

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, March 10, 2022 at 6:00 PM**

In Attendance: Matthew Burdick, Lorrie Carey, Kate Merrill, Nicole Hoyt, Katie Phelps, Kearsten O'Brien, Tama Tillman, Gary Tillman, and Barbara Randall.

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 amended. Seconded by Chairwoman Carey. All in favor. None opposed.**

**New Business:** Town Clerk Nicole Hoyt said the Town Meeting results are on the Town of Boscawen website and Deputy Town Clerk Dilts-Brown is working on the meeting minutes. Town Clerk Nicole Hoyt swore in Selectwoman Carey for another 3 year term.

The Board members voted on Chair of the Board. Selectman Dickey expressed his vote for Selectwoman Carey as Chair at the last meeting as he was unable to attend this meeting.

**Selectman Burdick motioned to nominate Selectwoman Carey as Chair. Selectwoman Carey seconded. All in favor. None opposed.**

Deputy Planning and Community Development Director Kearsten O'Brien stated the warrant article for 79-E passed at Town Meeting. She asked the Select Board to review the draft 79-E application. She highlighted things that they need to think about. 79-E must have a public hearing. Public Hearing fees are expensive and can range from \$150 to \$180 but could be higher. Deputy PCD Director O'Brien thinks if they are going to do the application fee, the Select Board should look at the fees to put an application before the Planning Board or the Zoning Board of Adjustment. Chairwoman Carey asked if there can be a base fee plus more. Town Administrator Katie Phelps asked if the fees need to be included in their administrative fee schedule. Deputy PCD Director O'Brien will ask Counsel. As Counsel was fixing the covenants, they wanted to modify them because they had suggestions. There is also a Select Board decision that would occur when the applicant pleads their case as to why they should receive the 79-E exemption. The Select Board would assess the business and find out what the value would be to the Town. On other pages it asked for the Building Department review of the estimated project costs and their comments. It would need to be done by the Building Inspector and usually incurs an inspection fee. Deputy PCD Director O'Brien suggested leaving the Planning and Zoning ZBA and Planning Board approval site plan conditions and comments. She asked what if an applicant is not a business owner, but they are looking to renovate a historical building. She suggested having an Economic Development recommendation. TA Phelps doesn't think she should be on there for a departmental review. The Building Inspector fee is \$60. Chairwoman Carey suggested doing a \$30 application fee because they will have to cover their administrative costs. Town Clerk Nicole Hoyt said it doesn't make sense to charge employees fees when it is part of their

job. Deputy PCD Director O'Brien said the administrative fee was built into the cost of the building permitting process to offset the cost of the clerical work. Deputy PCD Director O'Brien said they don't have to send out abutters notices which would have been \$7.50 per abutter. To set the Administrative Fees for 79-E Town Administrator Phelps said they will need to have a public hearing. Deputy PCD Director O'Brien will send the application to Economic Development to review and bring feed back to the Board after the EDC meets.

TA Phelps presented a Trustee of the Trust Funds resignation for Tama Tillman.

**Selectman Burdick motioned to accept Ms. Tama Tillman's resignation letter for the Trustees of the Trust Fund. Seconded by Chairwoman Carey. All in favor. None opposed.**

TA Phelps said this will leave them with two members of the Trustee of the Trust Funds. The Board will need to appoint to fill one vacancy. Town Clerk Hoyt said Mr. Lyman Cousens needs to be sworn in to make it official. It is suggested that the Town put out for applicants. Ms. Tillman recommended they don't delay filling the vacancy for too long. There are only two Trustees, and they need to have two signatures on all the checks and paperwork. They have had problems in the past with getting two signatures with three Trustees. They will also need someone to access the accounts. Ms. Tillman is willing to help with the bookkeeping which the State allowed but she needs one of the Trustees to relay the information to her so she can do it. The Select Board suggested they fill the position by March 24<sup>th</sup>. TA Phelps will post the notice to the public.

**Selectman Burdick motioned to publicize the Trustee of the Trust Funds vacancy on the Town's website to solicit interest. Seconded by Chairwoman Carey. All in favor. None opposed.**

**Department Head Updates:** Finance Director Kate Merrill said TA Phelps sent out the GASB 75 report. It is a requirement for the Auditors for OPEB (Other Post-Employment Benefits) which is an estimate of the retirement liability for employees. It was budgeted to be paid half in 2021 and half in 2022. The Town wasn't invoiced in 2021 and with the whole transition it was overlooked. They will be making the whole payment this year which will be absorbed within the Finance budget and if not, they will need to transfer from one budget to another. FD Merrill thinks between the Finance and Personnel budget, there will be enough to absorb it. The total was \$3,950. They currently have \$2,000 in the Finance budget.

FD Merrill said there are two checks to sign with the Check Manifest this week. They also need to update the payroll check signatures now that Ms. Tillman is the new Treasurer.

TA Phelps sent out an email about Governor Sununu's contemplation with postponing the Meals and Rooms tax. Last year they received \$294,355 for Meals and Rooms. This year for estimated revenues, they have put \$175,000 down. Governor Sununu was thinking about postponing them during summer to give tourists a break. FD Merrill said it could have a potential negative impact.

FD Merrill sent out the Facilities Director job description for the supervision portion to get clarification. It reads that the Supervisor is the "Select Board via Town Administrator".

Chairwoman Carey said TA Phelps is the director Supervisor. If anything arises, they should report to the Select Board.

FD Merrill asked the Select Board what information they want from her for the employee reviews coming up. Chairwoman Carey suggested information about employees who deserve an acknowledgement for going above and beyond in their position. They could gather that information among employees.

