

Town of Boscawen
Select Board
Final Minutes
Thursday, April 08, 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, Norma Caporale, Jason Killary, and Penny Sarcione.

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.

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

New Business:

Planning and Community Development Assistant Kearsten O'Brien presented the Select Board with five Veteran's Tax Credits for approval.

Chairwoman Carey motioned to approve Veteran's Tax Credits for home owners E, W, A, M, and N. Seconded by Selectman Dickey. All in favor.

PCD Assistant O'Brien presented the Select Board with five Solar Tax Exemptions for approval.

Chairwoman Carey motioned to approve Solar Tax Exemption in the amount of \$19,200 for Map 47 Lot 31. Seconded by Selectman Burdick. All in favor.

Chairwoman Carey motioned to approve Solar Tax Exemption in the amount of \$15,000 for Map 49 Lot 1. Seconded by Selectman Dickey. All in favor.

Chairwoman Carey motioned to approve Solar Tax Exemption in the amount of \$27,000 for Map 49 Lot 63 Sublot 11. Seconded by Selectman Burdick. All in favor.

Selectman Dickey motioned to approve Solar Tax Exemption in the amount of \$15,000 for Map 49 Lot 63 Sublot 13. Seconded by Selectman Burdick. All in favor.

Chairwoman Carey motioned to approve Solar Tax Exemption in the amount of \$12,600 for Map 79 Lot 69 Sublot 1. Seconded by Selectman Burdick. All in favor.

PCD Assistant O'Brien presented the Select Board with a Wood Heating Energy Systems property tax exemption for denial. The Town of Boscawen has not adopted this exemption and is recommended to be denied by the Assessors for that reason.

Chairwoman Carey motioned to deny Wood Heating Energy Systems Property Tax Exemption for Map 47 Lot 31. Seconded by Selectman Burdick. All in favor.

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PCD Assistant O'Brien presented the Select Board with an Elderly Tax Exemption for denial. Due to no documentation provided with the application the Assessors advised the Select Board to deny the exemption.

Chairwoman Carey motioned to deny Elderly Property Tax Exemption for Map 79 Lot 69, Sublot 1. Seconded by Selectman Dickey. All in favor.

PCD Assistant O'Brien presented the Select Board with an abatement for denial recommend by the Assessors.

Chairwoman Carey motioned to deny the abatement for Map 49 Lot 36. Seconded by Selectman Dickey. All in favor.

PCD Assistant O'Brien presented the Select Board with an Excavation Tax Warrant for approval in the amount of \$1,662.64 for Map 49 Lot 6, operation number 20.049.05E.

Chairwoman Carey motioned to approve Excavation Tax Warrant for Map 49 Lot 6, operation number 20.049.05E in the amount of \$1,662.64. Seconded by Selectman Burdick. All in favor.

PCD Assistant O'Brien presented the Select Board with an Excavation Tax Warrant for approval in the amount of \$20.00 for Map 81A Lot 19 Sublot A, operation number 20.049.01E.

Chairwoman Carey motioned to approve Excavation Tax Warrant for Map 81A Lot 19 Sublot A, operation number 20.049.01E in the amount of \$20.00. Seconded by Selectman Dickey. All in favor.

PCD Assistant O'Brien presented the Select Board with an Intent to Excavate for approval for Map 81A Lot 19 Sublot A with an operation number of 21.049.02E.

Chairwoman Carey motioned to approve Intent to Excavate for Map 81A Lot 19 Sublot A, operation number 21.049.02E. Seconded by Selectman Burdick. All in favor.

PCD Assistant O'Brien presented the Select Board with a Timber Tax Warrant for Map 47 Lot 9, operation number 20.049.11T in the amount of \$1,012.22T.

Chairwoman Carey motioned to approve Timber Tax Warrant for Map 47 Lot 9, operation number 20.049.11T in the amount of \$1,012.22. Seconded by Selectman Dickey. All in favor.

PCD Assistant O'Brien presented the Select Board with five Intents to Cuts for Map 94 Lot 17, Map 47 Lot 44, Map 96 Lot 3, Map 94 Lot 37, and Map 47 Lots 9 and 10 with operation numbers 21.049.01T, 21.049.02T, 21.049.03T, 21.049.04T, and 21.049.05T.

