

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, January 20, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Matthew Burdick, Paul Dickey (Virtual), Kate Merrill, Sarah Gerlack, Nicole Hoyt, Katie Phelps, Kearsten O'Brien, Tim Kenney, Kevin Wyman, Tom Gilmore, Jeff Abbe, Alan Hardy, Aurel Mihai, Bruce Crawford, and Michael Nawoj.

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

Roll Call: completed and guests introduced.

Selectman Dickey joined the meeting virtually for cause.

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

New Business: Planning and Community Development Director Kellee Easler and Fire Chief Tim Kenney presented the Brownfields Advisory Committee recommendation for the Qualified Environmental Professional (QEP) for the Commercial Street EPA Cleanup Project. The Committee recommends Credere Associates, LLC by a vote of 4 to 1.

Selectman Burdick motioned to approve the Brownfields Advisory Committee's recommendation for Credere Associates, LLC as the QEP for the Commercial Street EPA Cleanup Project. Seconded by Chairwoman Carey. All in favor. None opposed.

Mr. Tom Gilmore and Mr. Jeff Abbe recommended two candidates to join the Conservation Commission. Mr. Alan Hardy and Mr. Aurel Mihai. Mr. Mihai currently lives on Long St. and started working on trail maintenance projects with Mr. Abbe. He attended some meetings and enjoyed them, so he wanted to volunteer on the committee as an Alternate Member. Mr. Gilmore noted that he will be retiring in February and Mr. Hardy will be filling his position on the Conservation Commission as a full member if the Select Board approves him.

Chairwoman Carey motioned to approve Mr. Aurel Mihai as an alternate member of the Conservation Commission. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to approve Mr. Alan Hardy as a full member of the Conservation Commission. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey swore in both new members for the Conservation Commission and each received their appointment letter.

Town Administrator Katie Phelps said there were two additional requests for warrant articles that were submitted and require Board input.

The first one is for the Community Action Program (CAP). CAP is asking for \$7,600 for 2022. Human Services Director Sarah Gerlack said they help a lot in Town. They rely on each other to help people in the community. CAP has helped the Town get people on fuel assistance. Chairwoman Carey said they received \$453,941.87 worth of services for the residents of Boscawen from CAP in 2021.

Selectman Dickey motioned to recommend the warrant article for Community Action Program for \$7,600. Seconded by Selectman Burdick. All in favor. None opposed.

The next warrant article request was for the Boscawen Historical Society for \$6,500. Mr. Michael Nawoj, President of the Boscawen Historical Society presented. He was accompanied by Bruce Crawford. They are asking for a stipend to help them defray the cost of operating expenses such as internet, electricity and heat. They have asked for the \$6,500 in previous years. It is hard to keep the society running with only volunteers working. They provide services to people looking into the history of Boscawen for retail purposes and ancestry. They are open during the summer months for people to look at displays and ask questions. Also, school groups and programs visit the historical society. They are always looking for more volunteers to help with researching the history of Boscawen.

Selectman Burdick motioned to recommend the warrant article for the Boscawen Historical Society for \$6,500. Seconded by Selectman Dickey. All in favor. None opposed.

TA Phelps presented the updated 2022 Operating Budget based on the previous changes discussed and requested by the Select Board. With the changes the 2022 Operating Budget total is \$4,580,241.

Selectman Dickey motioned to recommend the warrant article for the 2022 Operating Budget in the amount of \$4,580,241. Seconded by Selectman Burdick. All in favor. None opposed.

TA Phelps presented the Budget Advisory Committee letter for signature. Chairwoman Carey reviewed the letter for the public. TA Phelps said all warrant articles and budgets have been recommended by the Board. All sources of revenue are available to review and the budget has been prepared per RSA Chapter 32.

TA Phelps spoke with the Board last week regarding the opportunity to look at additional funding opportunities for the Commercial Street property because the EPA clean up grant may not cover the removal of the building, just the removal of contaminants. TA Phelps contacted Select Board members to get verbal approval to move forward with submitting a request to the EPA Removal Program to review the site for the building demolition. Board members signed a letter to formally proceed with the action.

Chairwoman Carey inquired about the cost of the selected QEP. TA Phelps will get more information and return to the Board.

PCD Director Easler sent the US Census Bureau Survey email. It is voluntary. She doesn't know if they have all the annexations in town that are updated. Deputy PCD Director Kearsten O'Brien said monthly she adds in how many new parcels, single families, and multi-families.

Chairwoman Carey asked them to look at it and bring back more information.

Deputy PCD Director O'Brien presented a Veteran's Credit in the amount of \$500.00 for landowner B.

Chairwoman Carey motioned to accept the Veteran's Credit in the amount of \$500.00 for landowner B, Map 79 Block 124 Lot A. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien received a credit and exemption report. This report is a comparison of Towns and Cities that chose to participate in giving information. Deputy PCD Director O'Brien said she will send a copy out to the Select Board for their information.

Department Head Updates: HS Director Gerlack said they had a Records Retention Committee meeting last week. Facilities Director Gary Moore has helped tremendously with getting the basement cleaned up and getting files out. He found a company that can destroy records at a less expensive rate. Their goal is to keep the retention schedule tight.

PCD Director Easler said the Energy Committee met on January 10th. They discussed meeting with Bright Spot Solar and Sun Jet Energy. They asked how the Select Board would like them to pursue the presentations. They also talked about doing tours of the various energy places in town such as Briar Hydro. There are solar and wind contacts as well. They will offer touring to committees in the summer but also wanted approval to invite residents. Chairwoman Carey approved of inviting the public. PCD Director Easler said they are going over the energy portion of the Master Plan and the Renewable Energy Systems Ordinance.

