

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, July 13, 2023 at 6:00 PM**

In Attendance: Matt Burdick, Lorrie Carey, Bill Bevans, Katie Phelps, Kellee Easler, Kearsten O'Brien, Jason Killary & Nicole Hoyt

Guests: Sean Goldman, Barbara Randall, Paul Laliberte & Kevin Sullivan

**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
- Nonpublic/Public Minutes for Approval—07.06.2023
- Crawford PB Appointment—Regular Member

Selectwoman Lorrie Carey noted grammatical changes to the 07.06.23 public minutes.

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

**Scheduled Guests and Hearings:** Ms. Barbara Randall, a member of the Economic Development Committee (EDC), introduced Mr. Sean Goldman, who showed interest in joining EDC and the Police Advisory Board. Mr. Goldman shared his background and experience with the Select Board. He moved to Boscawen during the pandemic. Before moving to Boscawen, he was in the Marine Corps for 8 years. When he got out, he went to graduate school for Social Work at Boston University. Mr. Goldman is currently a social worker for the VA Hospital, and also runs a small private practice through a telehealth in rural parts of NH. Chairman Burdick asked what Mr. Goldman's knowledge was on Economic Development. Mr. Goldman said with side business experience, he has gained knowledge on the small business principles and also used to teach personal finance courses to young Marines. He has knowledge of basic investing and has been reading and watching videos on economic development. Selectwoman Carey asked what Mr. Goldman hopes to accomplish as a volunteer for the Town of Boscawen. Mr. Goldman said he has always been interested in community resources, development, and policy. When he had the opportunity to get involved, he decided to apply. Selectwoman Carey asked if there was anything the town could do to make his volunteer experience more fulfilling. Mr. Goldman said he would be open to any training courses offered and personal knowledge from others. Chairman Burdick suggested NHMA for free training courses. Planning and Community Development Director Kellee Easler will send Mr. Goldman the link to access the NHMA courses.

**Selectwoman Carey motioned to approve Mr. Sean Goldman to be a member of Boscawen's Police Advisory Board and the Economic Development Committee. Seconded by Selectman Bevans. All in favor. None opposed.**

Chairman Burdick swore in Mr. Goldman and appointed him as a member on the Police Advisory Board.

Chairman Burdick swore in Mr. Goldman and appointed him as a member on the Economic Development Committee.

**Department Head Updates:** PCD Director Easler sent the Board the ESR from Underwood Engineering on the subdivision review. The ESR was a quote for services for 477 High Street. At the Planning Board meeting, they recommended that Underwood review the ESR, but the Planning Board did not make a decision at the meeting. PCD Director Easler noted they received an email the next day to move forward with the third-party reviewer. The quote was an approximate estimate, but PCD Director Easler noted it could be higher due to amendments to the ESR. PCD Director Easler requested approval from the Board to confirm that the town will pay the cost for a third-party reviewer. Once PCD Director Easler signs off, she will send it to them, and they will expect to have a check in before the next meeting. To clarify, the town pays but it is reimbursed and PCD Director Easler will put it in an escrow.

**Selectwoman Carey motioned to approve the ESR 66 from Underwood Engineering regarding the subdivision review. Seconded by Selectman Bevans. All in favor. None opposed.**

**Selectwoman Carey motioned to authorize the Planning and Community Development Director Kellee Easler to sign ESR 66 for the Underwood Engineers Subdivision Review. Seconded by Chairman Burdick. All in favor. None opposed.**

PCD Director Easler sent an email to the Board regarding what will be sent out to Merrimack County. The Board reviewed the letter. Selectwoman Carey asked to give County Administrator Cunningham a formal title and clarify the request. PCD Director Easler will update the letter with the changes.

Police Chief Jason Killary gave a quick update on the Police Department. The department is still short-staffed but at the end of the month they will have one person coming out of training and another individual who will be starting employment. The new individual is experienced and certified so her training will only be a few weeks.

