

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, May 4, 2023 at 6:00 PM**

In Attendance: Matt Burdick, Lorrie Carey, Bill Bevans, Katie Phelps, Kate Merrill, Kellee Easler, Kearsten O'Brien, Gary Moore, Nicole Hoyt, Jason Killary, Sarah Gerlack & Dean Hollins

Guests: Barbara Randall, Josh Crawford & Ed Cherian

Roll Call: completed and guests introduced.

Chairman Matt Burdick called the meeting to order at 6:00pm.

Consent Agenda Items:

- P&L, Balance Sheet, Check Manifest & Payroll
- Minutes for Approval—04/27/23
- Nonpublic Minutes—04/27/23
- Intent Excavate 23.049.05T
- Timber Warrant 22.049.05T
- 2022 Total Equalization Valuations

Selectwoman Lorrie Carey noted grammatical changes to the 04.27.23 public minutes.

Selectwoman Carey motioned to approve the Consent Agenda as amended. Seconded by Selectman Bill Bevans. All in favor. None opposed.

Scheduled Guests & Hearings: Planning and Community Development Director Kellee Easler presented Mrs. Rhoda Hardy's letter of resignation as a member of the Planning Board. Rhoda Hardy has been a long-standing member on the Planning Board as well as a prior Selectwoman. The Planning Board accepted Ms. Hardy's resignation with regrets. No further discussion.

Mrs. Barbara Randall presented two Planning Board applications for the Board to review, one for Mr. Ed Cherian as a member and another for Mr. Josh Crawford as an alternate. Mrs. Randall said Mr. Cherian had prior experience as a member and was well versed in the workings of Planning Board. Mr. Crawford introduced himself and expressed interest in the growth of the town. He was eager to learn and be a part of the town's development. Mr. Crawford has a background in property management and intends to bring fresh ideas to the Planning Board. Furthermore, he has no issues with attending the scheduled monthly meetings. Selectwoman Carey inquired about Mr. Crawford's observations after attending Planning Board meetings as an observer. She asked him to identify the Board's greatest strengths and weaknesses. Mr. Crawford stated the greatest strength was that every member had an equal opportunity to share their thoughts and express opinions during the meetings. The weakness was that meetings can sometimes run longer than expected. Chairman Burdick conducted the swearing in ceremony,

appointing Mr. Cherian as a member of the Planning Board, replacing Rhoda Hardy's term and Mr. Crawford as an alternate member.

Non-Public Sessions:

Selectwoman Carey motioned to enter nonpublic session at 6:11pm under RSA 91-A:3 II (c). Seconded by Selectman Bevans. Roll Call vote completed. All in favor.

Selectwoman Carey motioned to exit nonpublic session under RSA 91-A:3 II (c) at 6:22pm. Seconded by Selectman Bevans. Roll Call vote completed. All in favor.

Selectwoman Carey announced that the Board received the resignation of Ms. Sarah Gerlack from her position as the Community Services Director of the town. Selectwoman Carey explained that due to budget cuts, CS Director Gerlack found herself unable to continue working for the town. Her health benefits were reduced, and she did not receive merit increases or a full cost-of-living adjustment (COLA). After CS Director Gerlack reviewed her finances, it was clear that she would suffer a net loss if she continued her current position. CS Director Gerlack accepted a position with the City of Concord that will compensate what she would have earned had the budget not been cut. Selectwoman Carey was disheartened at the loss of CS Director Gerlack.

Selectwoman Carey motioned to enter nonpublic session at 6:23pm under RSA 91-A:3 II (a). Seconded by Selectman Bevans. Roll Call vote completed. All in favor.

Selectwoman Carey motioned to exit nonpublic session under RSA 91-A:3 II (a) at 6:26pm. Seconded by Selectman Bevans. Roll Call vote completed. All in favor.

Chairman Burdick noted the action on RSA 91-A:3 II (a) will be an internal posting for the Community Services Director position. The Board will then proceed with the necessary steps based on the responses received.

Selectwoman Carey motioned to enter nonpublic session under RSA 91-A:3 II (l) at 6:27pm. Seconded by Selectman Bevans. Roll Call vote completed. All in favor.

