

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, June 23, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matthew Burdick, Kearsten O'Brien, Kate Merrill, Katie Phelps & Kellee Easler

Guests: Jim & Jay St. Jean - St. Jean Auctioneers

Roll Call: completed and guests introduced.

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

Selectman Paul Dickey motioned to approve the Consent Agenda with grammatical corrections to the 06/16/22 Minutes. Seconded by Selectman Matthew Burdick. All in favor. None opposed.

No public comment on the agenda.

New Business: Town Administrator Katie Phelps introduced Jay and Jim St. Jean from St. Jean Auctioneers to talk about 20 High St and the auction. Mr. Jay St. Jean passed out a handout that included a copy of the proposed contract, information about tax deeded sales they've done throughout the state and two of their most recent sales. They also have an Agreement of Deposit Receipt used for successful registered bidders after a sale. Mr. Jay St. Jean talked about marketing and tax deeded sales. In the last 4 to 5 years, they did 500 to 1,000 parcels for different municipalities. At auctions they sell properties two different ways. Absolute means no minimums or reserves. The second option would be subject to town confirmation if someone had a cause for concern. For example, if one person showed up and bid \$1, the town could reject the bid. The market is stronger than it has ever been. There are a lot of first-time buyers looking for different ways to buy property. Tax deed properties are one of the ways. Investors don't have much product. They are looking for other ways to get properties in their portfolios. In terms of marketing, St. Jean Auctioneers produce 1-page brochures for towns and display ads. Marketing materials are sent to the town 4 to 5 weeks prior to the sale for Town approval. St. Jean's receive tax card information from the town. They walk the bidding property numerous times and list it on their website. They also have a blast email list with 7,500 buyers interested in auctioned properties. Towns are not charged anything. St. Jean's charges buyers a 10% buyers' premium. They eat all marketing costs and signage. If a property doesn't sell or doesn't reach the minimum, they charge a flat fee of \$500 plus the marketing price. For multi-parcel auctions, they average 4 to 5 bidders per property. For single site auctions they average 8 to 12 bidders. Mr. Jim St. Jean asked if miscellaneous items would be removed from the property prior to the auction. Planning and Community Development Director Kellee Easler said the porta potty will be removed. She stated the cars don't have to be removed. Selectman Dickey said the Police Department stated they can't sell them because of the titles. PCD Director Easler will confirm with legal. Mr. Jim St. Jean said there was better potential to sell the property if the cars were removed from the premise. Discussion ensued on viewing the inside of the house. PCD Director

Easler recommended no one going inside because of liability. Mr. Jay St. Jean said, if at all possible, people would want to go inside the house at least on the day of sale. They would need to be registered bidders which is someone who is qualified to bid with a check. PCD Director Easler will get more information about going inside the house for the sale of date. There was discussion on the benefits of the property. Selectman Dickey stated the Town's vision was for someone to buy the house as is and flip it. Mr. Jay St. Jean asked about the water source. Penacook-Boscawen Water Precinct supplies water to the property. It is not zoned through a Village District. PCD Director Easler will send St. Jean's Auctioneer a septic plan. They discussed the concern of someone getting hurt at the auction. Selectman Dickey suggested having bidders sign a waiver that the town is not responsible. PCD Director Easler said there shouldn't be any conditions on the sale because there is a code enforcement action for the purchaser so if they don't clean the inside, the town can act. All concurred. Mr. Jay St. Jean proposed to do the auction on site. They would clarify to all bidders that they are only selling the real estate. The current owner has had plenty of time to remove all items they want to keep. Mr. Jim St. Jean proposed putting in the purchase and sales a timeframe for the new purchaser to clean up the house. St. Jean's Auctioneer will start marketing for Boscawen after July 4 and send materials to the town for approval.

Selectman Dickey motioned to approve St. Jean Auctioneers for the 20 High St auction. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to authorize the Town Administrator Katie Phelps to sign the Purchase and Sales Agreement for 20 High Street at the Auction. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey asked what the process would be after the auction is complete. TA Phelps said the auction proceeds would be collected and delivered to the Municipal Office and secured. It will include a receipt stating they received it and signed off by two people. The auction will be on Saturday, August 6th. The proceeds will pay off the back taxes first. If there are excess proceeds, legal counsel will file an interpleader action through the courts. It will pay off any other zoning issues associated with the property. Once the town is made whole, excess proceeds go to the prior owner.

