

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, November 4<sup>th</sup>, 2021, at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Alan Hardy, Dean Hollins, Nicole Hoyt, Kellee Easler, Chief Tim Kenney, Kearsten O'Brien, Chief Kevin Wyman, Scott Maltzie, Nancy Towle, Gary & Tama Tillman.

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 Chairwoman Carey. All in favor. None opposed.**

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

Selectman Burdick phoned into the non-public session.

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

The Select Board returned to public session.

Selectman Dickey apologized to employees for coming across unprofessional in last week's meeting. Selectman Dickey acknowledged that employee's health insurance is important and looks forward to correcting it.

Chairwoman Carey would like to take a vote regarding employee health care. It would be to delay any increase in the insurance costs to employees and maintain the status quo at 95% coverage by the Town. The insurance rates are decreasing by 8.1% and the Town is receiving a \$33,000 health surplus return. The Select Board will reevaluate rates next year and they asked employees to partner with them by keeping claims down.

**Chairwoman Carey motioned to delay any increase to insurance costs at this point with a reevaluation next year. Seconded by Selectman Dickey. All in favor. None opposed.**

**New Business:** Dr. Scott Maltzie volunteered to be on the Energy Committee. Dr. Maltzie worked as the Assistant Director for the NH State Energy Office which was originally the Governor's Energy Office. Dr. Maltzie ran the Energy Conservation Program for 10 years. He has served under four different Governors. He then worked at Energy North as Marketing Services Manager. He also started his own energy company and ran it for 10 years. Currently, Dr. Maltzie is an Assistant Professor of Business Administration at Lakes Region Community College. Renewables is his area of expertise, and he hopes to be a help wherever he is needed.

Dr. Maltzie has lived in Boscawen for 22 years and wants to give back to the community. He is also a member on the Zoning Board of Adjustment.

**Chairwoman Carey motioned to approve Dr. Scott Maltzie joining the Energy Committee. Seconded by Selectman Dickey. All in favor. None opposed.**

Ms. Nancy Towle volunteered to be on the Beautification Committee. Ms. Towle has lived in Boscawen for 52 years. She has been gardening for the Town of Boscawen for 12 years and loves helping the community when she can. In June, Ms. Towle picks up trash 2-3 times a day and performs gardening tasks daily to keep Boscawen looking beautiful.

**Selectman Dickey motioned to approve Ms. Nancy Towle joining the Beautification Committee. Seconded by Chairwoman Carey. All in favor. None opposed.**

Planning and Community Development Assistant Kearsten O'Brien presented a timber warrant for Map 183D, Lot 15 in the amount of \$199.65.

**Chairwoman Carey motioned to accept the Timber Warrant 21.049.10T for Map 183D, Lot 15 in the amount of \$199.65. Seconded by Selectman Dickey. All in favor. None opposed.**

Deputy Planning & Community Development Director O'Brien said Life Safety Officer Chuck Bodien did another inspection at Dollar General. Their aisles have been congested with products. Employees are not able to put products on the shelves in a timely manner before the next shipments arrives. They are receiving back ordered items causing the items to come all at once. Life Safety Officer Bodien is in contact with the General Manager and the issue should no longer continue.

Town Administrator Alan Hardy reported that a complaint form was sent to the Select Board to review. Gary and Tama Tillman asked to speak on behalf of the complaint. Ms. Tama Tillman thanked Selectman Dickey for his apology to the employees. Ms. Tillman is withdrawing the complaint accordingly but pointed out that it is important to keep the employees happy when they are doing a fantastic job so they stay with the Town of Boscawen. Ms. Tillman said everyone has skills that are very important to the Town. Benefits are the main attraction that draws people into a job. Ms. Tillman said in the future, the Select Board needs to have meetings with the Department Heads before proceeding with any major changes involving HR policy or anything that impacts employees.

TA Hardy said last week they received an update from DES regarding ARPA funds that NH-DES has received. They are starting to act on the funds and the Town could see percentages as high as a 30% match just through DES. The recommendation from Underwood Engineers is to advance one or two of our larger projects. One project is the construction debris landfill closure estimated at \$2 million. Another is one of the sewer projects, in the Oak Street and Park Street area estimated at \$2.5 million. It would require separate warrant articles and the approval of the Town to bond the projects at Town Meeting. Next year, the \$1 million bond on the Municipal building will be retired. The Gage St. project still has 5 years remaining. The projects would

need approval at Town Meeting to move forward. TA Hardy said they can look at different funding options. The ARPA funds are flowing everywhere. Chairwoman Carey asked if they could advance both projects. TA Hardy said if the Select Board allows the TA to sign the documents, they can take the steps forward, but it still requires a vote at Town Meeting. TA Hardy said they would need to be separate warrant articles. Chairwoman Carey said sometimes they allow you to match other grants. TA Hardy said they are already looking into different options.