Selectwoman motioned to exit nonpublic session under RSA 91-A:3 II (l) at 6:37pm. Seconded by Selectman Bevans. Roll Call vote completed. All in favor.

Under RSA 91-A:3 II (l), the Board was informed about a public health issue.

Department Head Updates: Finance Director Kate Merrill presented the Public Works Call-Out procedure for the Board to review. The procedure pertained to payroll and is only utilized when a Public Works employee is called into work. The purpose was to provide clear guidelines as the current manual lacked specific instructions.

Selectwoman Carey motioned to approve the Public Works Call-Out Procedure. Seconded by Selectman Bevans. All in favor. None opposed.

Public Works Director Dean Hollins requested for the Select Board to approve the use of GMI Asphalt as the Town's road resurfacing vendor for 2023 in order to be in compliance with the Town of Boscawen's Purchasing Policy. GMI Asphalt continuously has proven to be the most cost-effective vendor as they are within the Town and own their own natural resources which provides material for their services. GMI and the Town have a successful working relationship as the vendor has serviced the Town's resurfacing needs for numerous years.

Selectman Bevans motioned to allow Public Works Director Dean Hollins to use GMI Asphalt as the Town's road resurfacing vendor for 2023. Seconded by Selectwoman Carey. All in favor. None opposed.

PWD Hollins gave an update on the Public Works Department. Leaf pickup around town was finished last Friday. There were a few piles of brush that were left behind. The biggest struggle was that residents had leaves piled on top of their landscapes and several properties had lawns around 200 feet long. PWD Hollins noted they don't have a leaf vacuum, which would be helpful for thorough clean-up. There is an ongoing issue at the Transfer Station where residents are frequently arriving just before closing time to utilize the scale. PWD Hollins recommended closing the last inbound weight at 3:15PM. There was a recommendation to put a sign at the transfer station noting this closing time. Discussion ensued. The Board agreed to allow Public Works to stop the scale at 3:15PM. Selectwoman Carey noted they can switch to 3:00PM, if necessary. PWD Hollins noted there were a few washouts from the rain. They will fix up the ditch work when it dries up. PWD Hollins informed the Board on the missing reports needed for the Department of Environment Services (DES). Annually in March, he sends DES reports for the Transfer Station, C&D Landfill, and the Closed Landfill. PWD Hollins was missing two pieces of information. He left out the water sample report and was asked by DES about the amount of remaining space in cubic yards. PWD Hollins will send the water sample report and gather more information on how to address DES questions.

FD Merrill was informed by Primex that for annual reporting purposes, a fine art appraisal should be conducted by March 31, 2024, for any artwork valued over \$1,000. She noted the town has a painting and clock that would require appraisal. Two suggested vendors were provided by Primex, and FD Merrill contacted both appraisers. The cheapest option was \$750/hr. with an estimated total cost of \$500. The appraisals must be completed in order to be reported before March 31st, 2023 or Primex will only cover up to \$1,000 for fine art exposures. Selectwoman Carey noted that the Town of Canterbury had a successful fine art appraisal fundraiser and it could serve as a model for Boscawen. She proposed hosting a similar event where residents could pay to have their items assessed, therefore subsidizing the cost of the town's appraiser. Canterbury's Historical Society oversaw their fundraising event. Selectwoman Carey proposed partnering with Boscawen's Historical Society and suggested that any proceeds beyond the amount needed to cover the town's appraisal expenses could be donated to the town's Historical Society. Discussion ensued. FD Merrill will reach out to the appraisal companies for their availability. Furthermore, she will draft a proposal inviting the Historical Society to collaborate on the fundraiser and explore the possibilities of integrating it into the Town-Wide Yard sale or Old Home Day.

FD Merrill requested Board approval to provide a letter of authorization to the Town Treasurer to allow them to claim unclaimed town property. Last year, FD Merrill attended a NH Government Finance Officers Association (NHGFOA) class about unclaimed property. She has determined that the Police Department currently has unclaimed property.

Selectman Bevans motioned to approve the Town Treasurer, Tama Tillman, to collect and claim the Town's unclaimed property. Seconded by Selectwoman Carey. All in favor. None opposed.

