

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

In Attendance: Matthew Burdick, Lorrie Carey, Paul Dickey, Kate Merrill, Nicole Hoyt, Sarah Gerlack, Katie Phelps, Kearsten O'Brien, Kellee Easler, Tama Tillman, Chief Shawn Brechtel, Penny Sarcione, Chief Kevin Wyman, and Chief Tim Kenney.

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

Roll Call: completed and guests introduced.

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

Chairwoman Lorrie Carey sent grammatical edits for the 03.17.22 minutes to TA Phelps for correction.

New Business: Chief Shawn Brechtel said Penacook Rescue Squad is requesting to use the Town's allocation of the Locality Equipment Grant. The grant of up to \$50,000 is available through GOFERR for equipment specific for COVID relief. The Penacook Rescue Squad would use it to upgrade one of their monitors in the ambulance and add a vent. It would greatly increase their capabilities. They currently staff one ambulance 24/7. They are asking for one of each. Through their internal Capital Improvement Plan (CIP), they would replace the other monitor for the second ambulance. The current monitors are 10 years old and are ready to be replaced soon. Chairwoman Carey asked if this would decrease Boscawen's contribution to Penacook Rescue Squad. Chief Brechtel said no. Selectman Dickey asked if the grant would come out of the Town of Boscawen. Penacook Rescue Squad is not eligible for the grant because they are not part of the Town of Boscawen. They are considered a private non-profit organization. Penacook Rescue Squad could apply through the Town if the Town gives them the authorization to go for the grant. Chief Brechtel said whatever the contribution is from the Town, they would cover the matching funds. The Town would receive the grant funds and disburse them. Town Administrator Katie Phelps said Penacook Rescue Squad can apply for the grant directly and the Town would provide them an authorization form. TA Phelps put together an authorization form for the Select Board if they chose to approve the request. TA Phelps said both the Fire Department and Police Department have chosen not to apply for the grant. Chairwoman Carey clarified that each municipality has been allocated up to \$50,000 under the Locality Equipment Purchase program. In this case, the Town has a private ambulance company that is going to use their portion of the Locality Equipment Purchase program funds towards equipment the private business needs to operate. Chief Brechtel noted the equipment associated with the grant is very specific to EMS. The items have already been approved in other municipalities.

Selectman Burdick motioned to authorize Chief Shawn Brechtel of Penacook Rescue Squad to apply for \$50,000 of the Town of Boscawen's allocation of up to \$50,000 for the Locality Equipment Purchase program administered by the Governor's Office for

Emergency Relief and Recovery (GOFERR). Seconded by Selectman Dickey. All in favor. None opposed.

Ms. Penny Sarcione, Program Coordinator of Parks & Recreation came to speak to the Select Board about the 2022 Parks & Recreation Program. She would like the Select Board's approval to go back to the hours of 7:30am to 4:30pm. Camp would open on June 27th and run until August 19th, a total of 8 weeks. There would be no camp on July 4th which would be unpaid to staff. The Select Board viewed a draft schedule for the counselors including meal break times. Everyone will be taking a half-hour unpaid lunch. The only employees coming back are Lori, Tassee, and Nora. Nora will be getting more hours to fill someone else's position. Nora is not CPR certified and Tassee's CPR certification expires in May. Tassee is hoping to get CPR certified through school, if not, she will have to complete it with Nora. Deputy PCD Director O'Brien reached out to Chief Brechtel about getting the counselors who are not certified in CPR certified. They will have three open positions that will need to be posted. There will be no overtime needed but they have \$500 budgeted if employees must stay late for pickup. Chairwoman Carey suggested letting parents know they will be charged for picking up late. Ms. Sarcione has been working with Deputy PCD Director Kearsten O'Brien and Community Services Director Sarah Gerlack. They agreed to have signups in the boardroom on April 25th from 4:30pm to 6pm. Last time they did it online, it was confusing for parents to do payments. They only take cash and checks. Ms. Sarcione said they are looking into doing local field trips this year to cut down on transportation. They discussed different ideas for local field trips. One idea is Deputy PCD Director O'Brien spoke with Mr. Abbe about taking the kids on the trail and educating them. They haven't done field trips since 2019. She is waiting for a final price from Mr. Chris Burke on bus transportation, but he can't lock down anything because of gas prices. Selectman Dickey suggested looking at other bus companies. He will provide her with other bus company ideas. Ms. Sarcione said kids don't pay extra to attend field trips. They increased registration fees to \$150 per child, and no more than \$300 per family. Selectman Dickey asked if they thought about charging more to use the bus for field trips. Deputy PCD Director O'Brien asked if it would exclude children who are covered through grants. Chairwoman Carey said the program was to provide a safe place for families to afford. They never use to charge a registration fee. Ms. Sarcione said they usually have up to 60 kids with around 20 kids on the waiting list. Selectman Dickey suggested finding out the limit of kids to a seat on buses for field trips. CS Director Gerlack said masks are not required on buses right now. Ms. Sarcione is working with Deputy PCD Director O'Brien to create a structured program doing themed weeks. They would send parents a schedule each week. Selectman Dickey said it would be nice to have themes picked out ahead of time so they can advertise. Chairwoman Carey said there could be an opportunity for local businesses to sponsor the kids to go on a field trip. Ms. Sarcione will bring the Select Board a draft of theme weeks they are thinking of.