PCD Director Easler provided an update on the Department of Health. There was an issue at the Dollar General, but the State approved them to re-open. The town now has contact information for their general manager. The person in that position changes so often that there hasn't been any contact in the past. Selectwoman Carey spoke with an individual regarding the issue, and they stated all of the food was thrown out and they were working to get the fridges and shelves

stocked and running again. PCD Director Easler asked for feedback on the quote she sent the Board regarding a town owned building inspection. Selectwoman Carey was in agreement and stated the town should be inspecting all buildings for any necessary public health updates. Chairman Burdick suggested doing self-testing. PCD Director Easler noted the state recommended the town should not be conducting any inspections and it should be completed by a professional. Selectwoman Carey asked if there were other buildings they should be concerned with. PCD Director Easler suggested budgeting for inspection fees for next year. Selectwoman Carey asked if they could take fees out of the department budget that it falls under. PCD Director Easler confirmed they could pay the fees from the department budgets directly. No further discussion.

PCD Director Easler noted the Zoning Board of Adjustment (ZBA) meeting was cancelled this month. There were no appeals but there was discussion on a possible future variance for a few duplexes they would like to put in their AR zone. No further discussion.

Town Clerk Nicole Hoyt presented the third quarter sewer warrant for signatures. The warrant will be sent out tomorrow. Town Clerk Hoyt noted they were still waiting to receive information back from Penacook. The Board signed off on the third quarter sewer warrant.

Chairman Burdick read the following: *Town Clerk Nicole Hoyt to collect the sewer warrant charges amounting in the sum of \$48,357.61, with the interest of 8% per annum from August 30, 2023, thereafter on all sums not paid on or before that date. 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 tax receipts total \$1,500 or more.*

The Select Board signed the warrant.

Town Clerk Hoyt noted that Community Services Director Alicia Hakins was able to schedule the privacy training for the DMV. She is scheduled to attend a two-day training in August at the DMV.

Town Administrator Katie Phelps presented an ARPA request for approval. The request was to install additional motion detectors at the Municipal Office located outside the restrooms and in the stairwell. It will help notify the alarm company as they have been dealing with an issue involving a homeless individual being in the building after hours. A portion of the total cost will be taken out of the ARPA fund, in the amount of \$200.00 and the rest will be funded from the Safety Equipment Capital Reserve Fund. The total cost was \$792.00.

**Chairman Burdick motioned to expend the remaining \$200 from the ARPA fund to install additional motion detectors at the Municipal Building. Seconded by Selectwoman Carey. All in favor. None opposed.**

TA Phelps received an anonymous complaint regarding the Treasure House. Usually, the town does not act on anonymous complaints, however, she sent the complaint to the Select Board to

discuss. Chairman Burdick noted there have been numerous complaints, in writing and in person, stating that it was uncomfortable and feels unwelcoming when they try to access the Treasure House, for both dropping off items and picking up items. The issue was that there were a few individuals that are not a part of the administration of the town, nor are they part of the Public Works Department, and they have designated themselves as the caretakers of the Treasure House. Chairman Burdick said he has heard a complaint on a weekly basis and would like to discuss some ideas on how to fix the issue. Selectwoman Carey suggested having a conversation with the individuals that were creating the hostile environment and advise them that there was no loitering or denying access to those trying to enter the Treasure House. Selectman Bevans volunteered to speak with the individuals involved. He noted he was aware of the complaints, but the individuals also do a great job cleaning up the facility. Selectman Bevans will speak to the individuals and provide feedback at the next meeting. Town Clerk Hoyt asked if they received input from Public Works Director Dean Hollins. TA Phelps reached out to PWD Hollins, but he did not have any comments for the discussion this evening.

Deputy PCD Director O'Brien presented a donation in the amount of \$500 from the Thornton Fund for the Parks and Recreation program for approval.

**Chairman Burdick motioned to approve the \$500 donation from the Thornton Fund for the Parks and Recreation program. Seconded by Selectwoman Carey. All in favor. None opposed.**

Deputy PCD Director O'Brien gave an update on the Parks and Rec summer program. She noted the Fish Hatchery presentation was a success and they will be asking them to come back again next year. They had a Parks and Rec author come today and the kids were able to take home books. The Fire truck was scheduled to go down to the school tomorrow, weather permitting. If they need to postpone, Fire Chief Tim Kenney said he will bring the truck another day. Next Friday Reptiles on the Move will be coming to the Parks Program.