**Selectman Dickey motioned to allow TA Hardy to sign the documents on the Construction Debris Landfill and Oak & Park Street Sewer Project. Seconded by Chairwoman Carey. All in favor. None opposed.**

**Department Head Updates:** Chief Kevin Wyman presented the Police Department budget to the Select Board. He stated most of the increase in the police budget is due to the 5.9% COLA increase previously approved by the Board. Chief Wyman reviewed each line item with the Select Board. The open position has increased because they are in the process of finding a certified officer. Chief Wyman had to bump up overtime due to the staff shortages. Legal went up but because they budgeted well, they should be able to absorb it. Chairwoman Carey said it doesn't look like they are using much in the police telephone line item. Chief Wyman said they need to review because they may have adjusted it based on overcharges. TA Hardy said Verizon fixed all the changes on this issue. Chairwoman Carey asked Chief Wyman to fix the corrections for the telephone line item.

**Selectman Dickey motioned to preliminarily approve the Police Department Budget. Seconded by Chairwoman Carey. All in favor. None opposed.**

Tax Collector Nicole Hoyt reviewed each line item in the Tax Collector Budget with the Select Board. Town Clerk Hoyt would like to modify WA Sarah Gerlack's time and take 10% from the Tax Collector budget and put it into the Town Clerk's budget. Line 112 was increased because it was salary for a full year instead of a partial year. Tax Deeded Properties was unusually high with expenses in 2020. TA Hardy said once a property is deeded it is no longer the Tax Collector's responsibility so it would be better to have this line in the Facilities Budget. FD Phelps will ask for a transfer of money to cover the line overage at the end of the year. Town Clerk Hoyt said that for lien expenses she is still awaiting the contract for their current researcher but they have received a contract from another researcher. The number may fluctuate once they receive the other contract.

**Chairwoman Carey motioned to preliminarily approve the Tax Collector Budget. Seconded by Selectman Dickey. All in favor. None opposed.**

Town Clerk Hoyt reviewed the Town Clerk budget with the Select Board. Town Clerk Hoyt said the budget jumps high and low based on the number of elections each year. They had to add an overtime line back into the budget because they have two hourly employees and two salary employees. Next year there are three elections so they wanted to make sure their hourly employees would be covered if overtime was necessary. Line 191 is for moderators, supervisors and ballot clerks based on three elections. What was spent was exact for this year, but they

increased this year because they counted two ballot clerks. They need to make sure they have enough to cover additional ballot clerks if needed. There are yearly stipends, per election. Town Clerk Hoyt said line 571 is the same but they have an option in meetings and travel to apply for a scholarship. They are applying for a scholarship to pay for Ms. Norma Caporale's certification this year. For election costs, if they cut the budget based on one election, it looks like a huge increase when going back to multiple elections. They exceeded the budget by \$829 but they have a \$5,000 grant. They will be able to encumber \$4,000 if they get a contract on their new election machines prior to the New Year. Chairwoman Carey would like Town Clerk to review the Meetings and Travels line again to see if they can mitigate a change in the budget. Town Clerk Hoyt said they didn't use it all this year because certification for two employees were cancelled and they budgeted for it. Town Clerk Hoyt will review the line again. Selectman Dickey asked why line 801 went up. Last year they encumbered \$2,100 so they brought the budget down to \$2,000. Town Clerk Hoyt said it is usually funded at \$4,000 yearly. Town Clerk Hoyt will make a detailed itemized list for the budget committee on what election costs are. Town Clerk increased the food budget in case they need to use expenses to feed ballot clerks during elections.

**Selectman Dickey motioned to preliminarily approve the Town Clerk Budget. Seconded by Chairwoman Carey. All in favor. None opposed.**

**Department Head Updates:** Town Clerk Hoyt received the audit from the DMV yesterday on how they did last year. One finding was regarding a decal they couldn't locate. It was during COVID, and they were doing everything through the mail. They didn't log it and it possibly got damaged. The other finding is the State wants their money daily and there were times they went a few days. Town Clerk Hoyt will send the audit to the Select Board via email. Town Clerk Hoyt said they received information on the possibility of an IVR. It is 1-800 phone number residents can use to check their balances as many times as they want. There is no fee to them to call but there is a \$1 fee for payments. If they did this, the Town would pay \$50. Chairwoman Carey would like information on it to better understand how the system works. Town Clerk Hoyt asked for an initial on a foreclosure document to notice that the foreclosure was brought to their attention.