Deputy PCD Director O'Brien stated that the Administrative Fees need to be updated and they were thinking of doing a public hearing on April 21st to update the Town fees. The Select Board approved the public hearing for the 21st of April.

Department Head Updates: Chief Wyman is working to update the police department's handguns. They are currently 10 years old. He suggested using the ARPA funds to buy eight new Sig Sauer P320 9mm handguns with Romeo 1 sights. The red dot sights go on the back of the

handgun and when a shooter comes into target, it aligns with the red dot. It is more accurate and easier for beginners to shoot consistently and accurately. They would trade in their old handguns and holsters. The total after trade-in is \$4,177.44. Chairwoman Carey said they are getting a trade in value of \$2,560. The only thing they would need to maintain is the red dot batteries. The specific handguns activate when you draw it. It goes into sleep mode when it is resting in the holster. The officers shoot at least 3 times a year for training.

Selectman Dickey motioned to utilize the ARPA funds out of the second tranche, Revenue Replacement, to update the Police Departments handguns to new Sig Sauer P320 9mm with Romeo 1 sights, in the amount of \$4,177.44. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien received final confirmation on numbers for quotes for updating the Security Cameras, Heat Sensors, and Panic Systems. She sent them to the board members. The total on Bid #1 is \$54,253.76 and Bid #2 is \$57,980. Deputy PCD Director O'Brien is requesting \$60,000 to give room for any inflation that may occur. The first contractor waived the monitoring fee for a year. After the year it will be \$1,476 a year. It is to monitor any building that has an alarm system. They would be able to access security videos in the cloud at any time. The ARPA request is to purchase updated security infrastructure for Public Works, the Fire Station, the Police Department, the Municipal Building, Dorval House, and the Transfer Station. With the purchase, it will help maintain the protection of critical infrastructure. Chairwoman Carey said the first quote is \$54,253.76 including the waived monitoring fee for a year. The second quote is \$57,980 without monitoring. Everything in the both quotes are NDAA compliant which is what they would need for the grant. Deputy PCD Director O'Brien requested to use the first tranche of ARPA funds because, she is still waiting to hear back from GOFERR on the final rule. Once she hears back on the final rule she would like the remainder to come from the second tranche.

Selectman Dickey motioned to approve Contractor #1 for up to \$60,000 of the ARPA fund. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Dickey motioned to approve taking \$30,705.14 out of the first tranche of ARPA funds and \$29,294.86 out of the second tranche of ARPA funds. Seconded by Selectman Burdick. All in favor. None opposed.

Finance Director Merrill noted that with that approval there is \$113,194 left in all ARPA funds.

Deputy PCD Director O'Brien presented a Timber Warrant 21.049.07T Map 49 Lot 45 Sublot 1 for approval.

Selectman Dickey motioned to approve Timber Warrant 21.049.07T on Map 49 Lot 45 Sublot 1, for the Tax Collector to collect the yield tax in the amount of \$121.20. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien presented a Timber Warrant 21.049.09T Map 94 Lot 27 for approval.

Selectman Burdick motioned to approve Timber Warrant 21.049.09T on Map 94 Lot 27, for the Tax Collector to collect the yield tax in the amount of \$249.16. Seconded by Selectman Dickey. All in favor. None opposed.

TA Phelps received an email from a resident stating that people are allowing their dogs on the Tennis Courts and they are leaving behind dog waste. They were wondering if the Town could put signs down there requesting that people keep dogs off the courts. Chief Wyman said there are no signs down there currently.

