

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, October 7th, 2021, at 6:00 PM**

In Attendance: Lorrie Carey, Matthew Burdick, Alan Hardy, Kate Merrill, Dean Hollins, Sarah Gerlack, Norma Caporale, Nicole Hoyt, Katie Phelps, Kellee Easler, Chief Tim Kenney, Kearsten O'Brien & Lt. Jason Killary.

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

Roll Call: completed and guests introduced.

Selectman Matthew Burdick motioned to approve the Consent Agenda as amended. Seconded by Chairwoman Lorrie Carey. All in favor. None opposed.

Chairwoman Carey sent requests of grammatical changes for the Select Board 09.30.21 DM to Finance Director Katie Phelps.

New Business: Town Administrator Alan Hardy said Ted Houston's cutout of a cow and sheep created by Historical Society members are at the Historical Society building, outside on the grass. The Historical Society members are proposing to allow the two animals to go back to the town pound if the Select Board approves it. TA Hardy is concerned they are missing an important part to the conversation, the Niebling family. They originally proposed the idea of the town pound restoration and were involved in the discussion about the cutouts in the pound. Mr. Charlie Niebling recommended the Historical Society contact the Town since the Town is the actual owner of the town pound. TA Hardy would like to have a conversation with Mr. Niebling before the Board moves forward with it. Chairwoman Carey asked to put Mr. Charlie Niebling on the agenda for next week. TA Hardy said it could also be written communication by Mr. Niebling. Chairwoman Carey asked if the Historical Society wanted to loan the Town cutouts and if the Town would need to insure them or get a MOU if they got lost, stolen or damaged. TA Hardy read at no cost for use of display in the pound on a seasonal basis from the Historical Society letter. The Historical Society would store the cutouts in the winter. Chairwoman Carey would like to research further on what the Town would need to do as well as hear from Mr. Niebling. TA Hardy said they will ask Primex for their guidance on the proposal.

FD Phelps had a copy of the Select Board Rules of Procedure that was sent out. Selectman Paul Dickey had a request to modify regular meetings per the RSA and remove 'weekly'. FD Phelps didn't find anything on how frequently the Board must meet so they aren't sure what Selectman Dickey is referencing. FD Phelps emailed Selectman Dickey for clarification on what RSA but hasn't received a response. Selectman Burdick said the mandate from the State requires one meeting a month. Selectman Burdick thinks Selectman Dickey was stating that instead of having it locked in weekly during summertime, have it open to discuss. TA Hardy said an issue in Boscawen and other Towns, is the concept that three members are necessary to conduct business. FD Phelps recommended adding that the Select Board reserves the right to amend the scheduled meetings as necessary. Planning and Community Development Assistant Kearsten O'Brien

suggested 'meet weekly or as the Select Board sees fit'. Selectman Burdick said they will sign next week with the revision.

Town Clerk Nicole Hoyt said a resident accidentally registered a vehicle twice. The Town only refunds if the State refunds and the State just refunded. The Town would be refunding the resident \$56.

Selectman Burdick motioned to refund \$56 for a motor vehicle registration to a resident who made a duplicate payment. Seconded by Chairwoman Carey. All in favor. None opposed.

Chairwoman Carey motioned to accept \$6,317.19 for Timber Warrant 21.049.08T Map 83, Lot 62. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to accept Resident ET approved for a Veteran's credit for Municipal Tax Map 81D, Lot 19. Seconded by Selectman Burdick. All in favor. None opposed.

TA Hardy said they received a power quote today and it is not good compared to the rate last year. The different length of proposals is higher and based upon last year's numbers, the estimate shows what will go up on an annual basis. TA Hardy said they can express that the Select Board is uncomfortable with the level of increase and would like them to take another look at other options. TA Hardy would like the Select Board to allow another week to do more research. They will discuss research found next week.

