate the F-550 at Hillsborough Ford. They signed

paperwork on the truck. PWD Hollins will pick it up whenever they get payment. It will sit in a shop for 3 to 4-weeks and then go to a body shop. PWD Hollins told them they can't give a check for the snowplow part of it until after Town Meeting. They are hoping to get the truck back by April.

FD Merrill said the part-time Finance and HR Assistant position has been posted.

PCD Director Easler said they are conducting interviews this week and next week for the Planning & Community Development Clerk. FD Merrill will be helping this week and next week Mr. John Keegan and Building Inspector Chuck Bodien will assist. PCD Director Easler spoke to legal about the Planning Board and they should stay the course and not do anything. Once the property does get deeded, they will get rid of it as soon as possible. Chairwoman Carey asked about progress checks on another property in litigation. PCD Director Easler said they cannot do progress checks, they will wait to see how it progresses and send out a letter once the date has passed.

Ex-Officio Updates: Chairwoman Carey attended the Brownfields Advisory Committee meeting. They are going to conduct interviews this Tuesday January 11th for several hours with the applicants who have applied to represent as the Qualified Environmental Professional or QEP. After the interviews, they are hoping to choose the applicant to represent the Town of Boscawen and move forward on projects which includes the State Preservation Officer and finding out if they can use the brick or not. TA Phelps said the Brownfields Advisory Committee will make a recommendation to the Select Board at their January 13th Meeting. .

Deputy PCD Director O'Brien said Planning Board reviewed the Underwood Engineering Memo Reviews regarding the two Piontkowski gravel pits that are up for sale. They had the Public Hearing for the amendments to the Zoning Ordinance. There is another Public Hearing to be held in April for the Land Development Regulations, after Town Meeting. The Planning Board talked about doing two trainings a year with legal and two trainings with Central NH Regional Planning Commission. Deputy PCD Director O'Brien reminded everyone there is a Right to Know Law training on April 28th from 9am to 1pm. There is another training called "How to Use your Master Plan", sometime in January during lunch hour.

Deputy PCD Director O'Brien said the Economic Development Committee will be meeting on Wednesday, January 12th at 5:30pm. They had to change the meeting due to it falling on a holiday.

Old Business: TA Phelps was able to get the Zero Waste agreement for the Town Hall reduced from a three years to one year. She just needs Board approval to proceed and sign on behalf of the Town.

Selectman Burdick motioned to approve the Zero Waste Agreement for a year and to allow TA Phelps to sign on behalf of the Town of Boscawen. Seconded by Selectman Dickey. All in favor. None opposed.

Deputy PCD Director O'Brien received the Town logo vector file back so they can submit it to the company to create 100 masks. It would cover all boards, committees, and staff as well. It would be \$500 for the lower end quality and \$1,500 for the high-end quality, both with the Town logo on them. Town Clerk Hoyt asked if they know what the supply is at the Town Library where all the PPE is. Chairwoman Carey suggested doing an update on what they have with supplies. There is a high demand for supplies right now.

The Select Board reviewed the 2022 Budget Documents with staff.

TA Phelps said there have been changes to the Executive Budget for 2022. One of the most recent changes was in the Contracted Services & Agreements. Line 4130330 was budgeted for a postage machine lease monthly instead of quarterly, so it was reduced \$5,000. Line 4130341, telephone is up 175% and includes all Town departments. Most of it is because the VOIP system got up and running and then services were added increasing the overall cost. TA Phelps said the Town Administrator salary had the addition of a weeks worth of Alan Hardy's salary for his last paycheck. Selectman Dickey asked where the recording secretary came out of and if it was always in this budget. TA Phelps said it has always been in the budget and it is for the Select Board, Old Home Day Committee, Budget Committee and Trustees of Trust Funds meetings. TA Phelps said Contractual Computer Maintenance increased because they are due to have a new server upgrade in 2022 so it is the labor cost increase.

Selectman Burdick motioned to approve the 2022 Executive Budget to go to the Budget Committee. Seconded by Selectman Dickey. All in favor. None opposed.