Chairman Burdick opened public comment at 6:35 PM.

Selectman Bevans was concerned with the resurfaced cracks on the tennis courts and the lifting of the concrete on the right-hand side towards the entrance. Deputy PCD Director O'Brien said the company reached out and said it was due to the weather conditions. The cracks were in different spots than before. Deputy PCD Director O'Brien noted Facilities Director Gary Moore was staying in contact with the company because of the weather damage and there was no warranty. Selectwoman Carey said if it was caused by weather damage, it would be covered through Primex insurance.

Chairman Burdick closed public comment at 6:38 PM.

**Non-Public Sessions:**

**Chairman Burdick motioned to enter a nonpublic session at 6:39 pm under RSA 91-A:3 II (c). Seconded by Selectwoman Carey. Roll Call Vote. All in favor.**

**Chairman Burdick motioned to close the nonpublic session at 6:49 pm under RSA 91-A:3 II (c). Seconded by Selectman Bevans. Roll Call Vote. All in favor.**

**Selectman Bevans motioned to approve a payment plan for Taxpayer P to pay off the Land Use Change Tax balance owed. Seconded by Selectwoman Carey. Roll Call Vote. All in favor.**

**Chairman Burdick motioned to enter a nonpublic session at 6:51 pm under RSA 91-A:3 II (l). Seconded by Selectwoman Carey. Roll Call Vote. All in favor.**

**Chairman Burdick motioned to close the nonpublic session at 6:56 pm under RSA 91-A:3 II (l). Seconded by Selectwoman Carey. Roll Call Vote. All in favor.**

**Chairman Burdick motioned to enter a nonpublic session at 6:56 pm under RSA 91-A:3 II (l). Seconded by Selectwoman Carey. Roll Call Vote. All in favor.**

**Chairman Burdick motioned to close the nonpublic session at 7:15 pm under RSA 91-A:3 II (l). Seconded by Selectwoman Carey. Roll Call Vote. All in favor.**

**Chairman Burdick motioned to seal the nonpublic minutes under RSA 91-A:3 II (l) number two as it would adversely affect the reputation of the individuals discussed. Seconded by Selectwoman Carey. Roll Call Vote. All in favor.**

**Selectwoman Carey motioned to proceed with Counsel drafting a letter in reference to the discussion of the nonpublic under RSA 91-A:3 II (l) number two. Seconded by Chairman Burdick. Roll Call Vote. All in favor.**

Selectwoman Carey asked if they need to do any work on smoking and loitering policies. TA Phelps said she was working on the policies and will have more information at the July 27th meeting.

Chairman Burdick noted another safety measure, specifically for motorcyclists, pertained to grass, leaves and debris being blown into the road. He stated there must be something the town can do to rectify the issue. Selectwoman Carey suggested posting public education on their Facebook page and website. Selectman Bevans shared an ordinance from Nashua: *No person shall himself or by his agent or his agents throw, push, blow or put any snow, ice, or yard debris, including but not limited to leaves, branches, and grass clippings, into or cross the right of way of any way, street, lane, alley, or sidewalk.* TA Phelps noted that for ordinances to be approved for towns with a population under 10,000 individuals they would need approval by town meeting. Chairman Burdick requested a list of all of the ordinances they have in town. TA Phelps will research and put together a list of ordinances.

Selectwoman Carey noted that she has received complaints regarding individuals yelling nasty comments out of their window while people are walking on the sidewalks. She recommended being mindful of these types of situations. No further discussion.

**Next Meeting:** Thursday, July 27, 2023, at 6:00 pm.

**Chairman Burdick motioned to adjourn at 7:21 pm. Seconded by Selectman Bevans. All in favor. None Opposed.**

*Respectfully submitted by Hannah Gardner*