

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, March 3, 2022 at 6:00 PM**

In Attendance: Matthew Burdick, Paul Dickey, Lorrie Carey (Remote), Kate Merrill, Nicole Hoyt, Katie Phelps, Kearsten O'Brien, Tim Kenney, Dean Hollins, Kevin Wyman, Kellee Easler.

Selectman Paul Dickey 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 amended. Seconded by Selectman Paul Dickey. All in favor. None opposed.**

Chairwoman Lorrie Carey noted for the draft minutes on February 24<sup>th</sup> that there was no pay increase with the change in title for Sarah Gerlack and her assistant. Another clarification was that she thought the Board had decided that it was okay to go forward with the election of Chair after Town Meeting because they had the discussion at the last meeting and were in agreement.

Selectman Dickey asked if they could wait to vote for Department Ex-Officios until after Town Meeting, when he returns. Chairwoman Carey confirmed they will wait until after Town Meeting to vote for Ex-Officios.

Selectman Dickey voted to recommend Lorrie Carey for Chair of the Select Board for 2022.

**New Business:** Town Administrator Katie Phelps received an email from Ms. Julia Jones from Merrimack Valley Youth Baseball and Softball League. Ms. Jones said they are hoping to have a clean-up day on April 9<sup>th</sup>. Ms. Jones provided an insurance certificate to TA Phelps for the upcoming season. Ms. Jones asked for a follow-up on the bleachers and fencing that were previously damaged. Through discussions she learned that the fencing was removed, and that a new set of bleachers would cost approximately \$3,000-\$3,500 to replace. The previous bleachers were wooden. TA Phelps suggested aluminum bleachers with backing on the top for safety. There is money available in the Town Buildings budget under Town Park. Finance Director Kate Merrill has an email into GOFERR to inquire if ARPA money is an option. They haven't heard anything yet. TA Phelps will report back once they get an answer.

TA Phelps informed the Select Board that there was damage on the snack shack door. There was a police report completed by Officer Chislett. The door functions properly but the damage isn't aesthetically pleasing. TA Phelps suggested not replacing it since it does open and close properly. Selectman Burdick said the pictures he saw looked like ball dents. Selectman Burdick and Selectman Dickey agreed the door doesn't need to be replaced at this time. TA Phelps said for security cameras, there isn't Wi-Fi at the snack shack. Deputy PCD Director Kearsten O'Brien said they would only have cameras in the front, facing the ball field. The camera wouldn't catch anyone going to the snack shack. Selectman Dickey said they can narrow it down with cars, people, and the game cameras. Deputy PCD Director Kearsten O'Brien said they

could move the game cameras. TA Phelps will inquire with TDS to see if they can get an extender for the WIFI to reach the snack shack area for security reasons.

HRD Merrill said last week the Board decided she wouldn't approve the Department Heads that report to the Select Board for their time out but rather they would go to the Board. HRD Merrill sent out a Vacation Request form for suggestions. Selectman Dickey asked why a Department Head couldn't fill out the Vacation Request and give it to HRD Merrill to submit to the Select Board. FD Merrill said they would send the form to her and then she would put together their vacation balance, planned vacation and net balance for approval by the Select Board. If they decide to do it this way, they will put vacation requests in the Consent Agenda for signature. Chairwoman Carey requested to put in a second request line in case the first dates weren't approved or available. Selectman Dickey clarified if it is not a planned day off, it has to go into personal or sick days. Deputy PCD Director O'Brien asked what would happen if someone were on a medical leave, using all their sick time and once returned, they get sick and only have vacation time left to use. Selectman Dickey said it would be special circumstances and their supervisor would handle it. Selectman Burdick said if you are out of sick time and you're sick, the company is required to go into the vacation time. FD Merrill said they have a lot of sick time and when it gets low their supervisor can see it and make a plan if they foresee it being an issue. FD Merrill is concerned with the Police Department because they have low staff and may not know well in advanced when they are able to take time off. Selectman Dickey said if they asked the week before for a day off the next week, the Select Board wouldn't approve it, but they would still be able to use vacation time. FD Merrill asked what the point of the form is if it says the Select Board needs to approve and they don't follow it. Selectman Dickey doesn't think it would be an issue based on the number of times it happens. If it happened, the form would still be submitted to the Board for a signature. It shouldn't be a vacation request form. FD Merrill suggested changed the name to 'Vacation Notice Form'. Town Clerk Nicole Hoyt asked if a form is necessary since they already submit requests electronically to FD Merrill who then sends it to the Select Board. FD Merrill doesn't get notified when everyone puts times in the system. She suggested having them send her an email request. Selectman Dickey agreed with an email request for individuals who are affected by this. Town Clerk Hoyt brought up that a couple weeks ago Deputy PCD Director O'Brien had attended four meetings in a row that week and took Friday off. Town Clerk Hoyt said as a salary employee, it is a benefit or should be. Deputy PCD Director O'Brien added that they don't receive overtime. Selectman Dickey agreed that salary positions should benefit from that if they are working a lot one week. The decision was made for employees who report directly to the Board to enter the time into the time tracking software and send HR and email notice.

FD Merrill said there was also discussion last week about sending out a monthly time out sheet to the Select Board. Any planned vacation that employees may have would be sent to the Board for notice. FD Merrill noticed the employee manual stated they only must submit it two weeks in advance so doing a monthly view may not accurately reflect the whole month. FD Merrill asked if the sheet would refer to department heads or all employees. Selectman Burdick suggested doing a bi-weekly notice for department heads only. Chairwoman Carey asked what would happen in the summer if they decided to not have a meeting every week. They would want an idea of if someone is planning to take time off so they could schedule Select Board meetings

accordingly. FD Merrill suggested reevaluating conflicts with meetings schedules once they see an increase in notices for summer time off.