Town Clerk Hoyt said there was one change to the 2022 Town Clerk & Elections Budget. TA Phelps said Meetings & Travel, line 4140571 increased \$100. Chairwoman Carey said there are more elections this year so there are increased election costs. Selectman Dickey asked about the Town Clerk salary going up 11%. TA Phelps said because Town Clerk Hoyt just had her 5-year Longevity at the end of December and the total Longevity will show in 2022, on top of the COLA. Chairwoman Carey said there has been an increase in moderators and supervisors. Town Clerk Hoyt did 5-year comparisons of elections just to see the cycle of elections. Roughly it bounces back and forth from \$6,000 to \$9,000 depending on what's happening but the highest was the 4 elections at \$10,000. They budgeted too low in 2021 for one election. COVID has made it hard, so they have more workers because they need to social distance. Hopefully moving forward, it will no longer be an issue. There are 3 elections this year. Town Clerk Hoyt said the cards to code the machine to read the ballots is an expensive cost. Depending on how long the ballot is, depends on how much they must code it. They need to purchase ballots and envelopes and there is an IT part of it. They also need to figure out what will happen with their machine because they aren't servicing it anymore. They are hoping to hear soon but it will be an expensive cost. It might be good moving forward to try to keep elections at a more level budget instead of highs and lows so there is money to replace the machine. Selectman Burdick said there are no actuals for Vital Records Preservation for 2021 so what is the cause in increase. Town Clerk Hoyt said the normal budget number has always been \$4,000. They lowered it because they had encumbered money. A few weeks ago, they were unable to locate the exact records that are going to be done. She reached out to the former Historical society Librarian but hasn't heard back yet.

Chairwoman Carey motioned to approve the 2022 Town Clerk & Elections Budget to go to the Budget Committee. Seconded by Selectman Burdick. All in favor. None opposed.

FD Merrill said nothing has changed in the 2022 Financial Administration Budget. They have an open position for Finance Assistant with the goal of February 1st hire date or after. FD Merrill noted Equipment and Software costs have gone down 50%. Based on actuals last year, they had to update QuickBooks so hopefully they don't need to do that this year. Travel & Meetings was taken out in 2021 due to budget cuts and COVID but this year it is a needed line. Payroll service increased 4% due to Checkmate increasing their services.

Selectman Burdick motioned to approve the 2022 Financial Administration Budget to go to the Budget Committee. Seconded by Selectman Dickey. All in favor. None opposed.

Tax Collector Hoyt presented the 2022 Tax Collector Budget. Chairwoman Carey asked about the Administrative Assistant position. TC Hoyt said it is funded for a full year with an increase at the one year. TC Hoyt would like to request that they remove the percentage of time spent on each area. Her budgets are the only budgets that need to do that. The percentages are in the budget because it is the way the fractional amount was determined in this budget.

Selectman Dickey motioned to approve the 2022 Tax Collector Budget to go to the Budget Committee with the percentages removed. Seconded by Selectman Burdick. All in favor. None opposed.

FD Merrill said there were small changes in the 2022 Personnel Administration Budget. A lot of the increases are due to things they cannot control. TA Phelps said they were talking about the Vacation Buyout today. She personally never takes it. She is willing to deduct hers out of the share. Both Town Clerk Hoyt and HS Director Gerlack wouldn't take theirs either. FD Merrill said they talked about changing it in the employee manual so if department heads want to do this, they know ahead of time for budgeting purposes. Selectman Burdick asked how many people we are covering in Health Care for Retirees and if the 16% was just from former TA Hardy's retirement. TA Phelps said they added a retiree and their spouse. They cover it until death. The employee manual has been updated as of a certain date because of the cost to the Town. TA Phelps said they will make an amendment to the Vacation Buyout line.

Selectman Dickey motioned to approve the 2022 Personnel Administration Budget with the amendment to the Vacation Buyout line to go to the Budget Committee. Seconded by Selectman Burdick. All in favor. None opposed.

Facilities Director Moore presented the 2022 Facilities Budget. There is an 84%% increase because it is an entirely new budget. Line items from Tax Collector, Emergency Management, Parks and Recreation and the Executive budget have been moved to the Facilities budget. TA Phelps said one change they made was decreasing the Janitorial budget hours and adding \$4,000 to the Contracts & Service Agreements for snow removal at the Municipal Complex. Chairwoman Carey said they talked previously about contracting out all the janitorial service. It may be something the Board wants to revisit. Chairwoman Carey asked if the 1913 Library is a

