

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, September 2nd, 2021, at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matthew Burdick, Alan Hardy, Kate Merrill, Kearsten O'Brien, Dean Hollins, Sarah Gerlack, Norma Caporale, Tim Kenney, Nicole Hoyt, Katie Phelps, Chief Kevin Wyman, Barbara Randall, Gary Tillman, Ed Cherian, and Polly Dawson

Chairwoman Carey started the public meeting by opening the public hearing at 6:00 P.M. regarding the Local Fiscal Recovery Funds for the State of NH under the ARPA of 2021 in the total amount of \$421,481. The Town of Boscawen will receive \$210,740.26 for fiscal year of 2021. This creates unanticipated revenue in excess of \$10,000 and the need for a public hearing according to the provisions of RSA 31: 95-b. The balance of funds is expected to be received in 2022.

Selectman Dickey motioned to accept the \$210,740.26 for fiscal year 2021 as unanticipated revenue. Seconded by Selectman Burdick. All in favor. None opposed.

Finance Director Katie Phelps said Treasurer Gail Egounis has recommended that the funds be placed into a separate bank account. As they use the funds, they will transfer it over to the general operating account for reimbursement.

Public Comment: Mrs. Barbara Randall asked what the funds would be used for. Chairwoman Carey said in large, they are infrastructure items. Human Services Administrator Sarah Gerlack recommended using some of the fund for the Human Service Department. It would be used to help people who are in need and are approved for assistance with their rent and mortgage, etc. It is a way for them to receive help without the stipulation of having to pay the Town back. HS Administrator Gerlack estimated about \$40,000 towards the department, \$30,000 would go to helping with homelessness, heating, and other basic needs. \$10,000 would be put towards the Backpack Program to use over the next three years. Chairwoman Carey said recipients can use the Local Fiscal Recovery Funds to aid households for economic harms, experiences or costs accrued by household after March 3rd, 2021. Premium pay would be another use of revenue loss. Chairwoman Carey said this previous year, they lost revenue from the Parks program because they didn't run it. They also mentioned credit card usage at the dump. There was no fee for using a credit card, the Town accrued the cost of those expenses. The Town of Boscawen is responsible for sewer but not for public water which is a vital issue. Chairwoman Carey suggested using the funds for some of these issues.

Ms. Dawson asked if the moratorium was still in effect for help with rent and mortgages. HS Administrator Gerlack said it has ended. There are stipulations on every single one, depending on your age or income. It is specifically due to COVID-19, for instance, if a household lost their job and couldn't afford rent. HS Administrator Gerlack said they might see an increase of people, whose jobs require vaccinations, and they end up leaving. There are programs that help recipients with rent and mortgage, but it isn't 100% free. HS Administrator Gerlack said they

would have to go through an application process in which they would approve if the recipient were eligible.

Gary Tillman asked if the sewer needed to be worked on and could this help with sewer. Public Works Director Dean Hollins said they have an estimated \$2.5 million for the sewer upgrades and it could help pay a portion of the upgrade.

Ms. Dawson asked if the funds would cover any road work happening in the Town. PWD Hollins said it would fund sewer and stormwater drains. Town Administrator Alan Hardy said the infrastructure program details have not cleared Washington yet. Ms. Dawson asked what kind of infrastructure the funds could be used for. Chairwoman Carey said water, sewer, and broadband. Ms. Dawson asked if it would cover fixing the Dorval House. Chairwoman Carey said it wouldn't fund the Dorval House repairs. HS Administrator Gerlack said it is related to funding COVID-19 hardships such as when they added protection gear to the office for social distancing. TA Hardy said right now they don't have many details about the infrastructure program. Ms. Dawson asked about the loss when they couldn't run BINGO for Old Home Day. Chairwoman Carey said they will take it under advisement and check. FD Phelps said the interim final rule permits funds to be used to cover costs incurred, beginning on March 3rd, 2021. It is forward thinking for the next 3 years.