Town Clerk Nicole Hoyt sent out the 2019 deeded property list to Total Notice. There are currently 21 parcels and at least 10 pay every year. She will be meeting with staff to discuss the possible inspection side of things. Legal suggests documents to backup any waivers. Town Clerk Hoyt will present the waiver once they have it ready for review. Town Clerk Hoyt has an abatement for \$160.12 located on Barrett Avenue. They are not hooked up to sewer and it was billed in error.

Selectman Burdick motioned to approve the abatement in the amount of \$160.12 from the sewer warrant 202104 located at 4 Barrett Ave, 183D-126. Seconded by Selectman Dickey. All in favor. None opposed.

Town Clerk Hoyt said a gentleman resident who was registering his cars accidentally registered one that he no longer uses. He contacted the State, and they refunded the State portion. Town Clerk Hoyt asked the Select Board to abate \$607.00, the Town portion.

Selectman Burdick motioned to approve the registration refund in the amount of \$607.00 to Robert Dudley Excavation, LLC. Seconded by Selectman Dickey. All in favor. None opposed.

Town Clerk Hoyt said election wise, Milford is testing out a new voting machine with the approval of the Secretary of State and Attorney General. They want to test it for the whole year on each election. Town Clerk Hoyt went to the Election Law Committee meetings last week. The House Bill regarding the removal of electronic ballot counting devices had a lot of people showing interest. The meeting was moved to the House, and it got heated and contentious. Town Clerk Hoyt thinks they don't have an understanding on how the machines work. If they had to go to hand count, it would be doable, but it isn't ideal and could lead to more mistakes. There are some new bills in regards to exemptions and credits. There could be a huge impact on the Town financially if they get passed.

HS Director Gerlack said the department has seen an increase of homeless individuals looking for information. They had 6 new applicants in the last week. They have seen some of their regulars and they have a 5.9% increase on their social security. The department has been helping them on how they should be utilizing it. HS Director Gerlack said the Supervisors of the Checklist had their mandatory meeting this Tuesday to make changes to the check list for the School Meeting. The last day to make any corrections to the check list will be February 26th for Town Meeting.

Chief Kevin Wyman said the process for sending a candidate to the Police Academy requires an in-depth background investigation as well as a physical test and exam from a doctor and a psychological test. They are trying to move forward and schedule the candidate's physical test so he can start training the first week of February and finish in May. His light duty officer is back on and hopefully back to full duty in February.

PCD Director Easler has offered the position for the Planning & Community Development Clerk and the new hire is starting on February 8th. She is local and grew up in Town, so she is familiar with the area and people. She will attend the first Select Board meeting and can also cover positions while they are on vacation.

Health Officer Easler said she and EMD Killary are requesting a mask requirement per RSA 41:11-a, which allows the Select Board to regulate the Town owned properties and manage them how they see fit and would like their support. People were coming into the building sneezing and coughing. Residents were complaining so EMD Killary wrote new protocols based on new information on Omnicron. HO Easler recommended wearing masks in the public town buildings in Boscawen. A lot have staff have been out, so it is beneficial for their safety as well.

Selectman Dickey motioned to require masks be worn in Town buildings under the provisions of RSA 41:11-a. Seconded by Selectman Burdick. All in favor. None opposed.

Chief Wyman said an officer was exposed to COVID during an arrest last night. He asked if the officer needs to file an incident report for workers compensation. Chairwoman Carey suggested noting it because it is a highly contagious variant.

TA Phelps said the Board previously recommended the a Town Beautification warrant article, however, they need to change it because it was previously listed as a revolving fund but it doesn't fit under the statute. It will be changed to an Expendable Trust Fund under RSA 31:19-a. The Select Board needs to vote to either recommend or not again. Funds will be held with the Trustees of the Trust Fund. The purpose is to maintain and enhance various public areas in Boscawen. It also names the Select Board as agents to expend.

Selectman Burdick motioned to recommend establishing a Town Beautification Expendable Trust Fund per RSA 31:19-a. Seconded by Selectman Burdick. All in favor. None opposed.

Ex-Officio Updates: Deputy PCD Director O'Brien said Conservation Commission talked about Walker Pond. Charlie Niebling did a draft assessment of Walker Pond and recommended where to harvest and other specific areas of interest. The Commission talked about parking area. She spoke with PWD Hollins, Chief Kenney and Chief Wyman about concerns they may have with Walker Pond and their thoughts on keeping or removing the pump house. Chief Wyman said they patrol the area a lot because of suspicious cars in the area that they receive calls on. PWD Hollins said to be cautious because there is a lot of water inside that will need to be pumped out if kept, and the roof will have to be replaced. The biggest concern is the dry hydrant because it is the only source of water along Water Street, North Water, and Long Street. Deputy PCD Director O'Brien will report back to the Commissioners about the concerns. She is putting together survey for the Walker Pond Facebook Page to ask people to give ideas and what they would like to see happen within the area. The assessors are aware of the mapping issue and are working on fixing it. PCD Director O'Brien can provide the draft summary Charlie Niebling put together if the Select Board wants to give their input.

Chairwoman Carey motioned to amend the consent agenda to include grammatical corrections to the minutes. Seconded by Selectman Burdick. All in favor. None opposed.

TA Phelps is waiting to hear back from the Boscawen Congregational Church regarding dates to meet to discuss the Memorandum of Understanding.

The Budget Meeting is scheduled for Thursday, January 27th at 6:00pm at the Boscawen Elementary School. They also have a Select Board meeting at the same time so they will just highlight consent agenda items. Budget Binders are available for pickup tomorrow after 10am on January 21st.

Next Meeting:

Thursday, January 27th, 2022 at 6PM.

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

Respectfully submitted by Hannah Gardner