PCD Director Easler gave a Board of Health update. In the nonpublic session, the septic issue on High Street was briefly discussed. The matter is currently on hold, and police detail will be necessary to address the situation.

PCD Director Easler provided an update on the Planning and Community Development department. On Monday, May 15th through Wednesday, May 17th, PCD Director Easler, Deputy PCD Director Kearsten O'Brien and FD Merrill will be attending a Primex training. The office will remain open during this time. PCD Assistant Kara Gallagher and PCD Clerk Amy Forbes will be available. PCD Director Easler recently had a meeting with Central NH Regional Planning Commission (CNHRPC) regarding the Planning Board. CNHRPC will be requesting to be added to the Select Board meeting agenda and would like to involve the Penacook-Boscawen Water Precinct in the discussion. PCD Director Easler has been in contact with Mr. Ross Cunningham, who has expressed interest in joining the Comprehensive Economic Development Strategy Committee. Currently there are eight projects. PCD Director Easler said Merrimack County and the Penacook-Boscawen Water Precinct will be invited to collaborate on these projects, given that the town will be eligible for grants. PCD Director Easler noted Mr. Taylor or CNHRPC representative would like to meet in May or June with the Select Board and to be put onto the agenda. He also requested to be included in OHD's next meeting to view the vision session with the Committee. The walkthrough with the PB will be scheduled for September, and everyone will have the ability to discuss their visions for housing and what they would like to see in terms of the town's future. PCD Director Easler mentioned Mr. Mike Tardiff and Mr. Matt Monahan from CNHRPC are looking to involve an architect to create renderings for Commercial St.

PCD Director Easler requested, to discuss the 1913 Library sale proceeds, on behalf of Town Administrator Katie Phelps. To file the Cy Pres petition for the 1913 Library, legal must know the intended use of the proceeds from the sale. TA Phelps recommended that if the Board still wanted to allocate the funds to the general fund unassigned fund balance, they should also have a contingency plan in case that is not permitted. For instance, if the proceeds were given to the Boscawen Public Library, they could choose to reduce their request for town appropriations by the equivalent amount. Discussion ensued. The Board concurred with the recommendation.

PCD Director Easler presented Ms. Kim Kenney's request to use the Boscawen Town Park for the Boscawen Elementary School students on Tuesday, June 20th from 10:00AM to 2:30PM. She also requested to use the Dorval House for restroom facilities. All concurred.

PCD Director Easler inquired about the status of the town historian. No one has been designated as the town historian. Selectwoman Carey shared an idea proposed by former Mr. Ted Houston. He suggested appointing an individual who could educate the younger generation about the town's history. The person would encourage the younger generation of the community to gather information from the older generation and explore ways to pass it down to the next generations. Selectwoman Carey recommended Ms. Kim Kenney. She noted historical figures who hold significant value to the town. Deputy PCD Director O'Brien suggested creating a video about the town's history shared by the older residents in town. Chairman Burdick said it would be a great senior project for high schoolers. Town Clerk Nicole Hoyt noted the town historian line item was reduced to \$1 in the budget. Discussion ensued. PCD Director Easler raised the initial question because CNHRPC recommended including a town historian in the visioning session to discuss the historical aspects in Boscawen. No further discussion.

PCD Director Easler noted the Capital Improvement Plan (CIP) will be updated this summer. If department heads want to add projects, reach out to PCD Director Easler.