Chairwoman Carey closed the public hearing a 6:14 P.M and returned to the public meeting.

Roll Call: completed and guests introduced.

FD Phelps highlighted some suggestions she found that could be funded. Some of the suggestions included ventilation improvements in congregate settings, assistance to households, small businesses and nonprofits, community violence intervention programs, vaccine incentive programs, investments in improving outdoor spaces and summer camps. Chairwoman Carey asked about credit card fees for the Town office and Transfer Station. TA Hardy said they made a choice to pick up those fees. TA Hardy said anything they choose not to do would be difficult to recover. Chairwoman Carey suggested the Senior Luncheon's that the Old Home Day runs. It is something that services the community and provides entertainment. It is also something they have not been able to recover from. Town Clerk Nicole Hoyt asked if there would be potential to give back to outside agencies that they currently fund in the budget cycle if there was an increase of that. Town Clerk Hoyt suggested CASA, they have helped specifically 8 Boscawen children in the last fiscal year. They had to turn away 7 children due to funding and they are looking for the \$500 again. Town Clerk Hoyt asked if they gave another \$500 to them if it falls into the fund's requirement. CASA is a nonprofit.

PWD Hollins asked if the infrastructure program will cover any sewer. Chairwoman Carey read that recipients may use it to cover costs incurred for eligible projects, planned, or started prior to March 3rd, 2021. PWD Hollins said it has been planned prior to the date. They asked if it can be combined with other grant money. Chairwoman Carey said they didn't see any restrictions on that. FD Phelps said it may not be used for non-federal match or other federal programs. They will have to investigate this. Chairwoman Carey clarified that the eligible projects must have the money planned but not spent prior to the date. The sewer project has not spent any money yet. PWD Hollins said it would be all new for storm water and sewer separation. FD Phelps said it also reads that municipalities can pool funds for regional projects.

Selectman Dickey motioned to approve the Consent Agenda as presented. Seconded by Selectman Matthew Burdick. All in favor. None opposed.

New Business: Advisory Budget Committee members Barbara Randall and Gary Tillman presented Ed Cherian as being interested in coming back on the Committee. Ms. Randall said Mr. Cherian is enthusiastic, qualified and has previously been Chair of the Committee. Mr. Gary Tillman said his experience would be a great fit.

Selectman Dickey motioned to appoint Ed Cherian as member of the Advisory Budget Committee. Seconded by Selectman Burdick. All in favor. None opposed.

Ms. Dawson, Chair of the Old Home Day Committee, thanked Elektrisola for Elektrisola night. They had a 5k run and provided food at Jamie Welch Park. They also hired one of the local restaurants and it was a great night. Ms. Dawson also thanked the OHD Committee members, Chief Kenney, PWD Hollins, the Boscawen Police Department and Penacook Rescue Squad for their help in the OHD events such as the golf tournament, OHD, Touch a Truck and the parade. Ms. Dawson asked when the Town Hall will open again. Chairwoman Carey said the Facilities Director Gary Moore is working to get information regarding what needs to be done. It is a process because they must bring in a multitude of different people to look at different aspects. Chairwoman Carey said there probably won't be a final answer until the end of the year.

Planning and Community Development Assistant Kearsten O'Brien said the Select Board received the recommendation letters from Building Inspector Chuck Bodien and PCD Director Easler. If they have any questions, they can reach out to them.

PCD Assistant O'Brien said American National Insurance Company on Fisher Ave spoke to Fire Chief Kenney about a Touch a Truck event. Chief Kenney wasn't sure if they needed a permit or permission. Primex recommends that any events such as "Touch a Truck" should get Select Board approval since they are Town vehicles. PCD Assistant O'Brien talked to Chief Kevin Wyman about using the police vehicles in addition to fire vehicles that Chief Kenney approved. It would be scheduled tentatively for September 18th from 11am to 1pm.