Public Works Director Hollins is still working on the Public Works budget. They haven't received the second quote for salt. PWD Hollins said Christmas falls on a Saturday this year so the transfer station will be open Tuesday, Wednesday, and the following Saturday instead. They will change the sign at the transfer station and post reminders for the anticipated closure.

Chief Wyman said they have received approximately 15 applications for Christmas for Kids. The application deadline closes next week. The Halloween party was successful with about 100 kids and Deputy PCD Director O'Brien suggested Jamie Welch Field to be used next year. Chief Wyman suggested using the Dorval House as well if they can for the Halloween event. Chief Wyman said the other day at the Town office someone was angry and damaged a wall. It was all on video and they identified the person. They have a warrant and will be picking him up tomorrow if they can find him. They will reimburse any damages done but the Town will need to provide a quote for the damages. The person pushed the door stop into the wall.

Chief Tim Kenney said they figured out the internet problem at the Fire Station and it was fixed. He is hoping to have the MRI report next week. It shouldn't change the fire department budget by much. Chief Kenney said the fire department is having storage problems, so they need to figure out what to do for winter. Chief Kenney asked if they need permission from the Board to enter a four-month storage rental. They need to winterize their state forestry truck, as part of their contract. Chief Kenney will call and ask about it to make sure it works and the talk with TA Hardy to finalize the contract.

Planning & Community Development Director Easler said they had the first Brownfields Advisory Committee meeting this week. TA Hardy will talk to them about the RFQ. They also had a Planning Board meeting on Tuesday. Land Development Regulations and Zoning Ordinances will need to have a public hearings in January. PCD Director Easler recommended changes to 6.02 which will allow only new ones. These will be new units that are currently up to code. It wouldn't change any existing homes, only people bringing in new models. PCD Director Easler will be asking for assistance to put together information for Planning Board next month. Energy Committee and Beautification Committee are meeting on Monday, November 8<sup>th</sup>.

Deputy PCD Director O'Brien said they had an Economic Development meeting on Monday and attended the Planning Board meeting. Deputy PCD Director O'Brien stated now the second tax bill went out and she was able to adjust the exemptions and credits.

TA Hardy said the RFQ has been vetted. FD Phelps set it up on the Town of Boscawen website. TA Hardy sent it to Central NH Regional Planning Commission, and it was reviewed by EPA. It looks like it will be up tomorrow morning and then they will start taking questions. The due date is December 21<sup>st</sup>, in writing. The Brownfields Advisory Committee will then give a recommendation to the Select Board. Chief Kenney suggested documenting the Brownfields project and Commercial Street with a drone.

**Old Business:** Town Clerk Hoyt received Selectman Dickey's email. Town Clerk Hoyt put together a response in writing that she read. The department has struggled to express what they do daily every day, not just on Fridays. They do more than just car registrations. The office has been closed to the public on Fridays for 18 months now. The call logs show that the maximum number of calls on a Friday was 3. There were no written complaints and therefore complaints cannot be addressed. It would be negligent, as a Department Head, to change the protocol based on hearsay. Just because the residents don't understand, doesn't mean the Town needs to alter the course. The department consistently helps residents by finding them new and innovative services that they can trust. The staff requested to keep the schedule the same for the time being and asked the Select Board to trust their decision. Selectman Dickey thinks it is easier since employees are already there. They could open the doors for a period on Friday. TA Hardy said if they ask them to make a change, they are ignoring the work they are currently doing on Fridays. Selectman Dickey said they hired another staff member this year to help with the department. TA Hardy said the office only will act on written complaints. There is a process to open a window, for instance it takes about 30 mins to set up MVR. Most work is paperwork and filing on Fridays. Another part of Friday is used for research. Town Clerk Hoyt said multiple windows would need to be open because it creates a line. Town Clerk Hoyt did a survey on towns and

cities in Merrimack County. Out of 27, 14 of them are closed on Fridays. Selectman Burdick will read Town Clerk Hoyt statement and then the Select Board will decide.

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

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

Select Board returned to public session.

**Next Meeting:**

Wednesday, November 10<sup>th</sup> @ 6PM.

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

*Respectfully submitted by Hannah Gardner*