Facilities Director Gary Moore gave an update on ongoing projects. The bidders completed a walk through for the generator project. The bids will be finished by May 16th and on June 6th they will award the contract. FD Moore noted after the contract is awarded, the town municipal building will be closed for a few Saturdays while they shut off all the power to put in electric, propane and gas lines. During the process, they will take out the old generator which means the town will be without emergency power for about 2 weeks. FD Moore spoke with Emergency Management Director, Jason Killary, about the situation. EMD Killary was concerned with not having a backup generator. The cost to rent a temporary generator would range from \$1,200 to \$3,000. FD Moore did not have a precise timeframe for when this would take place because it is dependent on lead-time. FD Moore recommended taking the risk of operating without emergency power while the generator is being replaced. No further discussion. FD Moore proposed to the Board, the option of placing the generator in the front of the building, which would save a couple thousand dollars. The Board agreed to keep the generator in the back, so it isn't visible. FD Moore noted dates in which the Municipal Building parking lot will be closed. On June 13th, there will be repair work at the exit going out by the Police Station. On June 23rd, they will be filling cracks in the parking lot and the next day will be seal coating so people will need to park on the road. On June 26th, the French drain will be installed in the Sallyport at the police station. The area will be blocked off, but people will be able to park in a restricted area. FD Moore will notify everyone in advance when each project is occurring.

FD Moore requested \$17,200 to repair and replace the floors at the Police Station. He provided pictures of the floors being worn down to the concrete. With approval, FD Moore would fund the expense out of the Municipal Buildings Capital Reserve Fund. Chairman Burdick asked if FD Moore received a quote for Selectman Bevan's previous recommendation to strip the current flooring and leave the concrete. FD Moore received a quote for leaving the concrete in Sallyport and it included redoing the patrol area flooring. The patrol area flooring was damaged beyond repair. The proposed solution was to install Luxury Vinyl Plank (LVP), a higher quality material compared to regular vinyl flooring. LVP would require no maintenance and has thicker layers. The quote involved grinding down both floors and putting down LVP in the patrol area for \$9,230. The other portion of FD Moore's request was to replace all the carpeting at the Police

Station. It would cost \$4,000 to replace the carpet in the break room and another \$3,700 to complete the Chief's office and Lieutenant's office. Chairman Burdick suggested getting a quote to replace all the floors with LVP. Selectwoman Carey noted the breakroom may have carpet for sound proofing purposes. Chief Killary stated the patrolman's area has the highest volume of foot traffic which is likely the reason why it currently has tile flooring. Discussion ensued. The Board asked FD Moore to negotiate a quote to redo all the flooring with LVP. FD Moore will contact the contractor for a quote.

Finance Director Merrill expressed concern about setting aside a buffer in the Municipal Buildings Capital Reserve Fund to cover a recent health concern that may require capital improvements to a town building. She asked FD Moore if there would be sufficient funds available for this purpose after the police station floors have been redone. FD Moore will have used \$30,000 out of the allocated budget of \$49,000. This includes \$7,000 for Sallyport, \$17,000 for floor renovations and \$6,000 for generator overrun costs. FD Moore stated the health concern was related to cleaning up town hall. To demo out the basement, flush out the drain and blow the lines, it would cost \$12,550. It does not include repair. FD Moore said Primex would cover \$10,000 in insurance. FD Moore would allocate \$3,000 out of the Municipal Buildings Capital Reserve Fund for town hall cleanup to cover the \$2,550 remaining cost. No further discussion.

Town Clerk Hoyt provided an update on the Town Clerk's office. They have received several supplemental warrants over the past weeks, but Town Clerk Hoyt was still able to determine that there is a total of \$237,716 in outstanding tax dollars that are expected to be collected. The first warrant of the year is coming up soon. The Clerk's office will send out the bills after the warrant is out. Town Clerk Hoyt said they plan to send out the bills in advance to give residents ample time. The Town Clerk's office has been collecting the second quarter of 2023 sewer readings with the new rates. Town Clerk Hoyt noted they have not received any complaints thus far. On Saturday, April 29th, they had the Rabies Clinic hosted by Jess Carrier and her staff from VCA Riverside. Deputy Town Clerk Karyn Chagnon was working in the office and Ms. Lynne Davis was open for the clinic in the Sallyport at the Police Station. Town Clerk Hoyt said there were several registrations and townspeople really enjoy having these clinics in town. She noted the deadline to register dogs was at the end of April. There are currently 242 unregistered dogs in 613 dogs registered in Boscawen. The town does not have current rabies information for a little less than half of the total unregistered dogs. Town Clerk Hoyt noted it is crucial to obtain the rabies information. On May 17th, Town Clerk Hoyt, and Deputy Town Clerk Chagnon are attending the regional spring workshop for the Town Clerk's Association in Manchester. Town Clerk Hoyt would like to close the office and bring Assistant Town Clerk Norma Caporale to the training. The training is necessary and required to stay certified. Chairman Burdick agreed to close the office on May 17th as there is ample time to notify the public. All concurred. In preparation for CS Director Gerlack's departure, Town Clerk has been updating procedures. Deputy Town Clerk Chagnon was recently granted authorization as a user for Fish and Games. She can now register snowmobiles, ATV's, as well as hunting and fishing licenses. Chairman Burdick asked how often hunting and fishing licenses are utilized. Town Clerk Hoyt said this is a great way to acquire revenue from hunting and fishing licenses because they can register anyone in the state. From May 1st to June 30th, residents can apply for the Low and Moderate Income Homeowner's Property Tax Relief (DP8) from the Department of Revenue Administration (DRA). It gives homeowners a refund on some of their property taxes based on their income.

