

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, July 1<sup>st</sup>, 2021, at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matthew Burdick, Alan Hardy, Katie Phelps, Kellee Jo Easler, Kate Merrill, Jason Killary, Sarah Gerlack, Norma Caporale, Tim Kenney, Gary Tillman, Tama Tillman, Nicole Hoyt, John Porter, Ralph Odell, John Keegan, Nathan Young, Joy Gallien, Gary Moore & Kearsten O'Brien

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

**Roll Call:** completed and guests introduced.

**Selectman Paul Dickey motioned to approve the Consent Agenda as amended. Seconded by Selectman Matthew Burdick. All in favor. None Opposed.**

**Chairwoman Carey motioned to enter non-public session under RSA 91A:3 II (L). Seconded by Selectman Burdick. All in favor. None opposed.**

**Chairwoman Carey motioned to exit non-public session under RSA 91A:3 II (L). Seconded by Selectman Burdick. All in favor.**

Select Board members Lorrie Carey, Paul Dickey, Matthew Burdick, Finance Director Katie Phelps, Town Clerk Nicole Hoyt, and Town Administrator Alan Hardy returned to public session.

**New Business:** Joy Gallien received two summonses for not licensing her dogs. She tried licensing them in January when she registered her car. They did not have the tags in January and said the Town Clerks Office would get back to her and no one did. Ms. Gallien explained her reasoning for not registering the dogs to the Select Board Members. She stated she will pay the \$7.50 to register the dogs. She doesn't believe it's fair for her to have to pay \$40.50 for one and \$43 for her other dog. Both dogs are neutered although on the paperwork it is marked as one is not neutered. Town Clerk Nicole Hoyt needs updated paperwork on Diesel's neutering. Both dogs have updated rabies shots as well. Ms. Gallien is asking the Select Board to waive the penalty fee. Chairwoman Carey said they are restricted by RSA 466:13 in terms of what they can do. It is a state law. The Select Board will review the matter and have an answer in writing next week.

Agricultural Commissioner John Porter introduced Mr. Ralph Odell. Mr. Odell and his wife recently moved to Boscawen. He has a long history working in the agricultural sector. Mr. Odell has been attending Agricultural Commission meetings as a guest. The Agricultural Commission proposed adding Mr. Odell as a Commissioner. Mr. Odell said he is retired and would like to get involved in the agricultural community as well as enhance the human qualities that can exist. Chair John Keegan recommended Ralph Odell to join the Agricultural Commission. Town Clerk

Hoyt will have an appointment letter tonight for the Select Board to sign. Mr. Ralph Odell will be sworn into the Agricultural Commission next week.

**Selectman Dickey motioned to approve the recommendation of Ralph Odell joining the Agricultural Commission. Seconded by Selectman Burdick. All in favor. None opposed.**

Mr. Nathan Young, Penacook Boscawen Water Precinct Commissioner has lived in Boscawen for the last 7 years. The last 10 years he has worked for Manchester Water Works. He started as an operator, controlling the plant and now for the last 3 years he has been the electrician. Mr. Young was invited to tonight's meeting to put in for an alternate position as a Commissioner for the PBWP for Hazard Mitigation. PCD Assistant Kearsten O'Brien supported his nomination. Selectman Dickey also supports Mr. Young's nomination. Town Clerk Hoyt has an appointment letter ready for Mr. Young tonight. The agenda also states there is a discussion regarding appointments for Hazard mitigations. Town Clerk Hoyt asked the Select Board to wait until after the discussion to sign the appointment letter. They will call Mr. Young to let him know if he needs to be sworn in.

PCD Assistant O'Brien presented the Select Board with a recommendation from Avitar Associates to approve the Abatement for Map 183C, Lot 87. It was filed by the previous owner, and then was sold to another company so the abatement will go to the new owner since they paid the taxes.

**Chairwoman Carey motioned to abate \$1,293.96 with \$9.57 in interest for a total check amount of 1,303.53 for Obstacle LLC, 1 Deer Run Road, Bow NH 03304, for property located at Map 183C, Lot 87 due to the change and assessed value recommended by the Avitar Associates of New England. Seconded by Selectman Dickey. All in favor. None opposed.**

Welfare Administrator Sarah Gerlack submitted the Welcome to Boscawen Pamphlets for the Select Board to review. They are adding information they received from the library as well as the information for the Transfer Station. WA Gerlack also wants to get more magnets. Anyone can add or submit changes to the pamphlets. WA Gerlack would like changes as soon as possible because she is working on sending out the pamphlets in the next few weeks. She posted information for local businesses in Town on the Facebook page. They already received information from several companies.

PCD Assistant O'Brien said they will be meeting on July 20<sup>th</sup> to become knowledgeable on what needs to be updated with the Hazard Mitigation Committee. They would like a Select Board alternate to add to the Committee. The meeting will be once a year during the day. Selectman Dickey volunteered to be the alternate. PCD Assistant O'Brien has also been working on getting an alternate for each department.

