

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, September 9<sup>th</sup>, 2021, at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matthew Burdick, Alan Hardy, Kellee Jo Easler, Kate Merrill, Kearsten O'Brien, Dean Hollins, Sarah Gerlack, Norma Caporale, Tim Kenney, Nicole Hoyt, Katie Phelps, Chief Kevin Wyman, Gary Moore, Joseph Haas, Penny Sarcione, Cameron Ford, and Cheryl Wilkie.

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

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

Chairwoman Lorrie Carey requested to remove the 09.02.21(4) non-public minutes and the 08.26.21 and 09.02.21 draft minutes for approval from the Consent Agenda since the Select Board has not yet read them.

**Chairwoman Carey motioned to approve the Consent Agenda as amended. Seconded by Selectman Paul Dickey. All in favor. None opposed.**

**New Business:** A land owner off of Tote Road in Boscawen, Mr. Joseph Haas came before the Select Board. Discussion ensued. Town Administrator Hardy will bring forth Mr. Haas request to counsel by the request of the Select Board.

Mr. Cameron Ford, Executive Director for Head Rest Inc., introduced the company and explained the mission. It started in a college dorm room, by students who started a hotline for people experiencing crisis in their life. The hotline has been on for over 430,000 continuous hours since 1971. It is the only credited suicide hotline in the State of NH. They have highly trained staff in Lebanon, NH answering the phone calls. They also have a 14-bed substance use disorder treatment facility on Church St. in Lebanon, NH. The program runs for about 90 days and applicants usually come from a 28-day program, after they detox. They help continue treatment services and getting them back into the community through their work program and responsive staff. On July 1<sup>st</sup>, they took over and merged the Community Alcohol Information Program located across the street. Ms. Cheryl Wilkie, Clinical Director for Head Rest, was excited for the opportunity to come to Boscawen. They looked at the building and talked to different people around the community to see what is needed. The State approached them and said they need beds and are willing to help fund it. The facility could possibly fit 20 beds. They haven't decided what services they will offer other than continuing outpatient treatment. The property needs updates such as the roof, siding and inside. Governor Sununu set up an initiative a few years back, to have businesses become more aware that there are substance use disorder people in their workplace. Lebanon has "get well" jobs, where they work at Dunkin' Donuts, McDonald's, and U-Haul. If they do well at these jobs, they have a potential of getting hired at bigger companies. Ms. Wilkie has seen that within 2-weeks people are working when they come into the program. Ms. Wilkie's passion is to continue to help the State of NH and try to end some of what we've seen happen. It affects us all, whether it happens directly at home or on the roads

when someone is driving while intoxicated. They thanked the Select Board for inviting them and would love to answer any questions. Chairwoman Carey asked about updating the building. Mr. Ford said it is a decent place, but they think they need to put some money into it in terms of energy efficiency, furnace, windows, siding and roofing. It is important to know that when they renovate the building, they follow the guidelines the state provides as far as life safety. Selectman Dickey welcomed them to the Town of Boscawen and knows a lot about the organization. Selectman Dickey and his wife got a bill passed two years ago for suicide awareness for the schools. Selectman Dickey would like to help in any way they need. Ms. Wilkie would love everyone to see the facility after it is upgraded.

Town Administrator Hardy presented an appointment request the Trustees of the Library put together. The Select Board still authorizes the appointment. Chairwoman Carey asked if they follow their procedure regarding two people coming to speak on behalf of the board to recommend the individual. The Library Trustees have different procedures. TA Hardy suggested requesting the Library Trustees to follow the Town's procedures used for appointments. Chairwoman Carey would like TA Hardy to make that request. Selectman Burdick asked if the appointment would still be presented at this meeting with the request in place. TA Hardy said there is no policy in place, so it is unique in that regard. TA Hardy will make the request of the Library. Chairwoman Carey clarified that they approved it back in April, but the Select Board didn't sign it.

Ms. Penny Sarcione reported that the summer program went well. The kids did an awesome job adjusting to the new normal. They had an average of about 15 to 20 kids a day. There were no outbreaks or injuries. One child got sick, and they called the parent and told them to keep them home. The existing and new staff were awesome and really helped. Planning and Community Development Assistant Kearsten O'Brien helped Ms. Sarcione put together the movie night. It went well except for the mosquitoes. They had an ice cream truck, but Ms. Sarcione thinks having the piano player at the same time as setting up the movie was too much. Next time they will time it better or split up the event. Ms. Sarcione sent out a letter to the Select Board for 2022 requests for donations to build up a fund because they lost their main donor a couple years ago. They are going to send those out Monday. Ms. Sarcione will print out the letters and send them out to local businesses to see what they can raise. Chairwoman Carey recommended sending the letter to the main donor as well because they have a lot of patience in this Town. Ms. Sarcione asked if they can ask someone who lives in Boscawen, but their business is out of Concord. Chairwoman Carey encouraged sending the letter to every business in Boscawen and Concord. Chairwoman Carey suggested thinking of businesses that benefit from Boscawen such as insurance companies. Ms. Sarcione will send out a group mailing next week and see what they get for a response. They will follow up in a month with feedback.