EMD Jason Killary met with FD Phelps and TA Hardy regarding the COVID-19 concerns from last meeting. EMD Killary addressed one concern about meetings referring to general duties and clarified it as just in reference to meetings. EMD Killary wrote that people who are minimally sick (cold, headache, NOT fever) can come into work at their own discretion and shall be tested. Ultimately, it will be up to the employee's discretion regarding attendance. If an exposure happens in the work environment, all necessary testing will be covered through workers compensation. The update states Department Heads can require employees to wear masks if they feel it is deemed necessary. EMD Killary discussed that vaccinated employees are required to test 3-5 days after exposure and will be allowed to remove their mask with a negative test whereas unvaccinated individuals will need to test 5-7 days after exposure and cannot remove their mask until their quarantine is over. Pfizer's vaccine is awaiting approval for 5 to 11 year olds. This juvenile vaccine seems promising in lowering the adolescent COVID rates. At any meeting attended by an employee acting in their official capacity, regardless of location, all employees and volunteers must wear masks when 6 foot social distancing cannot be achieved. EMD Killary will amend the COVID-19 update again and have it out as soon as possible. Planning and Community Development Director Kellee Easler will send out the COVID-19 update to all of her volunteers once it's finalized.

EMD Killary reported the Police Department will be fully live on all tablets starting tomorrow. They will be updated with current technology. Before tablets, police officers would have to physically write down information and then record it into the IMC system once at the Police

Station. Now they can log in remotely to the Sheriff's office dispatch. It is a way of getting IMC Mobile without paying for the app. The tablets use a Verizon hotspot because they were bought specifically through Verizon with a fixed IP address. The interconnectivity makes it easier during accident reports. The tablet allows officers to quickly submit a report, allowing narratives and pictures to be submitted without returning to the station. Selectman Burdick asked if narratives are based on specifically what happens at the scene or what the officer interprets happened. EMD Killary said minor accidents and traffic stops should only be a few sentences whereas deaths and injuries could require more in-depth description. Selectman Burdick asked if the bodycams would help simplify narrations of the accidents. EMD Killary said they have the bodycams, but they haven't jumped into the technology yet. They are taking one project at a time, starting with the new tablets. The bodycams will be connected using a different system, registered through AXON, which provides a cloud storage account. Chairwoman Carey observed people speeding through the school zone even with the flashing lights. EMD Killary said they will investigate the issue.

PCD Director Easler said staff upstairs has an energy conference tomorrow, October 8th. They are hoping the first energy committee meeting will be held next month. PCD Director Easler will have more information next week.

PCD Director Easler said the Tree Stand Permit Final was put together by PCD Assistant O'Brien. They asked the Select Board to review it and submit any necessary changes. The Board was in agreement.

PCD Director Easler said they changed the job description for the PCD Assistant position. They updated the description but haven't changed the title. They would like the title to be updated to 'Deputy Planning and Community Development Director'. The Board was in agreement.

FD Phelps stated that all departments can present their request for ARPA funds. Chairwoman Carey asked if they have a total amount of what the current requests come to. FD Phelps said the current requests exceed what they have in the bank. Chairwoman Carey asked if the Police Department request for \$50,000 includes salary and benefits. FD Phelps said Chief Kevin Wyman stated the amount was for the first-year salary only. Chairwoman Carey requested that personnel requests be comprehensive, including both salary and benefits because it is the actual cost to the Town.

Chief Tim Kenney requested \$3,573.61 for basic equipment to start an EMS department. Basic equipment would include blood pressure cuffs, defibrillator, a cardiac monitor and glucose monitoring strips. The Fire Department currently doesn't do anything with EMS, nor do they have a license for the department. They responded to 84 medical incidents last year, mostly car accidents. Most of the responses related to mutual aid for Penacook Rescue calls. Chairwoman Carey clarified that basic equipment is in the bag which will be placed in the trucks. As needed supplies will be an ongoing cost such as glucose test strips. Chief Kenney would be open to waiting until next year to prepare for EMS. First, they still need to apply for a state license, onboard EMTs and get a system to follow state requirements and write tempest reports for the State of NH. FD Phelps provided a response from GOFERR regarding if the purpose is covered

under ARPA. Chief Kenney said they will start working on the other requirements and work towards being ready to go if funds are approved.

