

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, September 23rd, 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, Nicole Hoyt, Katie Phelps, Kellee Easler, Chief Tim Kenney, & Chief Kevin Wyman

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.

Planning and Community Development Assistant Kearsten O'Brien presented the Select Board with the seven nonpublic minutes from last week for discussion. They were not sealed, and they are requesting they be amended. PCD Assistant O'Brien clarified they are the minutes under B and L. They would just like clarification on if they need to be sealed or not. Chairwoman Carey doesn't have a problem leaving them unsealed.

Selectman Burdick motioned to approve the 09.16.2021 nonpublic minutes. Seconded by Selectman Dickey. All in favor. None opposed.

New Business:

PCD Assistant O'Brien said Avitar recommended the Solar Exemption be approved for Tax Map 49, Lot 45.

Selectman Burdick motioned to accept the Solar Exemption for Tax Map 49, Lot 45. Seconded by Selectman Dickey. All in favor. None opposed.

PCD Assistant O'Brien presented an Intent to Cut, Map 47, Lot 6 operation number 21.049.11T for approval.

Selectman Burdick motioned to approve an Intent to Cut for Map 47, Lot 6, operation number 21.049.11T. Seconded by Selectman Dickey. All in favor. None opposed.

Planning and Community Development Director Kellee Easler and Building Inspector Charles Bodien previously sent a recommendation letter to the Select Board recommending Alan H. Hardy for Code Enforcement Officer and Back up Building Inspector. PCD Director Easler is looking for the Select Board's opinions on the letter. They are updating administrative fees next week and she is adding a fee for Code Enforcement Review for \$50.00, plus \$10.00 for the admin fee. PCD Director Easler confirmed that the adjustment of fees would cover the individual doing the work. Chairwoman Carey asked if they are looking for an appointment to appoint the

positions. Town Administrator Alan Hardy said the Building Inspector & the Code Enforcement Officer is an appointment of the Select Board. They would both be appointed with an appointment letter. PCD Director Easler will present the Select Board with appointment letters at the next meeting.

PCD Director Easler said they talked with the Conservation Commission about Merrimack Valley High School students that would like to volunteer. PCD Assistant O'Brien said Mark Ciarametaro had reached out to them regarding the Trail Head Clean Up he saw in the News Vine. They were wondering if going forward, they could have high school students volunteer. PRIMEX recommends they have staff onsite with the volunteers. PCD Assistant O'Brien was working with the Select Board to select dates and times because they will have to have their parents sign off, giving permission. The high school students can only use hand tools. If the individuals are over 18 years old, they don't have to have a parent signature, but they do have to sign the form themselves. The Conservation Commission is okay with doing it, but Mr. Jeff Abbe would like PCD Assistant O'Brien to organize it before. Mr. Abbe would be the Conservation Commission Liaison. Chairwoman Carey asked if the group of high schoolers interested in conservation and trail work might also be interested in the traffic circle garden. TA Hardy suggested checking with the State about under age volunteers working in the Circle. Finance Director Katie Phelps mentioned they already had minors helping in the traffic circle when they planted. PCD Assistant O'Brien said they will check with PRIMEX and the State on that.

Department Head Updates:

Cyber Security Incident Response Plan: Finance Director Phelps asked the Select Board if they had time to review the document. The Select Board reviewed the document. Chairwoman Carey mentioned there were two commas in the first paragraph. FD Phelps will redo the first page but if the draft is okay thus far, she asked for the Select Board to sign and approve it. This draft version includes the addition of cellphones on the first page under 'Scope' per Chairwoman Carey's request.

Chairwoman Carey motioned to accept the Town of Boscawen's Cyber Security Incident Response Plan. Seconded by Selectman Dickey. All in favor. None opposed.

Finance Director Phelps suggested tentative dates for the Budget Meeting & Hearing. The Budget Meeting is scheduled for January 27th after 6pm and the Budget Hearing is scheduled for February 10th after 6pm. The Budget Committee confirmed that the dates work for them. FD Phelps said they will wait on the notice because they don't know how COVID-19 will influence having an in-person vs remote meeting. They need to provide a notice 14-days in advance.