Deputy PCD Director O'Brien said the Economic Development Committee meeting was cancelled due to the Penacook-Boscawen Water Precinct meeting. A few of the members attended as well as TA Phelps. The precinct would like to keep communication open between EDC and the Planning Board. Deputy PCD Director O'Brien got the maps from Mr. Bill Murphy to present to the Economic Development meeting. She will be sending the Commissioners meeting dates for Economic Development and Planning Board. She received the meeting dates from the Commissioners as well. Chairwoman Carey said they had the chance to ask a lot of questions. There is a lot of change going on surrounding the Water Precinct because they've lost their historical memory. Deputy PCD Director O'Brien said Building Department is busy along with the Assessing.

Deputy PCD Director O'Brien helped Chief Kenney put the Fire Department's new phone together. Now it will only ring twice and then say, 'in case of an emergency please hang up and dial 911'. It states if they are looking for a fire permit to call the Town Clerk's/ Tax Collector's office and it also lists Chief Kenney's cell phone number and email. Deputy PCD Director O'Brien also started fun fact Friday on the Facebook page and Instagram page. They did one about the Fire Department last week in hopes it will help the residents learn more about the Town and also give friendly reminders to due dates coming up.

TA Phelps said Old Home Day contracts are beginning to come in. She asked the Select Board how they would like her to review and process them. In the past Alan Hardy had reviewed and signed them so she wanted to know the Board's preference. Chairwoman Carey said in the past Alan Hardy had reviewed the contracts to ensure the Town of Boscawen's interests were protected. There is language in some of the contracts that Primex rejects. TA Phelps said she could send them through Primex to review, if necessary. Mr. Hardy also offered to review some if TA Phelps needed help. Chairwoman Carey suggested TA Phelps review them and if she has any questions to use resources such as Primex. TA Phelps will present contracts to the Select Board to approval once she feels they are acceptable.

TA Phelps inquired if the Board was interested in making a contribution in memory of Bruce Crawford on behalf of the Town.

**Selectman Burdick motioned to contribute \$100.00 to the Boscawen Historical Society in memory of Bruce Crawford. Seconded by Chairwoman Carey. All in favor. None opposed.**

TA Phelps said IT is tentatively scheduled to come on March 23<sup>rd</sup> to work with the Police Department on the body cams software/hardware.

TA Phelps presented a Twin Rivers Copier Service Agreement and requested permission to sign.

**Selectman Burdick motioned to allow the Town Administrator to sign the Twin Rivers Copier Service Agreement on behalf of the Town of Boscawen. Seconded by Chairwoman Carey. All in favor. None opposed.**

Chairwoman Carey said they want to thank all the Fence Viewers, Surveyors of Wood and Lumber and Official Weighers for their many years of service to the Town of Boscawen. Town Clerk Hoyt would need to grab last year's Town Report to know who they were. TA Phelps offered to write thank you letters on behalf of the Select Board, and they can sign them.

TA Phelps had Facilities Director Gary Moore inquire with TDS about a Wi-Fi Extender for Dorval House. To use the Wi-Fi connection at the Dorval house for the snack shack, the modem would need to be outside and the maximum distance between buildings is 100 ft. A separate Wi-Fi connection would be needed at the snack shack. The cost of the set up at the snack shack is \$60/hour labor plus parts for a phone jack, \$15.00 for a modem purchase and \$129/mo. plus tax for the connection. Selectman Burdick asked why they need to go through TDS. He bought his own system at Walmart for \$200 and he picks up Wi-Fi easily. If they password encrypt the system, it should be fine. Selectman Burdick will send Facilities Director Moore information.

TA Phelps updated the Select Board on the 1913 Library costs. The first four items on the 2022 estimate were the items that PCD Director Kellee Easler asked for. It was a total of \$97,500. Chairwoman Carey thinks they need to have a conversation about the use of a historic building sitting vacant and not being used. It is \$300,000 for 1913 Library. Chairwoman Carey said if they are not viable use for the Town of Boscawen, they can sell them and have a covenant on them to have them maintained in an historic manor. They would transfer it to someone who can maintain that piece and invest. To use it, they would need parking. PWD Dean Hollins estimated parking costing between \$22,500 - \$30,000 for 9 parking spots. It also doesn't include making it ADA compliant. They may be able to get an L Chip grant or an ADA grant. Chairwoman Carey said if they pave the front of the building, they may cause water issues in the basement.

Barbara Randall asked Chairwoman Carey to explain the process in which the Select Board buys and sells property now compared to how it would be if the Warrant Article passed to allow the Select Board to buy and sell property. Chairwoman Carey said it is a complex process currently. They have to collect sealed bids and then open the sealed bids in public session. The person who placed the sealed bid can plead their case to the Select Board as to why they should select their bid. At this point the Select Board cannot even accept a dollar sale of a parcel to the Town of Boscawen. The Board would have to call a special meeting of the Town to vote on whether or not the purchase or sale can go through. If the voters were to have voted to allow for the Select Board to buy and sell property, the Select Board would first have realtors assess the property and take into consideration what Avitar has the property assessed at. The Board would then put the property out to bid and go through the sealed bid process. The Board could also have covenants on the properties that have historic value. There are two public hearings and a review by the Conservation Commission and Planning Board required by statute.

**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 come out of nonpublic session under RSA 91-A, 3 II (a).  
Seconded by Selectman Burdick. All in favor. None opposed.**

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

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Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Burdick motioned to come out of nonpublic session under RSA 91-A, 3 II (c).  
Seconded by Chairwoman Carey. All in favor. None opposed.**

**Selectman Burdick made a motion to reseal nonpublic minutes in the red folder and unseal  
the nonpublic minutes in the blue folder. Seconded by Chairwoman Carey. All in favor.  
None opposed.**

**Next Meeting:** Thursday, March 17, 2022 at 6:00 PM.

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

*Respectfully submitted by Hannah Gardner*