Homeowners are required to have paid their taxes for the previous year. Town Clerk Hoyt and CS Director Gerlack have helped several residents fill out the paperwork. CS Director Gerlack noted the income threshold was \$37,000.

Town Clerk Hoyt presented two final sewer read warrants for the Board's signatures. One warrant was for 9 Birch St and another for 17 Jackson St.

Selectwoman Carey motioned to allow Town Clerk Hoyt to collect \$79.49 for Map 183D, Lot 78 for the final sewer warrant. Seconded by Selectman Bevans. All in favor. None opposed.

Selectwoman Carey motioned to allow Town Clerk Hoyt to collect \$57.02 for Map 183D, Lot 30 for the final sewer warrant. Seconded by Selectman Bevans. All in favor. None opposed.

CS Director Gerlack presented a \$1,500 grant received by the Edward Thornton Fund for the backpack program for approval. She has reached out to Ms. Kim Kenney to secure these funds for the 2023-2024 backpack program.

Selectwoman Carey motioned to approve accepting the \$1,500 grant from the Edward Thornton Fund. Seconded by Selectman Bevans. All in favor. None opposed.

CS Director Gerlack gave an update on the Community Services Department. The backpack program has been fully funded for 2022-2023 school year and Deputy Town Clerk Gagnon has been taught the necessary knowledge to operate the program moving forward. CS Director Gerlack suggested earmarking \$5,000 in ARPA funds to be put towards the backpack program for next year because in previous years they haven't used much of their budget. CS Director Gerlack gave an update on the previous bus stop discussion with Ms. Cindy Yanski from the Community Action Program (CAP). The proposed stop at the corner of King St and River Rd was approved to be added to the list of bus stops along the commuter route. Ms. Yanski stated in an email that she would be in touch with the town about installing bus signs over the summer. She noted they hoped to install bus stop shelters if they're able to receive permission from the landowners. CS Director Gerlack stated the bus stop will be a huge benefit to the Town of Boscowen. Lastly, they received the second half of the \$8,000 Emergency Food and Shelter grant and have already expended it.

Chief Jason Killary gave an update on the Police Department. There is a new officer starting on May 15th. Officer Ryan Smith has three years of experience from Franklin Police Department. His training period will only be about 2 weeks to learn the geography and how BPD executes their tasks. Chief Killary said they expect him to be fully trained by early June. Officer Ashley Keisling graduated from the Academy on Friday, April 28th. She has been working with the Sergeant and will have a longer training period since she had pre academy work experience. Selectwoman Carey asked how many officers the department is down. As of now they are down four officers with 1 officer on medical leave and Officer Keisling in training. Chief Killary and Sergeant Mottram have been covering shifts. The officer on medical leave is expected to return in mid-June. At that point they will have enough staff to go back to the original schedule and

have all the shifts covered. Chief Killary has been receiving resumes for the patrol position on Indeed.com. Once the position closes, they will do a full assessment on the candidates including a physical and written test. Selectwoman Carey asked if they are looking for candidates with training in the mental health field. Chief Killary said one of the resumes received was focused on mental health expertise. He said they will take everything into perspective when hiring. They do seek backgrounds in mental health and developmental disabilities because there are several residential populations that would benefit in town.

