

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, May 11, 2023 at 6:00 PM**

In Attendance: Matt Burdick, Lorrie Carey, Bill Bevans, Katie Phelps, Kate Merrill & Nicole Hoyt

Guests: Joshua Crawford

**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
- Public & Nonpublic Minutes for Approval—05/04/23
- Bond Counsel—Proof of Warrant Posting (sign)
- April Treasurer's Report
- LUCT Map 183D Lot 16 Sublot 1—\$6,450
- LUCT Map 183D Lot 16 Sublot 2—\$6,400
- LUCT Map 183D Lot 16 Sublot 3—\$6,200
- LUCT Map 183D Lot 16 Sublot 4—\$6,300
- LUCT Map 183D Lot 16 Sublot 5—\$6,300
- LUCT Map 183D Lot 16 Sublot 6—\$6,400
- LUCT Map 183D Lot 16 Sublot 7—\$7,300
- LUCT Map 183D Lot 16 Sublot 8—\$6,400
- LUCT Map 183D Lot 16 Sublot 9—\$6,400
- LUCT Map 183D Lot 16 Sublot 10—\$6,400
- LUCT Map 183D Lot 16 Sublot 11—\$6,500
- LUCT Map 183D Lot 16 Sublot 12—\$6,400
- LUCT Map 183D Lot 16 Sublot 13—\$6,400
- LUCT Map 183D Lot 16 Sublot 14—\$6,400
- LUCT Map 183D Lot 16 Sublot 15—\$6,400
- LUCT Map 183D Lot 16 Sublot 16—\$6,400

The Board did not have a chance to review the 05.04.23 public minutes. They were removed from the consent agenda and approval will be deferred until the next meeting, 05.18.23.

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

**Department Head Updates:** Town Clerk Nicole Hoyt raised a question concerning the Land Use Change Tax (LUCT). Currently, all the revenue from LUCT is given to the Conservation Fund. Town Clerk Hoyt inquired whether there have been previous discussions during Town

Meeting regarding adjusting the percentage allotted to the Conservation Fund. She noted there is an option to allocate some of the revenue to the General Fund to offset taxes. Selectwoman Carey mentioned that there had been a discussion in the past about changing the allocation, however, the townspeople were not in favor of the change as the funds had helped the town purchase numerous properties such as Walker Pond. Selectwoman Carey said there may be different viewpoints on land conservation now. All conservation properties in Boscawen were purchased using these funds, and no taxpayer money was utilized. Chairman Burdick mentioned that the Conservation Commission worked on big projects like Walker Pond and the two Town Forests. He suggested finding out how much of the funds are left at this point to expand. Selectwoman Carey recommended asking the Conservation Commission about their perspective on adjusting the funds, as they may have a plan for the future. Town Administrator Katie Phelps suggested having a discussion in the fall when preparing the warrant for Town Meeting. Selectman Bevans noted there were two pieces of property available near the main Town Forest. The Conservation Commission plans to discuss them further with the owners. No further discussion.

Town Clerk Hoyt presented an appointment letter for Mr. Timothy Kenney as a member of the Municipal Records Committee, for the Select Board's approval. The committee met last week and voted in Mr. Kenney as a member.

**Selectwoman Carey motioned to approve Mr. Timothy Kenney as a member of the Municipal Records Committee. Seconded by Selectman Bevans. All in favor. None opposed.**

Tax Collector Hoyt presented the warrant for the first property tax billing of 2023. The total to be collected is \$4,733,807. Tax Collector Hoyt asked the Board for approval to send out tax bills.

**Chairman Burdick motioned to approve Town Clerk Hoyt to collect property taxes amounting in the sum of \$4,733,807, with interest of 8% per annum for July 5, 2023, and thereafter on all sums not paid on or before that day. Furthermore, to remit all monies collected to the Town Treasurer or to the Town Treasurer's designee as provided by RSA 41:29, 6, at least on a weekly basis or daily, whenever the tax receipt totals \$1,500 or more. Seconded by Selectwoman Carey. All in favor. None opposed.**

TA Phelps presented a Veteran's Credit for Landowner A for approval on behalf of Deputy Planning and Community Development Director Kearsten O'Brien. This was submitted prior to the deadline.

**Chairman Burdick motioned to approve the Veteran's Credit for Landowner A in the amount of \$500. Seconded by Selectwoman Carey. All in favor. None opposed.**

TA Phelps presented a Board of Health update on behalf of PCD Director Kellee Easler. The septic installation for High Street will be moving forward next week.

FD Merrill provided an update on the recent Municipal Records Committee meeting. In the meeting, Chief Kenney was appointed as a new member and will be looking into the Fire

Department's retention schedule. Over the past year, many departments had made significant progress in their record retention efforts with the help from Facilities Director Gary Moore. The plan moving forward is to effectively organize record maintenance while also still addressing past records. Selectwoman Carey asked if the Record Retention Policy was updated. FD Merrill took over as Chair on the committee following former Community Services Director Sarah Gerlack's departure. She will reach out to Ms. Gerlack to find out if the policy has been updated. Town Clerk Hoyt noted they discussed adding a line in the budget for record retention next year. She mentioned one thing they will need soon is a fireproof file cabinet which may be costly. Selectwoman Carey asked about digital retention. Town Clerk Hoyt said they have digital retention such as PDF-As for permanent records. For permanent records that are over 10 years old, you must keep the paper records in a fireproof cabinet indefinitely.

TA Phelps presented a request from Mrs. Gail Egounis to use the parking lot of the Old Police Station for the upcoming Old Home Day Town-Wide Yard Sale. Last year, Mrs. Egounis and her family utilized the parking lot for their spot at the yard sale. The Board did not have any objections to Ms. Egounis using the Old Police Station parking lot.

Chairman Burdick opened public comment at 6:15PM.

Chairman Burdick closed public comment at 6:16PM.

### **Non-Public Sessions:**

**Chairman Burdick motioned to enter a nonpublic session at 6:16pm under RSA 91-A:3 II (a). Seconded by Selectwoman Carey. All in favor. None opposed.**

**Selectwoman Carey motioned to exit the nonpublic session under RSA 91-A:3 II (a) at 6:39pm. Seconded by Selectman Bevans. All in favor. None opposed.**

FD Merrill proposed to promote Ms. Norma Caporale to Deputy Tax Collector and Clerk and to post externally for a Community Services Director and Town Clerk and Tax Collector Administrative Assistant.

**Selectwoman Carey motioned to approve FD Merrill's proposal to promote Ms. Norma Caporale to Deputy Tax Collector and Clerk. Furthermore, to post externally for a Community Services Director and Town Clerk and Tax Collector Administrative Assistant. Seconded by Selectman Bevans. All in favor. None opposed.**

**Selectman Bevans motioned to enter a nonpublic session at 6:40pm under RSA 91-A:3 II (I). Seconded by Selectwoman Carey. All in favor. None opposed.**

**Selectman Bevans motioned to exit the nonpublic session under RSA 91-A:3 II (I) at 6:48pm. Seconded by Selectwoman Carey. All in favor. None opposed.**

**Selectwoman Carey motioned to seal the nonpublic minutes under RSA 91-A:3 II (I). Seconded by Selectman Bevans. All in favor. None opposed.**

Chairman Burdick noted the decision made in nonpublic was to send a letter to the individual, notifying them that they have a 60 day extension to pay the current and back due taxes, interest, and penalties.

**Next Meeting:** Thursday, May 18, 2023 at 6:00 PM.

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

*Respectfully submitted by Hannah Gardner*