Selectman Burdick motioned to approve a Touch a Truck on September 18th from 11am to 1pm for police and fire vehicles. Seconded by Chairwoman Carey. All in favor. None opposed.

PCD Assistant O'Brien said there is an MOU to use Merrimack Valley School District in the Town of Boscawen for a shelter in the event of an emergency. It was approved but never signed.

PCD Assistant O'Brien needs approval and signatures for a Supplemental Intent to Cut for the State located at Map 83, Lot 62. The operation number 21.049.08T.

Chairwoman Carey motioned to accept the Supplemental Intent to Cut for Map 83, Lot 62. Seconded by Selectman Burdick. All in favor. None opposed.

PCD Assistant O'Brien needs approval and signatures for an Intent to Cut for Map 94, Lot 27. The operation number 21.049.09T.

Chairwoman Carey motioned to accept the Intent to Cut for Map 94, Lot 27. Seconded by Selectman Burdick. All in favor. None opposed.

PCD Assistant O'Brien said there is an issue with mice at the Municipal Office. PCD Director Easler had an issue where they found mice feces on employee's desks. PCD Assistant O'Brien said as Health Officers they must report the issues to the Select Board because they are also Health Officers. Chairwoman Carey spoke with the Facilities Director regarding pest control, and they will follow up on a proposal. Selectman Burdick suggested purchasing ultrasonic plug-in pest control devices. They are inexpensive at about \$5 to \$10. Selectman Dickey suggested having a pest control company come in. The Select Board will decide after Facilities Director Gary Moore presents the pest control proposal.

Joint Loss Committee Chair O'Brien said we passed all the recommendations made by Primex during their annual review. Primex told Chair O'Brien that we are good to go and we will receive the discount on the new insurance policy. By the end of the year, we need to finish our training classes. Primex is most worried about the cyber security training. Most people started their training and we do need to get the fencing done at the park. PWD Hollins will be presenting quotes. PCD Assistant O'Brien said she is waiting to receive a quote from ADF flooring for the foyer of the Police Department. PCD Assistant O'Brien said Primex sent over the issues they found within the Public Works Building back in 2019. Going forward all trucks purchased within that department will need battery off switches in them. It is going to eventually rely on the new building to come into place as far as putting security cameras on the building and other things being fixed. PWD Hollins said there was recommendations for an exit sign and outside lighting which they have motion censored lights at gas pumps and office store. PCD Assistant O'Brien said Homeland Security had sent some grants, but it is basically matches by taxpayer dollars. At this point, they missed the cut off date. TA Hardy said they need to keep in mind the big infrastructure bill is still being debated. Some of the things may not qualify under that bill.

TA Hardy said Facilities Director Moore is bringing a volunteer crew up to the Dorval House to do seasonal work. They are starting by painting the newer left-hand side and the porch. They both have only had one coat of paint on them. FD Moore wanted to know if they would consider another color rather than white on white. Selectman Dickey said green and white or grey and white would look good. TA Hardy said they were thinking about the dark grey with the white trim that we have used in the boardroom and outside on the Police Station..

Selectman Dickey asked where they are with the Baker St. house. TA Hardy said it is still going to be demolished. They have a person who is interested in moving in with a new manufactured home. They bought a brand-new unit. We don't know when the demolition will take place because they need to wait on the asbestos results. They have done the inspection. They are bringing in a mobile home that was ordered but not sold. They are working on the staging. If they find they are getting close, the Town will see what they can do for a staging area. They also talked about leaving the shed for the tenant.

Old Business: FD Phelps brought the Primex update for property and liability, effective July 1st of this year. They are changing a bunch of their coverage limits. One of them being Cyber limits, they are decreasing because the cyber carrier has left the public sector market. It is going from \$5 million to \$750,000 for cyber loss. TA Hardy said Cybertron is looking at their proposal this year. There may be more software-based protection. They have a software now that pulls out about 30 spam emails daily. Any email overseas is pulled out. The problem now is email carriers are using offshore servers. It may require a different software package, but IT is looking into it. They are also doing more training packages as well as a possible tests of our system and people.