Department Head Updates: PCD Director Easler will have an updated report on a property in town with septic concerns at next week's meeting. Brownfields Advisory will meet on 6/27 at 5:30pm. They are meeting with the Historical Society and Planning Board Chair at the Town Municipal Building. PCD Director Easler reported DRA sent out assessors to check on Avitar Associate's work and found two building issues. There are two individuals who built on Class 6 roads where building permits are not allowed. One person put in a garage and the other built a deck and porch. PCD Director Easler said one of the individuals came into the town asking for a permit. She specifically told them they are not permitted on a Class 6 Road. If they do not resolve the issue, in the past, the Town has gone to the property and physically removed the violation. PCD Director Easler is waiting to hear back on how to approach the issue from legal. The Code Enforcement Officer may manage the issues. Chairwoman Carey recommended reaching out to the individuals involved to see if they understood the building rules on a Class 6 road and educate them on how to resolve the issue. PCD Director Easler is working with Mr.

Tom Berkley for the River Edge Properties. The process is beginning slowly. She will have more information for Planning Board on July 5th. Depending on how quickly the process progresses, Planning Board will need to sign plans. Underwood Engineers has driven the whole process and has a lot to do on their end first. They are using a 2012 Procedure Manual that no one has ever used. PCD Director Easler will keep the Select Board updated on the process. Lastly, she is meeting with a perspective business and will update the Board at the next meeting.

Deputy PCD Director Kearsten O'Brien stated security cameras were fully installed at the Dorval House and Transfer Station. The Panic Alarm system was installed at the Town Municipal Building. TA Phelps said Deputy PCD Director O'Brien was given the Central Alarm Monitoring contract to sign yesterday. In the contract there was language about hold harmless, subrogation and other things that needed to be reviewed by legal and Primex. Both parties recommended changes but the company was not willing to change the contract. TA Phelps said in the past, the former alarm company had the same monitoring company for the town. She is waiting for a copy to see when and who signed the contract. The company also works with other surrounding municipalities that signed the contract. Currently, with the panic system, if something happens, the Police Department gets notified along with Facilities Director Gary Moore and TA Phelps. Text alerts are set up on all officer's phones. If they don't sign the contract, there will be no monitoring system. The alternative would be the Police Department would monitor all buildings, 24/7. Deputy PCD Director O'Brien said there would need to be a conversation with Chief Kevin Wyman, TA Phelps, and Lieutenant Jason Killary. TA Phelps will send the Select Board a copy of the suggestions from legal and Primex. Both parties said the Town needs to figure out what level of risk they are willing to take. They will follow up with updates on the issue next week.

TA Phelps presented the Unlicensed Dog Warrant for approval on behalf of Town Clerk Nicole Hoyt. The civil forfeiture fees will be applied tomorrow morning. It is \$25 for each unlicensed dog plus certified letter costs. There are currently 193 dogs on the list. The pet owner has 15 days to pay and register their dog before it is passed on to the Police Department for collection. After completion, there will be a summons to court.

Selectman Dickey motioned to approve proceeding with the Warrant for unlicensed dogs. Seconded by Selectman Burdick. All in favor. None opposed.

TA Phelps updated the Board on Cybertron regarding their server upgrade. The equipment has been ordered. It will arrive the first week of July. They plan to replace the server the second week of July. Installation will have no impact on operations.

TA Phelps presented a request from the Boy Scouts. They requested to use the tables and chairs from Town Hall, this Saturday June 25th for their Court of Honor for an Eagle Scout. The tables and chairs would be used in the parking lot by the food pantry. TA Phelps would help by unlocking the Town Hall and assisting with bringing out tables and chairs prior to the ceremony and once it ends. She asked the Select Board for approval to use the tables and chairs. TA Phelps did a Certificate of Recognition on behalf of the Board to present to Mr. Dominick McGee. Chairwoman Carey will present it on behalf of the Board at the Ceremony.

Selectman Dickey motioned to approval the Boy Scouts using Town Hall tables and chairs for their Ceremony on Saturday. Seconded by Selectman Burdick. All in favor. None opposed.

