

Town of Boscawen
Select Board
Final Minutes
Thursday, March 25, 2021 at 6:00pm

In attendance: Lorrie Carey, Paul Dickey, Matthew Burdick, Alan Hardy, Kellee Easler, Katie Phelps, Tama Tillman, Gary Tillman, Dean Hollins, Tim Kenney, Kevin Wyman, Kearsten O'Brien, Barbara Randall, Mark Varney, Kate Merrill, Sarah Gerlack, Crystal Tuttle, Norma Caporale, Hannah Gardner, Haley Dilts-Brown, John Keegan, John Porter.

This meeting is being held under a Declaration of Emergency by the Governor and by the Board. Under RSA 91-A: 2, III (b) the requirement of a physical quorum is waived and this meeting is being held entirely remotely, and is being recorded.

Chairman Dickey announced that after careful consideration he will be stepping down as Chairman of the Select Board and would like to nominate Selectwoman Carey as Chairwoman.

Chairman Dickey motioned to nominate Selectwoman Carey as Chairwoman. Seconded by Selectman Burdick. All in favor.

Selectman Dickey motioned to approve the consent agenda. Seconded by Selectman Burdick. All in favor.

Chairwoman Carey presented Emergency Management Director Mark Varney with an engraved lamp from the Town to thank him for his hard work and dedication as EMD.

New Business:

Finance Director Katie Phelps presented the Select Board with a \$500.00 donation from Highway View Farm for the Boscawen Roundabout Project.

Selectman Dickey motioned to accept the \$500.00 donation from Highway View Farm for the Boscawen Roundabout Project. Seconded by Selectman Burdick. All in favor.

John Keegan, Chair of the Agricultural Commission and John Porter a member of the Agricultural Commission presented information about two possible new members to be added to the Agricultural Commission. Agricultural Commission Chair Keegan said that Gary Tillman and Roger Sanborn are strong candidates and will provide a lot of insight to the commission.

Chairwoman Carey motioned to appoint Gary Tillman and Roger Sanborn as members of the Agricultural Commission. Seconded by Selectman Dickey. All in favor.

Planning and Community Development Assistant Kearsten O'Brien presented an Intent to Excavate for approval to the Select Board for Map 81 Lot 24 operation number 21.049.01E.

Selectman Dickey motioned to approve the Intent to Excavate for Map 81 Lot 24 operation number 21.049.01E. Seconded by Selectman Burdick. All in favor.

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PCD Assistant O'Brien presented the Select Board with an Excavation Warrant for Map 81 Lot 24, operation number 20.049.02E for signature.

Selectman Dickey motioned to accept the Excavation Warrant for Map 81 Lot 24 operation number 20.049.02E. Seconded by Selectman Burdick. All in favor.

PCD Assistant O'Brien suggested an idea to the Select Board about posting the recorded Select Board meetings to the Town's Website and Facebook page until the minutes are posted to the website. This will allow members of the public to view the Select Board meetings if they are unable to attend.

Selectman Dickey motioned to allow the Select Board weekly meeting recordings to be posted to the website until the final minutes are posted to the website. Seconded by Selectman Burdick. All in favor.

Chairwoman Carey said she reached out to Jennifer Goodman at the New Hampshire Preservation Alliance regarding applying for a grant to do an assessment study on the Town Hall. If they would like to apply for the grant there is no deadline. This would allow for a formal assessment of what needs to be done to Town Hall.

Selectman Dickey motioned to move forward with the assessment grant application in regards to Town Hall. Seconded by Selectman Burdick. All in favor.

Finance Director Phelps asked the Select Board if they had a chance to review the Capital Assets Policy and if they had any questions regarding it. Chairwoman Carey had minor changes that she submitted to Finance Director Phelps.

Selectman Dickey motioned to accept the Capital Assets Policy with the minor changes. Seconded by Selectman Burdick. All in favor.

Department Head Updates:

Public Works Director Dean Hollins updated the Select Board that he had a gentleman who owned property that abuts the Town Forest call about trees down. After doing some research with Charlie Niebling the Town Forester, the trees were not owned by the Town and no further action is necessary.

