

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, February 24, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Matthew Burdick, Paul Dickey, Kate Merrill, Sarah Gerlack, Nicole Hoyt, Katie Phelps, Kearsten O'Brien, Tim Kenney, and Kellee Easler.

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:** Human Services Director Sarah Gerlack said the Supervisors of the Checklist are holding a session this Saturday from 12pm to 1pm for anyone who needs to sign up for a checklist for Town Election. HS Director Gerlack sent out an update regarding the Holiday Food Basket Program. They are putting a plan in place to supplement those people in town who need help. HS Director Gerlack had a meeting with NH Local Welfare Association and was invited to join the Executive Board.

Town Administrator Katie Phelps presented the Select Board with options for the new Town of Boscawen .Gov domain name for discussion and decision.

**Selectman Burdick motioned to approve changing Boscawen's domain name to www.BoscawenNH.gov. Seconded by Selectman Dickey. All in favor. None opposed.**

TA Phelps said now that the domain name has been decided the Town needs to send an authorization letter, signed by the authorizing authority, to the .Gov domain registration for the name. The authorizing authority for the Town is the Select Board Chair. TA Phelps asked the Select Board for approval for the Chair to sign the authorization on behalf of the Board.

**Selectman Dickey motioned to allow Chairwoman Lorrie Carey to sign on behalf of the Select Board for the .Gov domain registration authorization. Seconded by Selectman Burdick. All in favor. None opposed.**

Human Resources Director Kate Merrill sent out a job descriptions update on the Community Service Director and Clerk positions. She opened the meeting for discussion on the changes. Chairwoman Carey asked if they were changing the name of the director position and deputy position. HRD Merrill said there was a suggestion to change 'Human Services Administrator' to 'Community Service Director' to be more uniform with other departments. The 'Community Service Clerk' used to be 'Human Services Assistant'. Chairwoman Carey asked if they were removing a role from the Director's position. HS Director Gerlack said they no longer partner with Friends of Forgotten Children for the Backpack Program. They are independently running the backpack program. Selectman Dickey doesn't think everyone in the building needs to be

titled 'Director'. Selectman Burdick doesn't have an issue with the change. TA Phelps said she oversees the department and has been a department head. Her suggestion was to change the title to Director to make it consistent across departments since she was the only one with 'Administrator' in her title. Selectman Dickey asked how she is a Director. HS Director Gerlack creates her budget, and oversees an employee and programs. It was also noted that there will be no change in pay for either position due to the change in job description title.

**Selectman Dickey motioned to approve the recommendation to change the title of 'Human Services Administrator' to 'Community Service Director' and 'Human Services Clerk' to 'Community Service Clerk'. Seconded by Selectman Burdick. All in favor. None opposed.**

**Department Head Updates:** Town Clerk Nicole Hoyt said the Farm and Ag Plates are being misused throughout the state. They were asked to keep an eye on who is qualifying or not qualifying for these types of plates. These plates are used for citizens who participate in farming and agricultural activities. The Commissioner of Agriculture was asking the Town to be more vigilant with qualification. Town Clerk Hoyt said they started watching during the renewal periods what was coming up for an Ag or Farm plate. They would issue letters with the renewals showing what the criterions are for the plate. The resident has to sign a document saying they are doing it lawfully. An officer from another town came into Town Hall and stated that someone he pulled over said the Town was issuing them to whomever. Town Clerk Hoyt assured him that was not the case and that they are working to fix these issues. Town Clerk Hoyt talked to Lieutenant Jason Killary about what the cost would be if they were pulled over for misusing a plate. The fee is anywhere from \$60-\$100 and they could also pull their registration immediately. They are sending personal letters and talking with residents. It will also be in the Newsvine. They also implementing that each Ag or farm plate needs to be approved by two Town employees.

Town Clerk Hoyt said Ms. Rhoda Hardy is running for Cemetery Trustee as a write in. She missed the filing period. Town Clerk Hoyt has so far heard that Ms. Pam Hardy will be running for Supervisor of the Checklist. Ms. Polly Dawson and Mr. Gary Tillman will be running for Trustee of the Trust Funds as a write in.

Town Clerk Hoyt said they sent out lien and deed notices last week so people are coming off the list. They also included letters mentioning the possibility of an inspection. When the Select Board receives waiver notices, they will have backup documents as to why they decided to waive the property.

Town Clerk Hoyt said they were audited by Franklin Savings Bank this week because they do so much business of depositing checks in house. They take a sampling of who's doing what. Everything went great and they passed inspection.

Town Clerk Hoyt said bill HB-1570 is trying to reduce the amount of vehicle fees the towns would receive. If it passes, the tax rates will go up automatically. Associations are speaking out against the bill. The hearing is next week. Town Clerk Hoyt will send an email so if they want to attend, they can log onto the link. They can vote on the bill and provide testimony if they want.

Town Clerk Hoyt asked for a head count for lunch and dinner for Town Elections. It will be individual meals. All Select Board members will be in attendance for lunch and dinner.

Community Service Director Gerlack said next Friday is the school election so she will be taking the day off to help out over there. She also said while transitioning a new employee, she is going to have two high school students come in and help with the back pack program. TA Phelps provided the permission slips and RSA.