Selectman Burdick motioned to approve utilizing ARPA funds to pay \$3,573.61 for EMS/EMT supplies requested by the Fire Department in the second term. Seconded by Chairwoman Carey. All in favor. None opposed.

TA Hardy requested \$7,233.98 be approved and refunded from the ARPA Fund to the Town's General Fund for Vollara air purification units purchased to reduce airborne contaminants, bacteria and viruses.

Chairwoman Carey motioned to transfer \$7,233.98 from the ARPA Fund to the General Fund to pay for the Vollara ventilation improvements. Seconded by Selectman Burdick. All in favor. None opposed.

PWD Dean Hollins requested to use the ARPA funds to hire a full-time employee. The employee would mainly work at the Transfer Station but occasionally will assist with Public Works. PWD Hollins stated a traffic study showed that the Transfer Station was averaging over 500 vehicles on Saturdays. Employees spend several hours working outside of the normal business hours at the Transfer Station. Employees have stated they could barely keep up with recycling, let alone other tasks. PWD Hollins researched what other local Towns are paying and created a rough estimate for an employee salary. PWD Hollins stated average pay is around \$14 to \$30/hr. with a higher salary towards candidates who have a CDL license and able to run equipment properly. PWD Hollins stated the salary does not include benefits. They plan to take \$36,000 for the first year and \$18,000 for the following year. Due to ARPA's guidelines, salary cannot exceed over \$25,000, covered under premium pay. PWD Hollins will find more information in hopes to cover the funds under reduction in revenue for COVID-19 support staff. PWD Hollins also requested if there is money left to use it for sewer upgrades. Chairwoman Carey would like more clarification on what the request would fit under for ARPA funds. FD Phelps will seek clarification on the use of ARPA funds for a Public Works employee salary and follow up with the Board.

TA Hardy requested to use the ARPA funds to replace the HVAC units at the Municipal Office and Police Department. The units are progressively getting worse and requiring repair. The previous money set aside was used to repair the roof. Installation of the new units will provide a freon free, safer and more cost efficient energy system. The Town will be eligible for a small grant related to energy awareness. The HVAC unit replacements would be covered under the first category of the Public Health response. The changes include replacing four attic units in the Town Municipal Building first. Secondly, they will replace three units at the Police Department. Chairwoman Carey asked if there is an opportunity to do a new system at Public Works. PWD Hollins said they only need a window unit. They did a replacement window 2 years ago, but it was too small. The floors could not support a portable unit with the amount of space they have. TA Hardy suggested that an engineering study is planned if a new facility is planned for Public Works. PWD Hollins said a mini split unit may work for the short term. TA Hardy said they could put the mini split unit in first before starting at the Town Municipal Building. Mini-splits typically cost under \$5,000 including components and labor.

Chairwoman Carey motioned to accept utilizing \$136,000 from the ARPA funds to replace the HVAC units at the Municipal Building, Police Department and a mini split for Public Works. Seconded by Selectman Burdick. All in favor. None opposed.

Welfare Administrator requested \$45,000 for the Human Resource Department. Over 3 years, \$10,000 would benefit the Boscawen Backpack Program. It assists children in the Town of Boscawen from grades Kindergarten to high school. Another \$25,000 would be used for affordable housing. The funds would be used for anyone asking for help with rental assistance, mortgage assistance or effected by COVID-19. The remaining \$10,000 would be used to combat homelessness for the 2021-22 season. The first half they would be requesting \$27,500 and the remaining \$17,500 would be requested for the second half use. It would be covered under the supported Public Health response due to homelessness and negative economic impact caused by pandemics. WA Gerlack stated the ARPA funds, if approved, would make a significant decrease in the budget for taxpayers. The Backpack Program will be fully funded for the next three years causing an \$18,200 decrease in the budget by 2022. Starting in 2023, a decrease of \$9,000 per year can make a difference for taxpayers.