Chief Tim Kenney requested an additional \$3,756 for the new forestry pickup to put the special bumper on. In December 2022, the Board approved \$25,289 to spend out of the Fire Apparatus to buy a new forestry pickup. With the delay, it's a 2023 pickup and requires a special bumper with a winch. The total cost of the pickup truck would be \$29,045 out of the Fire Apparatus Capital Reserves Fund. Chief Kenney noted the truck will be delivered on May 16th.

Selectwoman Carey motioned to approve expending an additional \$3,756 for the new forestry pickup truck out of the Fire Apparatus Capital Reserve Fund. Seconded by Selectman Bevans. All in favor. None opposed.

Chief Kenney gave an update on the Fire Department. They hit the 100-call mark, 21 days earlier than last year. The new budgeting process is working well with the increase in call volume. Chief Kenney noted they are staying under \$5,800 a month for salaries so they are in good standing. Selectwoman Carey asked for an update on the new fire department plans. Chief Kenney received an increased cost of 28% but he still needs to provide an updated plan with the addition and remodel. He will work on the updated plan and contact CNHRPC to include the impact fees.

Deputy PCD Director O'Brien announced Merrimack County will be celebrating their 200th anniversary. Ms. Kara Wyman from Merrimack County is looking for photographs from their communities in 2023 to showcase who they are and what they are known for. Pictures could include buildings, bridges, or anything that the community would like to showcase. Photographs can be sent to Ms. Wyman and if a community would like her to take photos, she has volunteered. Ms. Wyman will be creating a slideshow with the pictures obtained. Furthermore, some photos will be enlarged and placed throughout the county buildings and new website. Chairman Burdick suggested using historical photos that are posted on the town website. Deputy PCD Director O'Brien will reach out to Ms. Wyman to clarify the deadline.

Deputy PCD Director O'Brien provided a Parks and Recreation update. They have completed sign ups and each week has been filled. There are a few part-time spots left. She received feedback that there was not enough outreach and that she didn't reach out to the school which in previous years was said to have been done. Deputy PCD Director O'Brien reached out to Ms. Penny Sarcione and Ms. Lori Cronin, and they confirmed the school has never been notified about the Parks and Recreation program. Discussion ensued. Chairman Burdick asked about the open counselor position. The position was filled so they will have full staff. Deputy PCD Director O'Brien will be working on the calendar schedule and t-shirt quotes.

Deputy PCD Director O'Brien noted that the Economic Development Committee Fall Festival will be held at Avaloch Farm Music Institute. She spoke with EDC members this week about

making a commitment to streamline the event. She will be on maternity leave, and it cannot be left to other employees to manage in her absence since it is a busy time of the year.

There was discussion on the Gravy Train food truck in town that has been hosted at Kentek. It looks as though it has had great success. Deputy PCD Director O'Brien suggested hosting a food truck in the parking lot at the municipal building and inviting the public. Discussion ensued. Deputy PCD Director O'Brien will research further information on hosting a food truck. Chairman Burdick noted he reached out to Friends 4 Oba, a food truck that was used at Old Home Day last year, and they will not be able to service OHD this year. They are locked into a location and are not traveling anymore. Chairman Burdick is continuing to look for food trucks for this year's OHD event.

Chairman Burdick opened public comment at 8:06 PM.

Chairman Burdick closed public comment at 8:07 PM.

Selectwoman Carey opened discussion about the Merrimack Valley School District tuition agreement with the Town of Andover. Mr. Bill Heinz previously presented information that showed that the contract was not being followed. Selectwoman Carey noted it is prudent for the Select Board to write a letter to the school asking why the contract was not followed. She would request that they provide a solution or remedy as the contract now that they are aware of the problem. Chairman Burdick agreed with Mr. Heinz' recommendation to write a letter. Selectwoman Carey will draft the letter to review at the next Select Board meeting.

Next Meeting: Thursday, May 11, 2023 at 6:00 PM.

Selectman Bevans motioned to adjourn. Seconded by Selectwoman Carey. All in favor. None Opposed.

Respectfully submitted by Hannah Gardner