PCD Assistant O'Brien presented an Intent to Cut for Map 183D, Lot 15. The operation number is 21.049.10T.

**Selectman Dickey motioned to accept the Intent to Cut for Map 183D, Lot 15. Seconded by Selectman Burdick. All in favor. None opposed.**

TA Hardy sent the request for approval of the Riverbend Environmental Review to the Select Board. It is for the CDBG project. The document requires approval and the Chair to sign on behalf of the Board.

**Chairwoman Carey motioned to approve the Riverbend Environmental Review. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Burdick motioned to approve Chairwoman Carey signing the Riverbend Environmental Review approval on the Select Board's behalf. Seconded by Selectman Dickey. All in favor. None opposed.**

**Department Head Updates:** Facilities Director Gary Moore asked the Select Board to obtain \$133,000 in ARPA funds. FD Moore talked about the HVAC system they have in the Town Municipal building. The police station units are 16 years old and the Municipal building units are 19 years old. The average life span is around 15 years. It isn't new to Boscawen that they need new systems. In 2013, the Town approved \$40,000 towards these systems. In 2014, an additional \$40,000 was approved as well as \$45,000 in 2015 and \$20,000 in 2016. In 2018, the money was repurposed for a new roof for the Municipal building. FD Moore referenced the pictures he sent with the request. When the HVAC systems break, they have no choice but to fix them. It is cheaper to put money into all of them now than individually when they break. They need to consider the hatch up there because they are 1-inch wider than the systems they have up there. They will need to consider getting similar size or smaller new units. PVC and plumbing are expensive, and copper is hard to find right now. FD Moore's purpose is to try to get an approval for the money, to save it, so when they need it in the future, they have the money readily available. Selectman Dickey asked if it would be for all four units. The \$133,000 includes 3 units for the police station and 4 units up in the Town Municipal building. The library units are separate, they are also old but not in as bad shape. They need to be replaced eventually. The furnace will also need to be replaced. They don't have an estimate on it yet, but FD Moore estimated roughly \$30,000. Selectman Dickey asked if they could use the infrastructure money. Finance Director Katie Phelps doesn't have information on that funding yet. TA Hardy said there is another half of the ARPA money expected next year. Chairwoman Carey said there is a separate holding fund that they set up for the money that comes in. They have the first fund now and theoretically; the second half will be distributed next year. Each department that has a project that would be complaint with the use of this money can come forward with their proposal and the amount of money they are looking for. Finance Director Phelps read that the money could be used for ventilation purposes in congregate settings. Selectman Dickey thinks it would make more sense to replace them all at once rather than individually. Selectman Burdick agreed but also suggested a staggered replacement, so they don't hit this problem all at once again in the future. Selectman Dickey worries if they replace these four and then the library ones need to be replaced in a month, then they will have to come up with more money. TA Hardy said the price would go upward of \$50,000. TA Hardy said the police station and Municipal building systems were put in at the same time as well as the furnace. If they are in the 3-year cycle, there is \$30,000 available and availability of parts. FD Moore is asking the Select Board for the approval to replace the systems. Chairwoman Carey asked what the process would be in terms of funding. Finance Director Phelps is still working on a request form so they can be uniform across all requests and then it come before the board for approval. There were also other requests prior to

FD Moore. Selectman Dickey is aware of the other request and thinks they need to take everything into consideration. FD Moore said they have spent over \$10,000 in the past few years just replacing parts. It could become difficult and expensive in the future if they don't prioritize the replacement need. Chairwoman Carey asked TA Hardy if all the department heads know to get in their requests. Finance Director Phelps has heard of other ideas as well, but they have not been presented. PCD Assistant O'Brien submitted two requests today for two different department heads to see if ARPA would cover what they are asking for. They haven't heard back yet so the Select Board won't hear their requests until they heard back. Chairwoman Carey would like to hear from all the departments before making final decisions. Selectman Dickey thinks FD Moore is asking for permission for a proposal, not the money right now. Chairwoman Carey requested to send out the form to all the departments so they can submit their final requests before the Select Board makes their decisions. The requests must be sent in by next week. TA Hardy said in the same category they have equipment, previously discussed. Finance Director Phelps asked when PCD Assistant O'Brien might hear back about the eligibility of the projects. PCD Assistant O'Brien said they received something from NHMA. They need to resubmit the two requests again using the NHMA link. Last time they submitted a request, they received it back within 3 hours of submittal, but it could take up to a week. The Select Board will submit FD Moore's proposal and look at it next week.