TA Phelps met with Beautification Chair, John Keegan, in regards to what they are doing outside the Municipal Building. Mr. Keegan is currently investigating water and electricity. TA Phelps will research landscaping plans for the building and send them to Mr. Keegan if they exist. Mr. Keegan asked TA Phelps to present ideas to the Board for their approval. He asked if the existing library sign out front could be replaced with a new sign. The Committee knows someone who is willing to do it. Mr. Keegan confirmed with Librarian Bonny John that it does not belong to the library, and it came from the 1913 library when they moved. Selectman Dickey agreed to update the sign. All concurred. Mr. Keegan asked about staining the front of the gazebo to match the front stairs at the Town Municipal. They would keep the lighter color in the inside. It would help preserve the wood. They would need to do some type of fixative to the gazebo regardless to continue maintenance. Beautification Committee would be looking for volunteers to assist. TA Phelps recommended the Inmate Crew to Mr. Keegan. Discussion ensued. Selectman Burdick agreed with staining the gazebo to match the stairs. All concurred. The Board was shown a picture of the plan for the flowers around the Municipal Office sign. All concurred with the expansion of the flowers. Lastly, Mr. Keegan asked about removing a portion of the fencing in the front of the building to open up a section and create a park-like atmosphere. It would end at the granite boundary marker. Deputy PCD Director O'Brien said because the field is for recreational use, they would leave the fence up until a little past the granite marker. Selectman Dickey recommended keeping the full fence. Discussion ensued on the vision of removing part of the fence. Chairwoman Carey suggested examining a before and photo shopped future look picture of what they envision. Deputy PCD Director O'Brien will put together a picture. TA Phelps said Town Clerk Nicole Hoyt reached out to Penacook Academy Review Committee to see if they had input on the suggestions discussed. She also asked them for input on the bollard lighting and bench seating around the building. Facilities Director Gary Moore purchased one of the bollard lights and is working with an electrician to figure out a way to use existing mounts and rework them.

TA Phelps asked Select Board members for their input on the Library Memorandum of Understanding (MOU) draft. Chairwoman Carey stated the purpose of the MOU should be clarified in addition to if the purpose includes use of facilities. She suggested identifying each parties' responsibilities. Chairwoman Carey suggested clarification on who insures what and who maintains what. Discussion ensued. TA Phelps said her understanding was anything related to the building was the town's responsibility. Anything content related would be the library's responsibility, similar to a tenant. Chairwoman Carey asked if there were any expectations with the maintenance of the area such as cleaning or pest control. Deputy PCD Director O'Brien said the Library has their own cleaner for the library itself. Chairwoman Carey suggested including that the Library has their own cleaning staff for the internal area of the library whereas the Town will have their cleaning staff for the external area such as bathrooms. There would be a mutual expectation that both parties would keep common areas clean. Discussion ensued on recommendations for the MOU. TA Phelps said they will continue to work on revising the MOU.

TA Phelps received an email from Ms. Julia Jones from Merrimack Valley Youth Baseball & Softball. If there is enough interest, they would like to hold a Fall Ball League in late August, September, and the beginning of October at Jamie Welch field. Deputy PCD Director O'Brien said the Police vs Fire game is on August 19 with no rain date scheduled. Selectman Burdick said the rain date for the fireworks portion of OHD is August 28. TA Phelps will notify them they can use the field with the exception of August 19th and Old Home Day week (Sunday to Sunday).

TA Phelps asked the Select Board if they want to upgrade their iPads and cellphones. Currently they are outdated. The cellphone numbers associated with the iPad's won't work without a third-party app according to Verizon. TA Phelps said they could look into laptops and after the Board is done, they can return them. They could also purchase something with no cellular plan. Right now, they pay for data so if they don't have Wi-Fi, they could still use the internet. Selectman Burdick suggested Microsoft Surface Pro. It can be used as a tablet or laptop and apple ID is not required. Selectman Dickey agreed. They would purchase equipment through the Municipal IT Capital Reserve Fund. TA Phelps said they want to improve tracking which device belongs to each individual. Discussion ensued. TA Phelps will research different plans and present them to the Board next meeting.

Upcoming meetings include Brownfields Advisory, Planning Board, Energy Committee and Economic Development. The Parks and Recreation Program will start Monday, June 27. PCD Director Easler said there are no new recruits for Energy Committee. They will have a lot of information after their meeting in July.

Selectman Burdick said one of the performers for Old Home Day hasn't been able to find liability insurance under \$150 for the one day. They were curious if there was a way to pay for coverage through the town for the day. The entertainer does not perform dangerous acts. TA Phelps said OHD should reimburse the performer for the expense. TA Phelps said they haven't offered to reimburse any other vendors for their purchased policies. Chairwoman Carey said the vendor would need to make it part of their cost of engagement. TA Phelps will ask about coverage through the Town. Deputy PCD Director O'Brien asked if the OHD Committee approved the town having a table at OHD to recruit people for other town boards and committees. Selectman Burdick said it was approved. The idea was to section off the tennis court. One section would be for board and committee sign ups and the other sections would be for Boscawen only crafters to set up tables and sell their crafts. Selectman Burdick said there are two food trucks secured and a dessert food truck that is interested.

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

Next Meeting: Thursday, June 30, 2022 at 6:00 PM.

Respectfully submitted by Hannah Gardner