matching fund or separate. TA Phelps said it is not a matching fund, it is for building utilities. Chairwoman Carey asked about 116 N Main St. increase in Maintenance & Supplies. FD Moore distributed a list of identified maintenance projects. They need to consider a permanently attached roof ladder for the building. It is dangerous to access the roof using traditional ladders. They also need to paint the Police Station, the Library, and the Municipal Building. The floors in the Municipal Building need to be refinished and the quote was about \$40,000. He proposes doing a room at a time. Mr. Moore also supplied a list of expenses they had in 2021 totaling \$13,000 for maintenance and supplies. FD Moore had to buy new lamps for outside which one was \$400. They also need the paper supplies, trash bags, cleaning supplies and paint supplies. The money would go to safety issues first and then follow up with items that are cost effective, or need to be taken care of. Chairwoman Carey said the generator has been dealt with more than once. The generator is a maintenance cost because it is old and needs different parts. FD Moore said they have a warrant article to see about a new generator for the building. Selectman Burdick asked if they have an opportunity to lower it, just with the Town Hall costs. It is a 0% change from the budget last year, but they are going into their 2nd year of not utilizing that facility. FD Moore doesn't know about the actual costs. Chairwoman Carey asked with the \$6,000 they have budgeted; would it be used for assessments next year or is it separate. It would be budgeted separately from assessments because it is under a warrant article. They can certainly reduce it. TA Phelps would rather move \$2,000 to utilities because they are already over budget on actuals for 2021. The telephone is FD Moore's cellphone and Adobe software. The cost of tools and equipment is a boom lift rental that costs a couple thousand dollars, a pressure washer which is about \$70 each time and an 8-foot step ladder and \$200 to \$300 for miscellaneous hand tools. The big cost is rentals. FD Moore has been bringing in his own tools. Selectman Burdick wants to change quantities in line items, so they are closer to actuals.

Selectman Burdick motioned to approve the 2022 Facilities Budget to go to the Budget Committee. Seconded by Chairwoman Carey. Selectman Dickey opposed. Two in favor. One opposed.

PCD Director Easler said the 2022 Planning & Community Development Budget has encumbered money since last time they reviewed the budget. It was under Central NH Regional Planning Commission, Economic Development and LU Regulation Ordinance Updates. The actual for Central NH Regional Planning Commission is \$7,500. They cut travel back last year due to virtual meetings so this year there are more in person meetings. PCD Director Easler is also taking some trainings she hasn't taken in the past, so it has increased accordingly.

Selectman Dickey motioned to approve the 2022 Planning & Community Development Budget to go to the Budget Committee. Seconded by Selectman Burdick. All in favor. None opposed.

Police Chief Wyman presented the 2022 Police Department Budget. Dispatch increased 18% and is unavoidable because it is set by the County. The Board requested reducing holiday pay and keeping it the same as 2021 at \$17,000.

Selectman Dickey motioned to approve the 2022 Police Department Budget to go to the Budget Committee with the amendment to holiday pay. Seconded by Selectman Burdick. All in favor. None opposed.

Chief Kenney said there are no changes to the 2022 Fire Department, Ambulance & Life Safety Budget.

Selectman Dickey motioned to approve the 2022 Fire Department, Ambulance & Life Safety Budget to go to the Budget Committee. Seconded by Selectman Burdick. All in favor. None opposed.

EMD Killary said there was a slight change in the 2022 Emergency Management Budget. He added \$800 into Plan Updates for the Hazard Mitigation Plan update. When they gave the initial price they didn't calculate four meetings and their fee went up. It is still about the same number as last time because the EMD vehicle ended up moving to the Facilities Budget.

Selectman Burdick motioned to approve the 2022 Emergency Management Budget to go to the Budget Committee. Seconded by Selectman Dickey. All in favor. None opposed.

PWD Dean Hollins said there is no changes since the last time he presented it. Chairwoman Carey asked about equipment repairs decreasing. PWD Hollins said it hasn't really gone down, it is a hit or miss on what breaks down and what doesn't. They encumbered some money to paint their trucks. The truck is 11 years old. There is an open position at the transfer station.

Selectman Dickey motioned to approve the 2022 Public Works Department Budget to go to the Budget Committee. Seconded by Selectman Burdick. All in favor. None opposed.

TA Phelps presented the 2022 Parks & Recreation Budget. Utilities and Sanitation & Maintenance and Equipment purchases have both moved to the Facilities Budget. The rates for 2022 will be increasing to \$150 per child and \$300 per family after FA Merrill researched other pricing. The total budget is down 23%. Chairwoman Carey said this year they will not have the Penacook Community Center available to residents so there may be an increase in children who want to attend the Parks & Rec program. TA Phelps said they do have ARPA funds as well that could be considered for use for the program.

Selectman Dickey motioned to approve the 2022 Parks & Recreation Budget to go to the Budget Committee. Seconded by Selectman Burdick. All in favor. None opposed.

Bonny John presented the 2022 Public Library budget. The budget has increased 29% for 2022. In 2021, they decreased their hours and staffing due to COVID. The change reflects the increase to pre-COVID staffing levels. The budget was down 27% in 2021.

Selectman Dickey motioned to approve the 2022 Library Public Budget to go to the Budget Committee. Seconded by Selectman Burdick. All in favor. None opposed.