FD Merrill said there was a suggestion to have a Select Board form to notify if they aren't going to be at meetings. Selectman Burdick already indicated that he is taking time off in April. Selectman Burdick suggested doing an email notice just like employees will be doing. FD Merrill said she will make a Microsoft Calendar and share it with the Select Board. She would include Department Heads that report to the Select Board as well.

**Department Head Updates:** PCD Director Kellee Easler sent out the CNHRPC Transportation Data Collection Program for 2022. Deputy PCD Director O'Brien suggested since they have two new gravel pits, both on Daniel Webster Highway, in different locations that they could put one counter there to see the volume of traffic going up and down DW Highway. Selectman Dickey said it is a state road. Deputy PCD Director O'Brien said High St. is a state road and it had a counter. Deputy PCD Director O'Brien suggested putting a counter near Forest Lane or Goodhue Rd. It would be a good idea once Exit 17 is fully developed. It would give Planning Board and the Economic Development Committee a better idea where the traffic is generating. Chief Tim Kenney said the traffic counter could be important to apply for grants. It would benefit Hazard Mitigation as well. PCD Director Easler needs to know by March 24<sup>th</sup>.

Town Clerk Hoyt said they just finished 6-weeks of election training because laws are always changing. They are scheduled to set up for the election and Town Meeting on Monday at 1:30pm. Anyone is welcome to join. Town Clerk Hoyt sent out an email about House Bill 1570 which is no longer a worry. There are many other bills to worry about, none that would necessarily affect the Town revenue wise. Mr. John Keegan is looking into a bill regarding Affidavit Ballots. The problem is NH is strict on nobody's ballot looks different so nobody can tell who voted and how. The Affidavit Ballots would have barcodes so they could pull information. They will keep an eye on it. Town Clerk Hoyt said in the month of February, the Town's online and in house card payments were 238, totaling \$83,000. Most were online so the traffic downstairs is lighter. They are getting great feedback on the online services. Also, there is a fire warden training for fire permits they will need to attend. Town Clerk Hoyt said they are down to 15 parcels on the deeded list. Some have come in after receiving a letter on a potential property inspection.

PWD Dean Hollins said they had the annual Co-Op meeting last week for all towns that belong to them for the incinerator. They will be increasing to \$85 per ton this year and the following year will be \$90 per ton. It is a new contract with new owners that bought out Wheelabrator. They will increase pricing on tipping fees. In 2021, it was budgeted for under \$72 per ton but the first bill was \$74.10 per ton. Chairwoman Carey said it is a big reason to get people to start composting food-waste. PWD Hollins said it is hard to successfully compost food-waste with a bigger population.

Police Chief Kevin Wyman said they had an inquiry for another police officer position. It is a female officer. She is an intern with them currently and will be done in May. They will start the background check process on her and she will need to attend the Police Academy. They would

be looking at June to get her into the academy. They also had an interest from a certified officer, but they don't have the money to compete.

Fire Chief Tim Kenney said the fire truck was shipped as of today. The water is back on at the fire station. He is working on a plan, so it isn't a continuous problem. The water line is shallow and freezes at King St and their parking lot. They have a few ideas to help the situation. The truck will be delivered to West Ossipee, and it will still need lettering.

FD Merrill said they are going to do Select Board ID cards like employees have. They can have them at the Town Meeting. Chairwoman Carey wouldn't be allowed to wear hers inside or outside. She would have to put it on afterwards because she is campaigning. FD Merrill has Selectman Dickey's picture. Selectman Burdick can send a professional picture or FD Merrill can take it.

PCD Director Easler said there was a Planning Board meeting this week. They discussed a property on King St that needs to be possibly cleaned up. Chief Wyman said there are a couple of dumpsters there. PCD Director Easler said that person will be receiving a letter.

**Board of Health:** PCD Director Easler received a complaint on a property in town. It falls under health, so they also received a letter. It should be taken care of next week. If anyone else complains next week, they should report to Deputy PCD Director O'Brien. Chief Kenney asked about across from the fire station. There is a lot of activity. PCD Director Easler said it could be cleaned up whenever. They are allowed to go onto the property to clean it up, but it costs the Town money. Someone does live there. There are no animals there, just humans. Chief Wyman said a German Shepard was there the other day. PCD Director Easler said they have a right to take everything including the cars because they have a court order. They were going to wait until the end of March to decide. PCD Director Easler said they want to talk to legal first before doing anything. There is also a lien on the property for about \$140,000 depending on what is owed.

Deputy PCD Director O'Brien said the Economic Development Committee is meeting on Monday, March 7<sup>th</sup>. If anyone has questions regarding 79-E which will be going to Town Meeting for voting, Monday would be the last night to ask. Deputy PCD Director O'Brien said AgComm is also meeting Thursday, March 10<sup>th</sup>. Energy Committee will be meeting March 16<sup>th</sup> and Conservation Commission will meet on March 15<sup>th</sup>.

**Ex-Officio Update:** Selectman Dickey said Planning Board met this week. The Gravel Pit application on DW Highway got postponed until next month.

**Next Meeting:**

Thursday, March 10, 2022 at 6:00 PM.

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

*Respectfully submitted by Hannah Gardner*