FD Phelps asked for signatures and input on the PCI Awareness Policy. Chairwoman Carey asked if they do PCI testing among those that use the system. FD Phelps said they have a PowerPoint and a questionnaire for those that process credit cards. It will be done annually.

Town Clerk Hoyt said there is some election law update. They reached out to LHS Associates, the company they get their ballots and counting machine from, to look into the cost of the pull books for the supervisors of the checklist and the ballot clerks. There is a lot of criteria that the Secretary of State will be making sure is met. They could do a side-by-side with paper and the pull book the first time to make sure they are using it correctly. They will need 30-day's notice before approving the Town to use the technology at an election. Town Clerk Hoyt is working on getting numbers for it by next week. Town Clerk Hoyt said they have money from a grant from last year. It is currently waiting for the potential of needing to replace the ballot counting machine because it won't be serviced anymore. The new machine would be around \$6,000 which would use all the grant money.

Town Clerk Hoyt said it has been years since they talked about seeing if the Post Office will move the mailbox across from Carrie's market up to the Municipal Complex. They all want to do it except for there is an issue in district. They worry about moving their mailboxes. They are hoping to have an answer next week. If it is approved, they will have to map out where they want the mailbox. PWD Hollins suggested putting down a concrete pad where it needs to go. It will open things up to the Town getting a FedEx box.

Town Clerk Hoyt said they have been working on a Deeded Property Procedure Manual. It would be used to make sure everything is uniform, and each deeded property is treated the same. It is important and helps everyone stay on the same page. They talked about adding a \$1 amount to the potential parcels that will be deeded. With the landfill not being available to them, they are working on the numbers as well. It won't be ready until the end of October. They are currently looking at 27 parcels on the deeded list. Almost all of them are the usuals and will pay. They are talking about the possibility of inspecting properties prior to so they can give better information when they are looking to waive or deed something.

Town Clerk Hoyt said as a reminder the Town Clerk/Tax Collector's office will be closed Wednesday, Thursday and Friday September 8 – 10th for training.

HS Administrator Gerlack said they wrapped up the Backpack Program food drive. They got tons of donations. They want to thank Elektrisola and Franklin Savings Bank for hosting boxes.

PWD Hollins said the roadside mower is great because they can keep patching it up. It is old so they need to order new parts. It is a lot of money to buy a new one for two months out of the year. Selectman Burdick asked if Raymond and Knowlton road are in the plan for paving this year. PWD Hollins said they would love to pave them if they can, but they have other roads that are worse, that need to be aided first. PWD Hollins said once Cornhill Road is done, they want to jump over to roads and patch up bad spots. Chairwoman Carey asked if they could put together a plan for the Select Board so they can see where their thoughts are at for how many miles and roads they are looking at. PWD Hollins said they will put together a plan on paper.

TA Hardy said Joseph Haas has filed suit at Merrimack County Superior Court over a taxation issue.

Chairwoman Carey motioned to go into non-public under RSA 91A:3 II (c). Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned to come out of non-public under RSA 91A:3 II (c). Seconded by Selectman Burdick. All in favor. None opposed.

The Select Board returned to public session.

Selectman Dickey motioned to seal the non-public minutes under RSA 91A:3 II (c). Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to go into non-public under RSA 91A:3 II (c). Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to come out of non-public under RSA 91A:3 II (c). Seconded by Selectman Burdick. All in favor. None opposed.

The Select Board returned to public session.

Selectman Dickey motioned to seal the non-public minutes under RSA 91A:3 II (c) for one year. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to go into non-public under RSA 91A:3 II (c). Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned to come out of non-public under RSA 91A:3 II (c). Seconded by Selectman Burdick. All in favor. None opposed.

The Select Board returned to public session.

Next Meeting:

Thursday, September 9th @ 6PM.

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

Respectfully submitted by Hannah Gardner