Selectman Dickey motioned to approve putting up signs on the Tennis Court stating dogs are not allowed. Seconded by Selectman Burdick. All in favor. None opposed.

TA Phelps said Blue Storm Sports has put in a request to use the Municipal Office field and the Boscawen Town Park soccer field from March 28th to June 12th, Monday through Friday from 5:30pm to 7pm. They only need to use the Municipal Office field until Penacook's fields are ready. They provided an insurance certificate.

Selectman Burdick motioned to allow Blue Storm Sports to use the Municipal Office field and the Boscawen Town Park soccer field from March 28th to June 12th. Seconded by Selectman Dickey. All in favor. None opposed.

Planning & Community Development Director Easler asked the Board for authorization for Town Administrator Katie Phelps to sign building permits for Town owned properties.

Selectman Burdick motioned to allow the Town Administrator to sign the building permits for Town owned properties. Seconded by Selectman Dickey. All in favor. None opposed.

Chief Wyman was approached by a senior at Merrimack Valley High School about doing a Senior Project about river safety. They want to do a box down at the river. They are looking for ideas on where to put it. Chief Wyman suggested Hannah Dustin because it is the town property, and they can get permission. He also suggested Jamie Welch Park. He directed them towards an educational program as well as river safety products. The family will be reaching out to the Select Board. Right now, it will be one box, but they would like to make more in the future. The box would include a life preserver, a rope, maps, and a GPS location of the box. Chairwoman Carey said it could work nicely with a park grant.

Chief Wyman said the NH State Veterans Cemetery is doing two big events this year. One is the Memorial Day event that they do every year, and another is a 25th Anniversary event in September. The police have already submitted the paperwork to shut down roads and get signage for both events. They will direct them up to Route 4 and around for those two events. Chief Wyman said IT should be coming tomorrow at 8:30am to get the bodycams up and running.

Chief Kenney voiced his concerns on the King St project. He said they will have a severe problem with getting the volunteer fire department members to and from the fire station. They run lights. They don't run sirens. Without sirens, if they cause an accident, they would be held liable. Chief Kenney will change the run cards when the project starts. Chief Kenney also said

the City of Concord is taking the ambulance from Manor Station 5 and moving it downtown. It will cause problems to the volunteers because they will have to wait for the ambulance to come from downtown. Selectman Dickey asked when the new mini pumper will be done. Chief Kenney said they told him two weeks from when it came in, but they may be having a hard time scheduling the lettering.

FD Merrill will be in the NHGFOA Certificate Program this year. Her first classes are April 5th and 6th, which is a Tuesday and Wednesday. The check manifest and reports will likely go out that Thursday unless Finance Assistant Tilton is comfortable at that point.

FD Merrill presented an updated Delegation of Deposit Authority for signature to remove a former employee. This has also been updated due to a new Treasurer being elected.

Selectman Burdick motioned to accept the Delegation of Deposit Authority to Tax Collector Sarah Gerlack, Town Clerk Nicole Hoyt, and Administrative Assistant Norma Caporale. Seconded by Selectman Dickey. All in favor. None opposed.

PCD Director Easler said Technical Review Committee is having a meeting on Tuesday, April 12th at 9am. She asked Fire Chief Kenney, Police Chief Wyman and Public Works Director Hollings to be in attendance. The Community Garden also has applications available.

Deputy PCD Director O'Brien said the Conservation Commission is looking to do a trail committee clean-up day on April 16th at 9am. Deputy PCD Director O'Brien will not be there. She asked if the Ex-Officio would be available to do the roster. If the ex-officio cannot, Aurel Mihai, a member of Conservation said he would be willing to keep track of the roster and do signups if people haven't signed the waiver.

Chairwoman Carey motioned to allow Aurel Mihai to do the roster if the Ex-Officio is unavailable for signups on April 16th. Seconded by Selectman Dickey. All in favor. None opposed.

Ex-Officio Committee Updates: Selectman Burdick said the Old Home Day Committee met on Monday, March 21st. They are still trying to figure out the theme right now. The idea is to have food trucks with different options. They are brainstorming taco, grilled cheese and/or some type of ice cream truck. Deputy PCD Director O'Brien suggested the Frosty truck that did the Parks and Rec night last year. They did shakes and soft serves. Ms. Sarcione will email information on the Frosty truck. There is no theme yet but there is a lot of talk about the sheep history in town. There will be art displays that week going on at Twiggs Gallery. There will be cutout sheep, 'Fancy Flock' displayed for people to purchase for \$10/sheep. They would bring it home, decorate it and bring it back to be displayed. Chairwoman Carey said they should consider tying in the 25th Anniversary of the NH State Veteran's Cemetery. Selectman Burdick noted that Elekrisola night will be moved to Friday with the goal to do the 5k race again, but it is still in the works. The golf tournament will be held on Thursday.