Town Clerk Nicole Hoyt said they had a big update on legislation concerning Town Clerks. A lot of the bills are just looking at elections. One bill is asking for a forensic audit of the general election for at least three of the races. Town Clerk Hoyt is unsure what would cost the Town. There is a lobbyist that wants to register cats. They are hoping it doesn't pass. Selectman Burdick was not present when they talked about at Town Meeting, the Fence Viewers, Official Weighers and Surveyors of Wood and Lumber. They had a discussion at the last election to look at this

going forward. The incumbents get voted in every year even if they aren't alive. They could do research on what would need to happen, but Town Clerk Hoyt would like the Select Board to be thinking about it. TA Hardy asked if other Town's do the same thing. Town Clerk Hoyt will find out this information. Town Clerk Hoyt was nominated by the New Hampshire Tax Collector's Association for second Vice Presidency to the Association. If Town Clerk Hoyt is voted in, it would be in October. They aren't sure exactly what it entails but Town Clerk will inform everyone as she learns.

Human Services Administrator Sarah Gerlack reminded everyone to check their file boxes and give her their numbers so that they know how much to budget for destruction services. They are going to hire a company and it is \$10.00 per box. Finance and the Police Department are all set. HS Administrator Gerlack said it is time for fuel assistance so most people that they work with have already reapplied. HS Administrator Gerlack asked if anyone knows of individuals in the community that need help with fuel assistance, to send them to her so she can help them get signed up. It is one area they have been able to cut back on their budget in the last couple of years, by getting them set up with CAP for their fuel assistance. HS Administrator Gerlack and Sandy from Elmwood have been in negotiation for the Shelter Agreement. HS Administrator Gerlack received their first email about the Holiday Food Baskets. Sign-ups will be starting soon so WA Gerlack reminded everyone to save December 22nd at 7am in their calendar. HS Administrator Gerlack talked to Lynne Davis at the Police Station and since they do Christmas for Kids, they talked about working together. On welfare's application it will ask if they need 'Christmas for Kids' and on the Police application it will ask if they need Holiday Food Baskets. If someone signs up for both, Ms. Davis will be available that day outside so they can pick up their toys and baskets. HS Administrator Gerlack said they currently have 22 children currently enrolled in the Backpack Program. Haley has been working with the Social Worker at Boscawen Elementary School to make sure every child in need gets one.

Chairwoman Carey asked about the possibility of having the Town Clerk and Tax Collector's office open for half a day on Fridays. HS Administrator Gerlack said they will look at it. One of the huge benefits of not being open on Fridays is that they can do team meetings. They can't hold meetings during the week because it is open to the public. Town Clerk Hoyt said they also schedule trainings and write-ups that go in the Merrimack Valley Voice and the Newsvine. Town Clerk Hoyt said to keep in mind that people have more access to being able to pay their car registration and taxes. They have 24/7 access online as well as the drop boxes. Haley is also running the Backpack Program on Fridays, so she is not available during open hours. Selectman Dickey suggested evaluating their schedules and seeing if they can do a half a day in the morning from 8:30 to 12:00pm. HS Administrator Gerlack said they will discuss the recommendation during their team meeting tomorrow.

Facilities Director Gary Moore said the Human Service Office is completely painted now. The Police Station has new carpeting designed to be skid proof to address trip and fall injury concerns. The Dorval House painting project will start on Tuesday. They have a crew of five people coming for two days. They dropped off 8 gallons of paint already. They are doing dark grey with a white trim. They have a lot of patch work to do and a power washer coming on Tuesday. On Monday, an automatic door opener is going to be installed at the library. The funds are coming out of the library. There will be a push button for people in wheelchairs and strollers.

FD Moore said the main problem right now is the porch on the Municipal Building. They want to maintain the historic value of the building. It gets expensive because of the quality of the wood which is mahogany. The contractor that FD Moore is recommending is very knowledgeable in this field of work. They want to use stainless steel screws. The stainless steel will look way better, and the mahogany will darken with age. Selectman Burdick suggested using 'teak' which is a great type of wood as well. FD Moore hasn't researched teak but talking to people that knew the history of wood, they suggested mahogany. The accessibility to materials these days is hard. They originally couldn't find enough mahogany, but they were able to find enough to do it.. FD Moore wouldn't want to take a chance of losing this wood by spending more time researching materials. FD Moore would like approval to move forward with this project. There is sufficient money in the Municipal Facilities Capital Reserve Fund. Selectman Dickey asked if they know how the wood will stand up if someone puts salt on it over time. FD Moore did not ask about how it holds up to salt but he is confident it would be fine. They will put a coat of sealant on it every couple of years. Selectman Burdick suggested an option for side mounting the decking material with screws. There are brackets they can use repeatedly where they can hide the screws so there can be a continuously smooth surface. FD Moore said he would have to requote the job and see if they are interested in using that type of connection. FD Moore would rather go with the stainless steel screws on top, but he can do more research if the Select Board prefers. Selectman Dickey said they previously had a vote for mahogany over treated wood. The quote for the porch comes to a total of \$12,000. The contractor is Shane Belanger out of Salisbury, NH. FD Moore can send examples of houses and decks he has completed. Chairwoman Carey asked if they need to move the Capital Reserve money. Finance Director Phelps said they would pay the bill when it comes in and then do paperwork on the finance end to request it from the reserves.