PCD Assistant O'Brien said Joint Loss Mitigation had their 3<sup>rd</sup> meeting of the year. The Committee came up with ideas that will enhance the safety of the employees along with the general public. PCD Assistant O'Brien has a sole source going out for security cameras as well as panic alarm buttons. They currently have one quote that needs to be clarified for the fire alarm

system. PCD Assistant O'Brien is meeting with three different companies next week. At the next Select Board meeting, PCD Assistant O'Brien will present the quotes. PCD Assistant O'Brien said they have talked about doing CPR training for all the Town Employees. They want everyone to be caught up on their CPR training. Chief Tim Kenney will get in touch with Shawn Brechtel, Penacook Rescue Director about doing a training. Selectman Dickey asked if they would have security cameras in the public works area. PCD Assistant O'Brien said for now because Public Works Director Dean Hollins has been accumulating money to do a rework of the Public Works Department, they will try to fit it all in one. They will also do this with the fire department. PCD Assistant O'Brien will ask about putting cameras at Dorval, if possible, it may be a far reach. Town Administrator Alan Hardy said they have a Wi-Fi signal at the Dorval House.

TA Hardy said earlier they talked about the ActivePure surface and air purifier in the corner behind Selectman Dickey. He believes it will meet the ARRA reimbursement requirements. It would give them a unit in each one of the rooms on both floors. The units normally come with air purifier and ozone units. Due to the concerns about ozone, the proposal doesn't include the ozone units. There are a total of 8 units.

**Selectman Dickey motioned to purchase 8 units for \$7,033.98. Seconded by Selectman Burdick. All in favor. None opposed.**

TA Hardy referred to Selectman Burdick's email and said his concern is whether it is a safety issue. The money they are not able to use, that has been allocated to them goes back to the State. Finance Director Katie Phelps said they have multiple years to use this money. TA Hardy said they might find other programs pop-up if the money is still accessible. The cameras at the park will be tied to the length of the signal. It is a shot gun transmitter that needs to be mounted up on the buildings to extend the signal range. Our equipment at the park is supplied by TDS. Selectman Dickey suggested calling TDS so they can put a booster on the signal. Selectman Dickey believes the Town would be covered. TA Hardy said if they can get the signal there, the upstairs are where the supplies are so they can get it high and secure. Chairwoman Carey said theoretically they have \$400,000. Chairwoman Carey said the water tower on Water St. is a government entity. TA Hardy would have to investigate it. Finance Director Phelps said it reads as investments are water, sewer and broadband infrastructure, but it doesn't state whether it must be the Town or located in the community.

**Chairwoman Carey motioned to approve the Trustees of the Trust Fund to transfer \$14,809.67 from the municipal IT capital reserve fund to the general fund to reimburse for the following expenditures: Citizen's Bank Best Buy iPad case, screen, and protector for \$383.93, Citizen's Bank Best Buy, Amazon Fire HD Tablet for \$64.99, Alan Hardy reimbursement for printer toner for \$918.94, Citizen's Bank, Amazon, 5 web cameras for \$132.95, Citizen's Bank, Amazon protection plan for \$19.99, Clean Rivers office machines, Toshiba 1515 AC printer package for \$11,638, Citizen's Bank, Amazon camera for \$168, Citizen's Bank, Amazon, table stand USB Hub for \$853.99, Citizen's Bank, Amazon, speaker phone, \$452.88 and Mitel land use fax line for \$175 for a total of \$14,809.67. Seconded by Selectman Burdick. All in favor. None opposed.**

Town Clerk Hoyt currently said their appointments for hazard mitigation are scheduled 5 years in advance. Town Clerk Hoyt discussed with TA Hardy and PCD Director Easler about how to clean it up. They discussed doing appointments *by virtue of office* where possible. The committee meets once a year. They could swear everyone in at the meeting like they do at elections. Everyone would state their name and office. There are a lot of people on the hazard mitigation committee. TA Hardy said they would change it to cut down on necessity. If there is a change in commission, they would look for a replacement who would then serve by virtue of office. Those committee assignments are tied to elections.

Facility Director Gary Moore stated Dana Johnson, the Road Crew Supervisor for the Division of Community Corrections at the State Prison, has a work crew that varies up to 6 people. Mr. Johnson can provide the Town with a work crew for the Dorval House to power wash and scrap the house and back deck. They would paint the entire building with a coat of primer, paint a semi-glass finish coat on the trim and a finish coat on the entire building. The Town would supply the materials and tools. FD Moore estimated about \$2,000 worth of labor. He thinks he can get power washers and ladders from the Public Works department. FD Moore will buy paint brushes and paint. The crew currently has 17 projects ahead of them and has great references. They won't be able to start the project until after Labor Day.