Selectman Burdick motioned to approve utilizing the ARPA funds for the Human Services Department in the amount of \$27,500 for the first allotment of funds and \$17,500 for the second allotment of funds. Seconded by Chairwoman Carey. All in favor. None opposed.

EMD Killary spoke on behalf of Chief Wyman, requesting to use the ARPA funds to add an 8th person to the Police Department roster. The new hire would be able to supply overall coverage to the Town including overnights and supplemental coverage without a huge pay increase in the budget. Chief Wyman created an ARPA request that would pay for 100% coverage the first year, 50% coverage the second year and the third year would be paid by taxpayers. Chairwoman Carey would like clarification on the total cost including benefits.

Department Head Updates: FD Phelps updated the Select Board on the Health Trust Rates for 2022. Health insurance rates will decrease by 8.1% due to the decrease in claims utilization. Life and long-term disability will have no change. Short term disability will change from 44 to 37 cents per \$10 of weekly benefits.

Town Clerk Nicole Hoyt attended the House Election Law Executive Session yesterday. They did not wear masks because they were able to socially distance. Most of the proposed bills did not pass and three bills are still in question. The first bill looked at the definition of electioneering. Town Clerk Hoyt said it pertains to Moderator Charlie Niebling and requests that residents can wear what they want but not elected officials. They discussed what it would mean for the Moderator to handle. The second bill was an interim study that proposed the idea that individuals would need a picture ID when presenting someone else's ballot. As of now, the only required information is a ballot form and signature. The last bill discussed the columns on the ballot. A possible rotation of columns will come with more analysis as voters may only be reading the first column. Regarding Town Elections, Town Clerk Hoyt solicited information from other Town Clerks who said Weighers only deal with meat and hay, only included on the Exeter ballot. The Surveyors only pertain to wood and lumber such as cordwood and shingles. Town Clerk Hoyt received 25 responses regarding Fence Viewers these elected officials

mutually agreed on boundary disputes with all other inquires handled by the Select Board. Town Clerk Hoyt discussed hog reeves which are used to catch hogs and fit their noses for rings. Including Boscawen, Town Clerk Hoyt stated if someone refused to participate, they had to pay 20 shillings but a good percentage of towns, including Boscawen, do not have hog reeves. Chairwoman Carey said one individual voted in during our current Town Election is no longer with us. Town Meeting should stop voting in historical positions and take them off the ballot. TA Hardy suggested putting the question out in a public hearing on whether to continue these positions. Town Clerk Hoyt will write up an announcement for a public hearing.

WA Gerlack was asked to advocate for a family in Town to get services in their house. They are going to assist the family, but it will be a long process. They have 24 bags for the Backpack Program.

PWD Hollins received a quote for \$13,000 on their 2010 dump truck which included sand blasting the frame, painting and new wheels. They wouldn't be able to do it until the spring. PWD Hollins will reevaluate the quote towards the end of the year to see if they have a budget for it. They are meeting with someone from American Fence in Hooksett tomorrow to look at fence displays. The company that PWD Hollins received the first quote from hasn't reached out. They have been monitoring stickers at the Transfer Station. On Saturday, a gentlemen refused to pay his Transfer Station Slip. PWD notified Lt. Killary and reached out to the resident, at that point they agreed to pay.

Chief Kenney spoke about fire education and prevention since October is Fire Prevention Month. They plan to create a day to visit schools for education. In addition, they would like approval to run a contest, to allow students in grades K through 5th grade (2 from each grade) to ride the fire truck to home from school. After speaking with PRIMEX, coverage of both entities is approved. Chief Kenney wants to create an open house for adult education at the end of October or beginning of November. Safety measures will be taken as all trucks have passed inspection and students on the trucks will be wearing masks, social distancing and provided with a school member for supervision.