Chief Kevin Wyman said they had an issue with domestic violence and restraining orders this week. One of their holding cells is filled with guns. They may have to book people at the jail. They don't have any more room in the evidence room, there are over 100 guns. They are hoping some of the restraining orders will be dropped so they can return some of the guns. Selectman Dickey asked why there are so many guns. Chief Wyman said due to restraining orders, they have no more room in the evidence room, so they must keep some in a holding cell so they can document everything correctly.

Chief Wyman said that they have been going to the START Center. This past weekend they were there all day addressing issues. There are new staff and directors and basically and they said it was a police issue. They locked the doors and left people outside for the police to deal with. It is located on Corn Hill Road. The Police station has a program with the START Center. Selectman Dickey asked if there was a way to charge the Center for a certain number of calls. Chief Wyman said they could and was going to suggest having a policy for alarms because they have been getting a lot of alarms at Dunkin' Donuts as well. TA Hardy thinks they can send it as an administrative fee. The Select Board would need to hold a public hearing if the fee does not currently exist. They could schedule one and work up numbers to make a presentation. TA Hardy said they normally use a 14-day notice for anything that effects people like fees. They might be able to do it if they notice the public hearing at least two-weeks forward from 7:00 P.M. Selectman Dickey asked if they have talked to management. Chief Wyman said he hasn't had a chance to because this week has been crazy. Selectman Dickey suggested reaching out to the Concord office to raise awareness to the situation. Chairwoman Carey asked Chief Wyman to put together a proposal of what he thinks the administrative fees should be for the service. Chief Wyman will check with Concord and put together a proposal based on findings from their services. TA Hardy said that after reviewing the statute, the public hearing will need to be on September 30<sup>th</sup> after 6 P.M.

Public Works Director Dean Hollins reported work as usual. They are waiting for parts for their mower, getting ready for vehicle inspections and replacing a culvert pipe. They think everything will pass inspection. PWD Hollins inspected the dump trucks today. They may have an issue with the one-ton. They need to put brakes on one of the pickups.

Chief Tim Kenney met with MRI yesterday. They hope to have their report out by the end of October. They have supported Chief Kenney with a lot of input and generic SOPs from other departments to adjust and put together that can fit Boscawen. They talked about recommendations that will be included in the report at the end. Chief Kenney contacted USRDA office in Montpelier, VT today in an email. They haven't heard anything back yet. Chief Kenney said they award grants and loans for lawn mowers and fire departments for rural towns. Chief Kenney hopes to know something by next Thursday.

PCD Director Easler said Planning Board met this week and approved a home business, major off Corn Hill Road. They are going to be working on changing the application. Walker Pond will be coming to close by the end/beginning of the month. They will process it with the Penacook/Boscawen Water Precinct. PCD Director Easler has been in contact with the Commissioners. TA Hardy asked if they would need special approval for the check. PCD Director Easler said they already approved it in the meetings. It will have to be signed at the closing. PCD Director Easler will notarize it. TA Hardy thinks they need a sign to show the new owner of Walker Pond once the transfer has taken place. Chairwoman Carey said to consider that it will never truly be permanently conserved if it is held by the Town. The next step would be to have it held by a third entity but still managed by the Conservation Committee. TA Hardy said the last time they discussed it; outside ownership was not well received. It wasn't accepted by the Boscawen residents. It was over the Town Forest and NH Fish & Game. PCD Director Easler said Charlie Niebling is a good resource. They have talked to him about different situations and how to conserve things for future generations so he will be a good person for recommendations. Chairwoman Carey suggested using the infrastructure money for the dam. PCD Director Easler said they are buying the dam for a \$1 if it passes Town Meeting. TA Hardy asked if Planning Board was aware that they are going to be putting a warrant article proposal through that are housekeeping regarding acquisition and ownership of land outside of the town boundaries. PCD Director Easler said they haven't talked about that yet. They will be starting Energy Committee soon. Chairwoman Carey brought forward concerns regarding the review process. There was a member who had gone through the review process of the Planning Board and there were departmental reviews that were not turned in in time. The individual showed up for approval and there were reviews missing so there was a split in the Planning Board on whether the client could move forward. It was items missing from the Town not the client. TA Hardy said it is a voluntary process, not a mandatory process. PCD Director Easler said it was on the application to be checked off. Chairwoman Carey said there were concerns regarding if it creates a problem. A suggestion was made by the Planning Board Chair that if they had no comment to just indicate it.