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Chairwoman Carey motioned to approve the Intent to Cut for Map 94 Lot 17, Map 47 Lot 44, Map 96 Lot 3, Map 94 Lot 37, and Map 47 Lots 9 and 10 with operation numbers 21.049.01T, 21.049.02T, 21.049.03T, 21.049.04T, and 21.049.05T. Seconded by Selectman Dickey.

Emergency Management Director Jason Killary asked the Select Board to appoint Shawn Brechtel as Deputy Emergency Management Director.

Selectman Dickey motioned to accept the appointment of Deputy EMD Shawn Brechtel. Seconded by Selectman Burdick. All in favor.

Finance Director Katie Phelps presented the Select Board with a Trustees of the Trust Funds transfer. The transfer is in the amount of \$12,074.23 from the Police Cruiser Capital Reserve Fund to reimburse the General Fund for the expenditures of Ossipee Mountain Electronics \$11,089.23 and Turn One Graphics \$985.00.

Chairwoman Carey motioned that the Trustees of the Trust Funds transfer \$12,074.23 from the Police Cruiser Capital Reserve Fund to the General Fund to reimburse the General Funds for the expenditures of Ossipee Mountain Electronics in the amount of \$11,089.23 and Turn One Graphics in the amount of \$985.00. Seconded by Selectman Dickey. All in favor.

Finance Director Phelps presented the Select Board with a Roundabout Donation for the Boscawen Roundabout Project in the amount of \$500.00 from American National Insurance Company.

Selectman Dickey motioned to accept the \$500.00 donation from the American National Insurance Company for the Boscawen Roundabout project. Seconded by Selectman Burdick. All in favor.

Department Head Updates:

Parks and Recreation Director Penny Sarcione informed the Select Board that she would like to be able to have the Summer Parks and Recreation program run this year. She spoke with Town Administrator Hardy and EMD Killary about protocols to run the program safely under COVID-19 guidelines and restrictions. Parks and Recreation Director Sarcione said she feels they should limit the number of children this year to thirty in order to maintain COVID-19 guidelines. For days that are raining they will need to have rain days because Dorval house will not be able to hold all the children and maintain social distancing. She said she would like to use the PUP system (Pick up Patrol) to check the children in every day. Regarding the concert series they would not be selling food this year. She said regarding different bands and musicians she has not had a full commitment of any.

Selectman Dickey suggested having something in writing with a protocol for when children miss a certain amount of days that way they are not taking up a spot for a child who can attend regularly.

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He also suggested that if they were to rent a bigger school bus they still could maintain social distancing and have room for counselors to be able to go on field trips. Chairwoman Carey asked Parks and Recreation Director Sarcione to get more information about the PUP system and come up with a protocol for if a child gets COVID-19.

Chairwoman Carey said she has been working on the Storrs Bridge project and said she has enough money in the grant to build a pavilion or pole barn. She said the Barn Store of New England may be able to build it. This would provide a large outdoor space for many people to use including the Parks and Recreation program. This would include the informational kiosk about the Storrs Bridge. Town Administrator Hardy clarified that there was not any grant money put into the Storrs Bridge project. The funds are in a Capital Reserve Account that was funded by Town Meeting and the State of New Hampshire.

Selectman Dickey made a motion to allow Parks and Recreation Director Sarcione to move forward with investigating the process to hold the Parks and Recreation Program and the Summer Concert Series. Seconded by Selectman Burdick. All in favor.

Finance Director Phelps and Town Administrator Hardy updated the Select Board that they would like to open the Town Administration and Finance Office by appointment only with masks required and social distancing effective immediately.

Selectman Burdick motioned to allow for the phased opening of the Finance and Administration office by appointment only with masks required and social distancing. Seconded by Selectman Dickey. All in favor.

Planning and Community Development Director Easler informed the Select Board that Doug Supry has submitted a letter of resignation from the Zoning Board of Adjustment.

Chairwoman Carey motioned to accept the letter of resignation for Doug Supry with regrets and thanks for his many years of service. Seconded by Selectman Dickey. All in favor.