Other Business: PCD Director Easler asked about the shelter. They talked about putting a shipping container at Boscawen Elementary but didn't get any information back. They are

working with Fred Reagan & EMD Jason Killary. She is asking for ideas on where to store the items. It would come out of impact fees. The trailer they have can go anywhere. Selectman Dickey suggested researching sheds first. PCD Director Easler said everything in the trailer will stay in there. They will purchase duplicate items as they get more impact fee money. As of the end of January, impact fees were \$38,343 for the school. Selectman Dickey suggested asking Bobby Mottram to look for a metal shed. Chairwoman Carey said they will discuss ideas at the next meeting.

PCD Director Easler asked if the Fire Department reports to the EOC if there were emergency situations that happened. Chief Kenney said for road closures they use Traffic Control Management Center. Chief Kenney said Commercial Street may need an EOC so they have a list of the roads in case of an emergency.

TA Phelps said she received two letters of interest for the Trustee of the Trustee Fund vacancy. The Board reviewed letters from Gary Tillman and Margaret "Peg" Daneau. Former Trustee, Ms. Tama Tillman recommended Peg Daneau as a Trustee of the Trustee Fund.

Selectman Burdick motioned to appoint Ms. Margaret "Peg" Daneau as a member of the Trustee of the Trust Funds until March 2023. Seconded by Selectman Dickey. All in favor. None opposed.

TA Phelps followed up with the caricature artist for proof of insurance for Old Home Day. She is not insured and was wondering what level of insurance the Board was looking for. Chairwoman Carey said a standard insurance policy is \$1 million for liability coverage. Chairwoman Carey sent links to three companies that insure crafters and artists. The policy can be as inexpensive as \$10 for one day. TA Phelps will let her know.

TA Phelps met with Karen Way of the Environmental Protection Agency and NH Department of Environmental Services on Tuesday afternoon after sending updated images of the front of the Commercial Street mill building. The front of the building collapsed, and the debris in the back could be seen in the high river water. The next day, EPA issued an emergency response action and their contractor put boom in the water to prevent debris from traveling downstream. Fire Chief Kenney and PWD Dean Hollins were there most of the day. The Removal Action memo has received concurrence from EPA Headquarters as of this morning. EPA is working on a fact sheet to distribute to the neighbors and community with more information. It should be available early next week. The timeframe for the Removal Program will be about two to six months and at that point the Clean-up Program will come in. Chairwoman Carey said there are two grants operating in that area. One is the EPA Removal Program which will remove the building. The EPA Brownfields Cleanup Grant will clean up the area. The Removal Program has trumped the Clean-up grant. Selectman Dickey asked Deputy PCD Director O'Brien to include before and after pictures of the building. They take samples off the inside of the stack. They are checking to see if they can use or save any of the bricks.

TA Phelps said Boscawen Congregational Church can meet on April 28th for a follow up. Deputy PCD Director O'Brien, Chief Kenney and Chuck Bodien will be going out tomorrow to do the life safety inspection for Town Hall and the Church as well. They will put something in writing

to refer to the codes. Chief Kenney and Selectman Burdick will not be available April 28th. The Board recommended meeting on May 12th. TA Phelps will follow-up with the Church. PCD Director O'Brien spoke with Chuck Bodien regarding the issues. He said there was more than just those issues presented in the meeting. Mr. Bodien said he would put something in writing and citing codes so people can do their research.

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

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

**Selectman Dickey motioned to seal nonpublic under RSA 91-A, 3 II (a) for one year.
Seconded by Selectman Burdick. All in favor. None opposed.**

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

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

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

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

**Selectman Burdick motioned to seal the nonpublic session under RSA 91-A, 3 II (c) for
three years. Seconded by Selectman Dickey. All in favor. None opposed.**

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

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

**Selectman Dickey motioned to seal nonpublic under RSA 91-A, 3 II (a) for 6 months.
Seconded by Selectman Burdick. All in favor. None opposed.**

Next Meeting: Thursday, March 31, 2022 at 6:00 PM.

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

Respectfully submitted by Hannah Gardner