FD Moore stated another project he would like to propose is cleaning the police station. This also wouldn't be able to happen until after Labor Day. He would like the crew to power wash and clean the upper area. In addition, there are a few repairs and new painting needed. FD Moore spoke with Mr. Fred Reagan, MVSD Facilities Director, about borrowing a boom lift they can use in addition to step ladders. The project would cost less than \$500 in materials and another \$2,000 in labor.

FD Moore said Keri Denis is the Road Crew Supervisor for the women of the Division of Community Corrections. They talked with her about providing a supervised crew for 4 hours one day a week. They can start Tuesday, July 13<sup>th</sup> and continue every other Tuesday. They will clean the floors of the Town office, hallways and all three floors in the offices and meeting rooms. Any time beyond that, they will clean file cabinets, desks, windows, and floors. The cleaning materials would be less than \$100. Selectman Dickey asked if Tuesdays are flexible. FD Moore said they prefer Tuesdays. Finance Director Phelps said they could do Tuesday, Wednesday, or Thursday's. There is always a supervisor. It would start between 8 and 9am and end between 1 and 2pm. They must have some flexibility. These individuals are in their transition point into society. Selectman Dickey is concerned about cleaning during working hours. TA Hardy said they seem prepared for working around people.

**Selectman Burdick motioned to approve Facility Director Moore moving forward with the proposed cleaning crew and three projects. Seconded by Selectman Dickey. All in favor. None opposed.**

PCD Director Easler received a call about 6 Maple St. They are doing construction throughout Woody Hollow. Temporary water was set up and one of the construction workers reported that there was a septic breach. PCD Director Easler is in contact with the owner and renter. She told them they need to evacuate the residence. PWD Dean Hollins took pictures of the property. The

issue has now been taken care of. TA Hardy said he has been in contact with the project manager and engineer at Woody Hollow. TA Hardy suggested driving by Woody Hollow to see how accessible it is because of all the excavation work going on. The drinking water system and sewer system will be completely replaced. The project manager assured TA Hardy the issue would be addressed. This property was privately owned but the park association owns most of the property in Woody Hollow.

PCD Director Easler said they approved the purchases of the two lots on Walker Pond last night at the Penacook Boscawen Water Precinct meeting. They also received quotes for the shelter shed. The quotes are estimated around \$11-12,000. PCD Director Easler will present an accurate amount at the next meeting, July 15<sup>th</sup>.

Finance Director Phelps said the application deadline for the American Rescue Plan Act is August 18<sup>th</sup>. They need to figure out if they have uses for the funds and apply by the deadline. The uses they can use the funds for are COVID-19 mitigation efforts, loss public sector revenue, negative economic impact caused by Public Health Emergency, premium pay for essential workers and investing in water and sewer broadband infrastructure. Anyone with ideas can send them to TA Hardy. WA Gerlack clarified it had to be anything after March 3<sup>rd</sup>, 2021. WA Gerlack said if she knew the exact deadline, she could look into the clients she worked with through COVID-19. FD Phelps thinks they go back to the beginning of 2020, but she will check. TA Hardy said they can investigate anything they think is a possibility and apply. FD Phelps read that the funding must be spent by the end of the calendar year of 2024. They have time to think of where to apply the funding.

Town Clerk Hoyt said there is approximately 39 dogs left on the unregistered list. The Town purchases license tags a year before they need them. They started registering dogs in September of 2020. As of today, unpaid receivables are at \$1,061,682.11. These are all the outstanding warrants currently, including sewer and gravel. Specifically, on property 1 which is due on July 6<sup>th</sup>, they are at \$839,858.32. They have a couple residence who won't consider paying this until they get their second bill in December. They have another set of residence that won't pay it until it's almost going to lien. The last set of residence won't pay it until it is going to be deeded in 3 years.

Town Clerk Hoyt mentioned the Select Board recently passed the social media policy. She was considering passing it out when they swear in a new person on the Board or Committee. She realized the Select Board may want a new Board or Committee member to receive other policies or written documents as well. Chairwoman Carey suggested ethics. Town Clerk Hoyt said they could put together a Welcome packet for new Board or Committee members with important information. Chairwoman Carey suggested adding about the history of Town and where things are. PCD Director Easler said they have a map that show where streets are in Town. PCD Director Easler will send information on how to Town Clerk Hoyt.