PCD Director Easler sent the Select Board a letter of agreement for update assistance for 2021 for the Economic Development Committee starting April 1st and going through the rest of the year, and the Land Development Regulation updates through December 31st, 2021. The Town of Boscawen will agree to pay CNHRPC for services rendered under this agreement according to the following schedule; \$2,500 payable upon the submittal of a project progress report no later than June 30th, 2021, \$1,250 payable upon the submittal of a project progress report no later than September 30th, 2021, and \$1,250 payable upon the submittal of final materials and a summary of activities no later than December 31st, 2021.

Chairwoman Carey motioned to accept the Letter of Agreement with Central Regional New Hampshire Regional Planning Commission in the amount of \$5,000 to come out of line number 4191555. Seconded by Selectman Dickey. All in favor.

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PCD Director Easler asked them if they questions pertaining to the draft rules and procedures for the Boards and Committees. Chairwoman Carey asked PCD Director Easler if she was trying to standardize all the rules and procedures for all boards and committees. PCD Director Easler said it is for the boards and committees that fall under the Select Board. The land use boards and committees already have rules and procedures and some have bylaws. Chairwoman Carey and her fellow Select Board Members were in agreement to move forward with sending the draft rules and procedures templates for the boards and committees to look at.

Fire Chief Tim Kenney said that he and Town Administrator Hardy met with the engineering company about the Fire Station and Community Room and have asked them to make revisions. They said they should have the revisions back in two weeks.

Public Works Director Dean Hollins informed the Select Board that the Public Works Department finished up all the cleanup of the cemeteries and Town properties. He said every year DES would like them to get rid of their tire pile at the transfer station. Last year they were able to get rid of twenty tons of tires and on Monday they had gotten rid of ninety-nine percent of what they had left in tires. PW Director Hollins would like to reopen the treasure house the last week in April. It would allow them enough time to get the proper signage up at the treasure house. It would also help keep a lot of things out of the waste stream. PW Director Hollins spoke with EMD Killary and they had come up with the plan of proper signage, social distancing, masks required, and one person per visit. Selectman Dickey asked PW Director Hollins how the transfer station can go about making sure residents have transfer station stickers on their vehicles. PW Director Hollins said they can add more signage and post in the news vine.

Chairwoman Carey motioned to approve the phased reopening of the transfer station treasure house. Seconded by Selectman Burdick. All in favor.

Tax Collector Nicole Hoyt would like to give a shout out to a Total Climate Control supporting other Boscawen businesses such as Dunkin Donuts and the Sunoco gas station. She also informed the Select Board she would like to move forward with phase two of opening the Town Clerk/ Tax Collector's office for hunting and fishing licenses. Residents will have to make an appointment, social distancing, and masks required. Selectwoman Carey asked Town Clerk/ Tax Collector Hoyt if they would be hosting the rabies vaccine clinic this year. Town Clerk/ Tax Collector Hoyt said that they have had contact with VCA Riverside and that is something they will not be able to help out with this year.

Selectman Dickey motioned to allow the Town Clerks/ Tax Collector's Office to open for phase two for hunting and fishing license by appointment only, social distancing, and masks required. Seconded by Selectman Burdick. All in favor.

Human Services Administrator Sarah Gerlack informed the Select Board that people are wondering how they can contribute to the Back Pack Program. She asked the Select Board if it

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would be okay with creating an Amazon Wish List for the Back Pack Program. Chairwoman Carey asked if they have enough storage for donations. Human Services Administrator Gerlack said yes. The Select Board was in agreement to allow Human Services Administrator Gerlack to move forward with the Amazon Wish List for the Back Pack Program.

Town Administrator Hardy informed the Select Board that Health Trust reached out about hosting a Flu Vaccine Program. They have a minimum number of participants at 20. Chairwoman Carey asked where it would be held. Town Administrator Hardy said in the Fire Department dining room and that he will reach out to Health Trust to get more information and have an update for the Select Board sometime next week.

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

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

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

Motion made by Selectman Burdick to adjourn. Seconded by Selectman Dickey. All in favor.

Respectfully submitted by Kearsten O'Brien