Selectman Burdick motioned to allow students in grades K through 5th grade to ride on the fire truck if they win the contest. Seconded by Chairwoman Carey. All in favor. None opposed.

Old Business: PCD Assistant O'Brien updated the Select Board on volunteer clean up and trail work. They spoke with Mr. Mark Ciarametaro from the Merrimack Valley School District about high school graduation requirements. Mr. Ciarametaro stated they would help with volunteer hours for students including assistance in committees such as AgCom and Beautification, if Primex allows. Mr. David Bullock from Primex said they would accept the volunteers if appropriate supervision for coverage if given authority by the governing body. PCD Assistant O'Brien said they would need individual motions.

Ex-Officio Committee Update: Chairwoman Carey attended the Economic Development Committee meeting which they talked about recommending the Town to support 79E. They would like Central New Hampshire Regional Planning Commission to discuss community

impact on the Town and advocate for 79E at the Town meeting. They also talked about the Municipal Tax Transfer. They would like to delay it another year due to overwhelming Town residents with another tax. If they delay the Municipal Tax Transfer, it will give less accumulation for the King St. project. There was no update on the kiosk at the Boscawen Park.

The Planning Board met this week and talked about a new development going in where Kesavan Trailer Park was, now called Villa Brasi Lane. The four new buildings will be duplexes and after the developer spoke with Alan's Restaurant the fence may be coming down. Each unit will have a garage underneath and wrap around porches.

Hours of Operation: Chairwoman Carey mentioned the discussion last week regarding the possibility of opening the downstairs to the public on Friday's. Town Clerk Hoyt would like clarification on the purpose of opening, complaints received and services for the proposed change. Chairwoman Carey stated complaints were made about not answering phones as well as drop off boxes. Selectman Burdick has heard complaints regarding online transactions for registration with certain populations. Town Clerk Hoyt said no written complaints have been made. Town Clerk Hoyt stated that many new additions have been made available for the residents to access such as 24/7 access to registrations for cars, property, dog, and sewer. Online quotes, transactions, drop-off boxes and lobby forms have also been provided at a 24/7 access for convenience. Town Clerk Hoyt stated the only complaints received have been pertaining to credit card fees online and preference to pay over the phone. Town Clerk Hoyt stated that not enough information has been provided yet but a "1-800" number is available to pay balances but will be made public to the residents after more information is accessed pertaining to the service. From an employee's perspective, they are responsible for all online transactions, drop-offs, mail, and weekly tasks. Opening on Friday would prohibit employees from organizing their own schedule as they would be tied to a window. The Department meetings occur on Friday, and they are unofficially open by appointment for the public. The new phone system converts messages to emails which can be accessed by employees 24/7. If complaints increase, a reevaluation will take place. Selectman Burdick thinks they should review the discussion next week when all Select Board members are present. Town Clerk Hoyt won't be present next week so they will resume discussion the week of October 21st.

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.

Motion made by Chairwoman Carey to proceed with the plan of action discussed and suspend the Appointment Policy pending review and revision by the Town Administrator. Seconded by Matt Burdick. All in favor. None opposed.

Motion to seal the non-public minutes under RSA 91A:3 II (C) for three years made by Chairwoman Carey and seconded by Matt Burdick. All in favor. None opposed.

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

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

Motion made by Chairwoman Carey to hire Kate Merrill as Finance & HR Director effective December 27, 2021 at a starting rate of \$22.87 (Grade 14, Step 3) with a 90 day increase to \$23.80 (Grade 14, Step 5). Salaried exempt, no contract.

Next Meeting:

Thursday, October 14th @ 6PM.

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

Respectfully submitted by Hannah Gardner