TA Hardy asked how many people go to the transfer station on Saturday. TA Hardy said PWD Hollins's employees were surrounded by controlled chaos on Saturday and eventually it will be a topic of discussion. Selectman Dickey suggested checking stickers. TA Hardy suggested not using PWD Hollins's personnel if they are trying to decide whether there is an issue between

residents and non-residents. Selectman Dickey said they need to advertise that they will be checking stickers starting on a certain date. Town Clerk Hoyt offered an employee to PWD Hollins to help sit and monitor whether a license plate is from Boscawen or not. WA Gerlack said residents are told to display the sticker under their inspection sticker. Selectman Dickey volunteered to go down on a Saturday to help but they need to advertise it. Selectman Burdick said they need to mandate where the sticker goes. TA Hardy will do some research with PWD Hollins.

WA Gerlack has been working on revamping the Welfare policy. The last time the policy was approved was in 2017. Between then and now, they have new software, and the application has changed so the policy that is currently in place will no longer exist. The fair market value has also changed. WA Gerlack is mocking up the old policy and putting in updated information and laws that have changed. It will be in the agenda for the next meeting. After, it will need to go to legal to be approved.

Police Lieutenant Jason Killary said the radar people came out to look at the radar unit today. The trailer is about 15 years old. They are weather proofing around the back panel. To replace the motherboard and get the trailer on the road, it is about \$350. The guy will send over permanent pricing, but it won't be over \$500. Selectman Dickey asked if they are planning to keep it for a while. Lieutenant Killary said he isn't sure because it is shared between Towns everyone wants it in the summertime. Each one of the Towns could fine a use for the radar unit and trailer. Radar units last up to 20 years old. The price varies depending on the efficiency and durability. Lieutenant Killary said they are trying to put it on King St. because there are a lot of speeders, and it is busy. Lieutenant Killary said there are utility pole mounted units they could invest in. They aren't expensive and they can move them around. Lieutenant Killary wouldn't recommend moving them around. Selectman Dickey asked to get a price on the mounted units and then see if there are any grants they can apply for. FD Phelps will send Lieutenant Killary how much money they have in impact fees for the Police Department.

Fire Chief Tim Kenney wants support from the Select Board to push the issue of fire suppression onto the Penacook-Boscawen Water Precinct Commission. Chief Kenney's plan would be to start attending their meetings and pushing the discussion. If they seem reluctant, he will put together an education program for the people of the Town. During the daytime there are very limited number of firemen available. When hydrants don't work, they are very limited to water and what they can do. The Water Precinct doesn't have a plan on how to handle this situation. The Select Board supports Chief Kenney pushing the issue of fire suppression onto the Penacook-Boscawen Water Precinct.

**Old Business:** PCD Director Easler said they have permission to go onto 20 High St. and clean up the property. Lieutenant Jason Killary and the Director of Fields Services for SPCA went down and looked at the dogs. They said the dogs are fine. They didn't go into the building. The defendant has made a motion to get paper reports because he doesn't have internet. They can't do anything for 10 business days to see what the court will do about his motion. Selectman Dickey prefers to wait a while to clean it up. The property would be deeded in March. Chief Kenney said the building is a danger to the Church. It becomes a concern during the wintertime if they are staying on the property and use heating tools. The building has electricity. Selectman

Dickey asked if they could turn the electricity off. TA Hardy said it's difficult because although they may not live there, they are allowed to have access to utilities. They would need to take a different path with Town Counsel and court if they want to address the issue of whether someone is living there without a valid C/O. The best solution right now would be to allow time to pass until March. TA Hardy said they do have other project areas in Town. If they decide to wait on it, they can focus on the other project areas.

TA Hardy said they have the Junkyard Application prepared and they can start putting the process and package together. They will have the application packet and reach out where they think there is a need. They can also use it for an enforcement action, if necessary.

TA Hardy said the CDBG Riverbend contract is on its way to Governor and Council for review and approval. They had a brief discussion on renovations at Woody Hollow and the EPA Grant would start in October.

TA Hardy said Community Power is an alternative supplier for power for the Town. They would like to come in on July 15<sup>th</sup>. TA Hardy will send their meeting packet. They have requested the Town's electric bills for review.

TA Hardy said they got a letter from the Boscawen Congregational Church. He responded to the moderator via email. Chairwoman Carey said they can be direct and respond with a certified letter, so they know where it goes. TA Hardy can also be an emissary for the Board and go to their leadership meeting to communicate directly if the Select Board wishes. Chairwoman Carey questions how they co-own the building. TA Hardy suggested sending a written response at this time. Selectman Dickey agrees with TA Hardy's suggestion. TA Hardy will move forward by discussing the matter with Town Counsel.

**Motion made by Selectman Dickey to seal the non-public minutes under RSA 91A:3 II (L), seconded by Selectman Burdick. All in favor.**

**Motion to go into non-public under RSA 91A:3 II (I)**

**Next Meeting:**

Thursday, July 15<sup>th</sup> @ 6PM.

**Chairwoman Carey motioned to adjourn. Seconded by Selectman Dickey. All in favor. None Opposed.**

*Respectfully submitted by Hannah Gardner*