Chief Tim Kenney said they have been without water for a week now at the Fire Station. They need to replace the valve because it is 50 years old. He doesn't know how much it will cost. The new truck was supposed to be in this week and still hasn't come in. The Associations are now official and legal. The two are combined into two branches: the Ladies Auxiliary Branch and the Fire Fighters Branch. The fire fighters outnumbered the ladies so they separated them into two branches. Chief Kenney usually doesn't answer the department phone because it is solicitations. Today he answered a phone call from a daughter of a resident in Town who was from Maine. Her father couldn't call 911 so she called the Fire Department. The father was having a significant heart attack. He would like to send out a questionnaire to residents to see if they are aware that the fire station isn't staffed full-time. Chairwoman Carey said if it's TDS they should have it listed as a non-emergency number and then have a voicemail that says if there is an emergency, call 911. TA Phelps said they could get an updated phone with an answering machine.

FD Merrill said the Finance and HR Assistant Crystal Tilton started Tuesday. She is hoping to introduce her to everyone at the next meeting on Thursday. HRD Merrill received an email from Checkmate and they said it was Employee Appreciation Day next Friday. She wanted to organize something and asked if anyone had suggestions. It is an informal national holiday and she thought it would be nice to show appreciation for all employees. Chairwoman Carey suggested doing a simple lunch like Subway. HRD Merrill suggested doing cupcakes so all departments such as the Police Department as they might work other shifts.

PCD Director Kellee Easler the PCD office will be receiving a Minor Site Plan application for across the street. It will be for a Sober Living Facility. The PCD Office has an inquiry to do an agricultural venture looking to do work on Agri-tourism and PCD Director Easler will provide updates on it.

TA Phelps gave an update on the Commercial Street EPA Cleanup project. She is working with EPA Project Coordinator Alan Hardy and Matthew Monahan of Central NH Regional Planning Commission on the Community Relations Plan. EPA Project Manager Dorrie Parr was able to secure EPA funding for Market Analysis research for the properties. They are waiting on the official notification. They should have an answer from the EPA Removal Program by March 6<sup>th</sup>. Once the Removal Program gets to the site, they will be in and out within 30 days. After that point the cleanup program can begin.

TA Phelps sent the Select Board an email prior to the meeting regarding the impending snow storm coming tomorrow. She recommended closing the office and staff working from home if able.

**Selectman Dickey motioned to approve closing the office and having employees work from home tomorrow, Friday, February 25, 2022, due to the snowstorm. Seconded by Selectman Burdick. All in favor. None opposed.**

TA Phelps received an update from Donna Lane regarding CDBG funding for Riverbend. They are requesting a change to the project contract including a funding increase of \$75,500 due to construction material cost increases due to COVID related shortages. The renovation project was put out to bid in the fall. They received four general contractor bids. Material increases amounted to \$75,500. TA Phelps said the original budget for the project was \$354,246 and the new budget will be \$429,746. This project was approved with the possibility of a 20% CDBG funding increase. The benefit to Boscawen of being the facilitator of the grant is that they are able to provide housing for a population that has great need and they don't have other housing for them. The Select Board needs to approve the increase and the Chair to sign on their behalf.

**Selectman Burdick motioned to approve to funding increase request for CDBG Riverbend project in the amount of \$75,500. Seconded by Chairwoman Carey. Selectman Dickey abstained. Two in favor. One abstention. The motion passed.**

**Selectman Burdick motioned to allow Chairwoman Carey to sign the CDFA Riverbend amendment document on behalf of the Board. Seconded by Chairwoman Carey. Selectman Dickey abstained. Two in favor. One abstention. The motion passed.**

Chairwoman Carey announced that Mr. Bruce Crawford passed away this week. She would like to do a moment of silence at Town meeting to reflect upon their loss of volunteers. Chairwoman Carey suggested doing it after the pledge of allegiance. Volunteers included Bruce Crawford, Bill Urbach, Rhoda Bergeron, Claire Clark, Terese Cunningham, Roy Roy, Sr. and Charlie Jaworski.

Town Clerk Hoyt posted the Town Report on the website and is picking up hard copies on Monday.

**Old Business:** TA Phelps asked to have a discussion on the March 10<sup>th</sup> meeting since Selectman Dickey won't be in attendance. They usually vote on a Chair that meeting. Selectman Dickey asked if they could hold off until the following week. Selectman Dickey noted he was not interested in being Chair. All Board members agreed that they were okay with voting on the Chair at the March 10<sup>th</sup> meeting in the absence of Selectman Dickey. Chairwoman Carey won't be in attendance at the March 3<sup>rd</sup> meeting. Selectman Dickey will be running the meeting. He will meet with staff on Wednesday morning to complete the agenda.

**Chairwoman Carey motioned to enter a nonpublic session under RSA 91-A 3 II (C). Seconded by Selectman Burdick. All in favor. None opposed.**

**Chairwoman Carey motioned to leave nonpublic session under RSA 91-A 3 II (C). Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Burdick motioned to seal nonpublic minutes under RSA 91-A 3 II (C) for three years. Seconded by Selectman Dickey. None opposed.**

**Chairwoman Carey motioned to enter a nonpublic session under RSA 91-A 3 II (A). Seconded by Selectman Burdick. All in favor. None opposed.**

**Chairwoman Carey motioned to leave nonpublic session under RSA 91-A 3 II (A). Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Burdick motioned to seal nonpublic minutes under RSA 91-A 3 II (A) for three years. Seconded by Selectman Dickey. None opposed.**

**Selectman Dickey motioned to enter a nonpublic session under RSA 91-A 3 II (C). Seconded by Selectman Burdick. All in favor. None opposed.**

**Chairwoman Carey motioned to leave nonpublic session under RSA 91-A 3 II (C). Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Burdick motioned to seal nonpublic minutes under RSA 91-A 3 II (C) for three years. Seconded by Selectman Dickey. None opposed.**

**Next Meeting:**

Thursday, March 3, 2022 at 6:00PM.

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

*Respectfully submitted by Hannah Gardner*