TA Phelps said the 2022 Old Home Day Budget is not part of general taxation and is a requirement of the auditors. This year they are asking for \$5,000 for fireworks from the Town. Selectman Burdick thought they discussed asking for \$5,000 for fireworks. TA Phelps confirmed they are asking for \$5,000. They will supplement that with a budget of \$3,000 in their own budget. Selectman Dickey said it was a rate increase put on them from the vendor.

Selectman Dickey motioned to approve the 2022 Old Home Day Budget to go to the Budget Committee. Seconded by Selectman Burdick. All in favor. None opposed.

HS Director Gerlack said the only change in the 2022 Human Services Budget is the \$250 increase for Overtime for the hourly employee in the department. They needed it just in case there is ever overtime.

Selectman Dickey motioned to approve the 2022 Human Services Budget to go to the Budget Committee. Seconded by Selectman Burdick. All in favor. None opposed.

TA Phelps presented the draft warrant for review and approval.

Chairwoman Carey said each Select Board member needs to choose warrant articles to present at Town Meeting. They need to approve and vote on each section of the warrant. The Select Board suggested removing the article for Tax Impact. The Select Board assigned each section to a member. Selectman Dickey requested to remove repair and resurface of Tennis Courts. Selectman Burdick asked how often they are utilized. PWD Hollins said if they don't do something to the tennis courts soon it would need to be a complete rebuild. Chairwoman Carey said there is a sole source for this, and they do Tennis Courts and Basketball Courts. It makes sense to do them all in one. They are already booked out to next summer. PCD Director Easler said people use the tennis courts. PWD Hollins said people call him if the tennis courts aren't up in the beginning of spring. The Operating Budget will change due to requested changes so they will hold off on approving the 2022 Operating Budget warrant article. TA Phelps asked if they are going forward with having Municipal Office as the EOC or if they are wording it differently for the generator. Deputy PCD Director O'Brien said for it to be a grant it must be considered the EOC Generator. Even though the EOC is at PD, the generator is going to be for both buildings. Selectman Dickey asked someone to indicate who is speaking on which topic on the warrant article.

Selectman Dickey motioned to recommend the article for the contribution to the Capital Reserve Funds previously established in the amount of \$267,200. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Dickey motioned to recommend the article for discontinuing the Municipal Building CRF. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Dickey motioned to recommend the article for the contribution to establish a Contingency Fund in the amount of \$33,000. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to recommend the article for the Community Revitalization Tax Relief Incentive per RSA 79-E. Seconded by Selectman Dickey. All in favor. None opposed.

Selectman Burdick motioned to recommend the article for the Wind-powered Energy Exemption provisions of RSA 72:65-68. Seconded by Selectman Dickey. All in favor. None opposed.

Selectman Dickey motioned to recommend the article for the Wood Heating Energy System Exemption provisions of RSA 72:69-72. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Dickey motioned to recommend the article establishing a Town Beautification Revolving Fund pursuant to RSA 31:95-h. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Dickey motioned to recommend the article for the authority for the Select Board to buy and/or sell property per RSA 41:14-a. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Burdick motioned to recommend the article for purchase of Land Outside Boundaries - Walker Pond Dam per RSA 36-A: 4-a I (a). Seconded by Selectman Dickey. All in favor. None opposed.

Selectman Dickey motioned to recommend the article for the Town Hall Assessment Study. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Burdick motioned to recommend the article for the replacement of Torrent Station Roof. Seconded by Selectman Dickey. All in favor. None opposed.

Selectman Burdick motioned to recommend the article for the Municipal Complex Generator. Seconded by Selectman Dickey. All in favor. None opposed.

Selectman Dickey motioned to recommend the article for the Municipal Complex Lightning Rods. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to recommend the article for repairing and resurfacing the Tennis Court. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Burdick motioned to recommend the article for repairing and resurfacing the Basketball Court. Seconded by Selectman Dickey. All in favor. None opposed.

Selectman Dickey motioned to recommend the article for the contribution to CASA of NH. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Dickey motioned to recommend the article for the contribution to the American Red Cross. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Dickey motioned to recommend the article for the contribution to the Penacook Community Center. Seconded by Selectman Burdick. All in favor. None opposed.

Town Clerk Hoyt said the Select Board needs to decide if they are doing anything about altering the voting hours. Assistant Moderator Bill Lambert asked the Select Board to consider modifying the election hours from 11am to 7pm. Town Clerk Hoyt said because the turnout is so low, it would help the workers. It is something the Select Board needs to consider before the warrant is finalized. TA Phelps said it is finalized around February 1st. Chairwoman Carey suggested double checking their State Guidance to see what their requirements are because there are a minimum number of hours for their polls to be open.

Next Meeting: Thursday, January 13, 2022 at 6PM.

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

Respectfully submitted by Hannah Gardner