PCD Assistant O'Brien said the first Hazard Mitigation meeting for this year will be September 14<sup>th</sup>. Stephanie Alexander from Central New Hampshire Regional Planning Commission sent PCD Assistant O'Brien the meeting materials for the Hazard Mitigation meeting. The agenda will be posted.

PCD Assistant O'Brien did get a quote from ADF flooring. It was under the \$3,000 purchasing limit. TA Hardy approved them moving forward with the installation of carpet in the foyer. They will be installing the carpets on September 20<sup>th</sup> and 21<sup>st</sup>.

PCD Assistant O'Brien requested guidance from the Select Board regarding mandatory trainings for Primex joint loss. Primex is recommending that they require mandatory training. Selectman Dickey agrees for Town employees but not the Select Board. PCD Assistant O'Brien said they are considered Town employees. PCD Assistant O'Brien suggested having a separate training in the evening for volunteers, along with any employees who may not be able to make it as well as the Select Board. It does affect their discount. TA Hardy said the issue they are running into is people already went through that type of training, so they decline the offer to attend the Primex training. They need to make it mandatory or offer evidence of previous similar training if Primex allows it to be used. They need to focus on certain ones such as the cyber trainings. Selectman Dickey asked how Public Works does their cyber trainings. The trainings that Primex recommended are available 24/7 but it is up to department heads on how they set up their trainings. PCD Assistant O'Brien said they could utilize Mya's computer located behind her desk if they need help accessing or navigating a computer. PWD Hollins said they are going through their training right now. PWD Hollins completed his training. They have a tablet and computer. One employee opted to do a training at his house because of his work schedule. PWD Hollins left it up to the employees to choose whether they take it at home or during their workday. Chairwoman Carey asked if it would be easier to have Primex come in for in-person training days. PCD Assistant O'Brien said they are going to have two in-person trainings, one request went out for October 1<sup>st</sup>. They spoke with Detective Adinolfo about doing another training at nighttime for volunteers. Chief Kenney is contacting Chief Brechtel for CPR training. They will see if they can do a training at night, at Chief Brechtel's convenience. The other online trainings are up to the department heads. The two in-person meetings are highly recommended by Primex. Ms. Sarcione said their two new counselors never got CPR certified and need to be by next year. PCD Assistant O'Brien will keep Ms. Sarcione updated on training dates. PCD Assistant O'Brien asked that the Department Heads send her the certificate and then she will submit it to Finance Director Phelps and to Primex.

**Selectman Dickey motioned to make the Primex trainings mandatory for Town employees. Seconded by Selectman Burdick. All in favor. None opposed.**

**Old Business:** TA Hardy asked the Select Board may need to think about discussing mask use again. Chairwoman Carey asked if there is an update from EMD Jason Killary. TA Hardy said they are preparing information and writing procedures for what they would for if they were self-monitoring and what is currently out there with the breakthrough and infections. Also, there is a high number of children with COVID-19. EMD Killary will bring recommendations to a meeting for discussions. TA Hardy thinks there may be a change in masks being worn short-term for appointments. They are putting it on the September 16<sup>th</sup> agenda to discuss and ask EMD Killary for guidance.

Selectman Dickey asked for an update for 7 Baker St. TA Hardy said the disposal quote has gone up quite a bit. They are looking at a \$12,000 disposal. They are now looking for another bid as required. The test came back and only one area, the tar paper. They will deal with it during the

disposal. The quote was from the company Franklin, NH usually uses. There is a potential new tenant for the MH Park that has already acquired a new unit for the 7 Baker lot. TA Hardy is going to ask them to hold the property in Tilton, NH until the site is ready. It is up there now; a unit was built for a customer, and it fell through, so it is now in stock. Chairwoman Carey asked if there is willingness of the park to pay for half of the disposal. TA Hardy is working on another other options at this time. The rental costs they want to charge the Town and not others are inconsistent.

**Selectman Dickey 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). 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.**

**Selectman Dickey 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.**

**Next Meeting:**

Thursday, September 16<sup>th</sup> @ 6PM.

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

*Respectfully submitted by Hannah Gardner*