Selectman Dickey motioned to move forward with Belanger Construction & Design, Inc. for repairs to the porch on the Municipal Building totaling \$12,000. This will be paid from the Municipal Facilities Capital Reserve Fund. Seconded by Selectman Burdick. All in favor. None opposed.

Chief Kevin Wyman reported that the new carpet looks great in the Police Station. Ms. Lynne Davis is organizing file cabinets and painting. The new PD Cruiser came in yesterday. They should have the amount of the check for the Select Board to approve next week. In another four weeks they should have it equipped for the roads. Selectman Dickey asked what is going on with the mutual aid from Webster. They are traveling down Corn Hill Road at a high rate of speed with their lights on. Selectman Dickey said this weekend they went down the road about 4 to 5 times. Chief Wyman said they have been getting calls but they are short staffed, so they are relying on other towns for backup. Webster Police Department has been helping Boscawen PD a lot.

PWD Dean Hollins has been working on the culvert replacement this week. It should have taken them 3 days but if it isn't raining tomorrow, they will finish it up. The water is flowing but they just need to clean up the people's yards that they tore up. Selectman Dickey asked if the trucks have been inspected. PWD Hollins said they are working on getting them inspected but had a few issues regarding oil spilling. One of the trucks was inspected.

Old Business: PCD Director Easler asked for authorization for TA Hardy to sign on behalf of the Select Board for the Walker Pond closing on Tuesday. The check of \$90,000 will be distributed after the deed has been recorded.

Selectman Dickey motioned to authorize TA Hardy to sign on behalf of the Select Board for the closing of Walker Pond on Tuesday, September 28th. Seconded by Selectman Burdick. All in favor. None opposed.

PCD Director Easler reported that they are still working on the final details of the Morrill Easement. It is set for completion towards the end of October. PCD Director Easler has been in contact with them.

PCD Director Easler reported the court updates are the same. On October 1st is 20 High St. and October 20th is Kenney's Garage. Kenney's Garage should be attending the October Planning Board meeting. PCD Director Easler sent the Select Board the request proposed by Gary Kenney and support documents so they could review it. Gary Kenney will need to attend a Planning Board meeting to make the request at a Public Hearing since it is linked with a Lot Line Adjustment from June, 2021. The Planning Board meeting is Tuesday, October 5th at 6:30 pm.

PCD Assistant O'Brien received a phone call this week to use the Boscawen Town Park for a birthday party. It would be October 10th from 11am to 1pm. PCD Assistant O'Brien asked the Select Board if they would like a procedure moving forward for utilizing the park. Selectman Dickey said the last time someone asked they decided it was public use. Selectman Dickey said when PCD Assistant O'Brien says they can use the park, to also let them know they must clean up all their trash. TA Hardy said for an organized charged event it would be different but for family use it would be appropriate.

TA Hardy was asked by EMD Jason Killary to read an update for the Board in his absence. Even with additional positive tests the last few days, the current case count in Boscawen has dropped to 7. The current case count in surrounding areas has also dropped. EMD Killary expects it to stay around this area for a while and then elevate when the outdoor conditions change, and people spend more time inside. It would probably spike around November. EMD Killary reminded the Select Board that everyone is moving to 10-digit dialing, effective on October 24th. EMD Killary stated individuals should make sure their phone contacts have '603' before the number as needed.

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 Nonpublic minutes for six months. Seconded by Selectman Burdick. All in favor.

Motion made by Selectman Dickey to hire Katherine Phelps as the new Town Administrator effective January 1st, 2022 with a starting salary of \$62,504 with a two-step increase after the ninety days to \$65,042. Seconded by Matthew Burdick. All in favor.

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

Next Meeting:

Thursday, September 30th @ 6PM.

Respectfully submitted by Hannah Gardner