Planning and Community Development Director Easler sent out a meetings responsibility list with the consent agenda and had open staff positions to fill. Public Works Director Hollins said that a member from the Cemetery Trustees takes minutes. PCD Director Easler said that Kate Merrill will be the staff contact for Circle Committee. The only committee left that needs a staff point of contact would be the Old Home Day Committee.

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PCD Director Easler informed the Select Board that Brendan Jackson of the Conservation Commission has submitted his letter of resignation from the committee.

Chairwoman Carey motioned to accept the resignation of Brendan Jackson from the Conservation Commission with regrets. Seconded by Selectman Dickey. All in favor.

PCD Director Easler asked the Select Board if they would be agreeable with accepting the dam estimate for \$2,300 from Geo Insight, Inc.

Selectman Dickey motioned to accept the \$2,300 dam inspection estimate from Geo Insight Incorporated with payment to come from the Conservation Fund. Seconded by Selectman Burdick. All in favor.

PCD Director Easler said she received a call from Jesse Brodeur from Blue Storm about using the soccer field at the Town Park for three weeks Monday thru Friday. He said he would provide the insurance information to Town Administrator Hardy. Public Works Director said he thinks the soccer fields will be fine as long as they are dried out and he will check tomorrow morning. Town Administrator Hardy said they will need to provide the required insurance information and follow the current CDC guidelines.

Fire Chief Tim Kenney asked the Select Board if the Boscawen Firefighter's Relief Fund could use the Fire Department dining room. Chairwoman Carey asked if the members of the Fire Department are associated with the Association. Fire Chief Kenney said the department is actually run by the Association. Selectman Dickey asked Fire Chief Kenney if he felt they could have the meeting safely in the dining room at the Fire Department. Fire Chief Kenney said yes. Human Resource Director Phelps asked if the Association would fall under the Town's insurance or if they had their own. Fire Chief Kenney said they would fall under the Town's insurance.

Selectman Dickey motioned to allow the Firefighter's Relief Fund and the Red Cross to use the Fire Department dining room. Seconded by Selectman Burdick. All in favor.

Police Chief Kevin Wyman said that Penacook Rescue came to help the Police Department with CPR, First Aid, and Narcan recertification.

Town Clerk/Tax Collector Hoyt would like to open her office to appointment only for Marriage Licenses and Notary Services. She stated that in the past that they accepted donations for notary services to go towards the Parks and Recreation Program. This year they would like to accept donations for the Boscawen Roundabout project. Chairwoman Carey liked the idea of the donations going to the Boscawen Roundabout project. Selectman Dickey asked why the Town Clerk/ Tax Collector's Office was not opening for vehicle registrations. Town Clerk/ Tax Collector Hoyt said this would be phase one of their office re-opening. Selectman Burdick asked if there was a time frame for each phase. They would like to hold a tentative date for May 1st they are also looking to reconfigure Sarah's office so that way she is protected as well as residents.

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Selectman Burdick motioned to begin the Phase One process of opening the Town Clerk/Tax Collector's Office. Seconded by Selectman Dickey. All in favor.

EMD Varney said that the COVID-19 cases are increasing. Currently in the State the positivity rate is 2.1%. There are a total of 13 active cases of COVID-19 in Boscawen. He said he turned over all the EMD equipment to Lieutenant Killary. Starting Monday those that are 40-49 years old can get registered on the VINI website for their Vaccine. Starting Wednesday those that are 30-39 can get registered on the VINI website and starting Friday anyone 16 and older can get registered on VINI for their Vaccine.

Chairwoman Carey made a motion to go into nonpublic RSA 91-A: 3, II(c). Selectman Dickey seconded. All in favor.

Chairwoman Carey made a motion to come out of nonpublic RSA 91-A: 3, II(c). Seconded by Selectman Dickey. All in favor.

Carey motioned to seal nonpublic minutes RSA 91-A: 3 II (c). Seconded by Selectman Burdick. All in favor.

Motion made by Chairman Dickey to adjourn. Seconded by Selectwoman Carey. All in favor.

Respectfully submitted by Kearsten O'Brien