

**Town of Boscawen
Select Board
MEETING MINUTES
Wednesday, November 10th, 2021, at 6:00 PM**

In Attendance: Lorrie Carey, Matthew Burdick, Paul Dickey, Alan Hardy, Kate Merrill, Dean Hollins, Sarah Gerlack, Norma Caporale, Nicole Hoyt, Katie Phelps, Kearsten O'Brien & 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.

Chairwoman Carey gave Finance Director Katie Phelps a list of grammatical errors that need to be fixed on the 11.04.21 minutes.

New Business: Human Services Administrator Sarah Gerlack would like to plan a Santa Meet and Greet on December 1st to kick off the start of the Santa letters they do every year. The public can come take a picture with Santa at the tree. The event would be on Wednesday evening for an hour and a half at the Gazebo. They would have art supplies and put together a donation box for the backpack program. They want to get the town involved in the tree lighting as well as ask the school if the chorus would sing during the lighting. Santa would need to have a background check completed but it is a local Santa, and they would be interested in the position. The Select Board agreed to move forward with planning the event for December 1st.

Deputy Tax Collector Gerlack presented two sewer abatements for the Select Board to authorize. They were calculated into final read and not taken off the warrant. It was paid but there was duplicate billing.

Selectman Dickey motioned to approve the sewer abatement, 202104, located at 22 Academy St. Map 183D Lot 74 in the amount of \$452.74. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Burdick motioned to approve the sewer abatement, 202104, located at 22 Tremont St., Map 183D Lot 141 in the amount of \$108.00. Seconded by Selectman Dickey. All in favor. None opposed.

Finance Director Phelps received a Use and Dissemination Agreement from NH State Police Criminal Records Unit. Human Resources uses their system for background checks. The agreement states what NHSP duties are and the Town's responsibility as users. FD Phelps requested that the Select Board authorize Town Administrator Alan Hardy to sign on the Town's behalf.

Selectman Dickey motioned to allow TA Hardy to sign the Use and Dissemination Agreement between the Town of Boscawen and NH State Police Criminal Records Unit. Seconded by Selectman Burdick. All in favor. None opposed.

TA Hardy said that CDBG needs a document of authorization from the Select Board for Town Administrator Alan Hardy and Deputy Town Administrator Katie Phelps to submit claims for the Riverbend project.

Selectman Burdick motioned to allow TA Hardy and DTA Phelps to submit claims for the CDBG Riverbend project. Seconded by Chairwoman Carey. All in favor. None opposed.

TA Hardy attended the first Energy Committee meeting which went well. They had a representative from Briar Hydro come in and talk about net metering. The Committee recommended that the Select Board support a 5-year agreement with Briar Hydro on net metering. They would need to work out details with Madeleine Mineau of Briar Hydro and figure out how the PILOT would be affected. The current PILOT expires next year. It may work out timewise if they adjust. In addition, it will come in the form of a rebate. The Energy Committee suggested removing the Community Power discussion at Town Meeting for 2022. TA Hardy said they received an 11-month agreement from UMG Bulk energy at 9.72 cents per kilowatt hour for electrical power. As this is not a good time to have an agreement expire, the Committee recommended the 11 month agreement.

Chairwoman Carey motioned to allow TA Hardy to sign an agreement with UMG Bulk Energy for 11 months at 9.72 cents per kilowatt hour. Seconded by Selectman Dickey. All in favor. None opposed.

Selectman Dickey motioned to remove the Community Power warrant article from the warrant per the Energy Committee's recommendation. Seconded by Selectman Burdick. All in favor. None opposed.

Finance Director Phelps received an update from HealthTrust about Flexible Spending Account (FSA) maximums. The Town currently has a \$2,000 maximum for FSA contributions. The IRS just increased the FSA maximum to \$2,850. FD Phelps suggested increasing their FSA maximum to \$2,500. Currently they have approximately 9 employees that participate in an FSA. These benefits would cover expenses for items such as deductibles, eyeglasses, prescriptions, or braces. Deductions are taken from employee checks on a pre-tax basis. Money is available in full at the beginning of each year. From a liability standpoint if an employee were to leave mid-year, the Town is responsible for the remaining balance of their FSA. FD Phelps doesn't anticipate this being an issue as there isn't a large turnover of staff.

Selectman Dickey motioned to approve increasing the HealthTrust FSA maximum from \$2,000 to \$2,500 for 2022. Seconded by Chairwoman Carey. All in favor. None opposed.

Department Head Updates: Chief Kevin Wyman said Officer Glenn Chislett is asking to carry over 2 weeks of vacation to next year so he doesn't have to use it in the next 6 weeks. The Police Department is short-staffed. Selectman Burdick asked if the Town offers a buyout for employees

to compensate for unused vacation time. HR Director Phelps said they only offer that option to Department Heads. In order to update that to encompass all employees, they would need to update the employee manual. Chairwoman Carey would like to revisit extending the opportunity to all employees. FD Phelps said it will impact the budget for personnel because it is based on each employee and their salary.

Selectman Dickey motioned to approve the vacation carryover request for Officer Glenn Chislett. Seconded by Selectman Burdick. All in favor. None opposed.

FD Phelps said the Select Board previously approved partial coverage using ARPA funds for new positions at the Police Department and Public Works. She would like clarification on if they need to budget the remaining funds, postpone looking for positions or obtain the Board's approval to accept the second half of the position. The Select Board didn't think they would be covering benefits, it would only cover salary. The discussion was to use the first half of ARPA funds and then approve the second half coming in June. Neither department has posted employment opportunities, so they don't have candidates currently. Deputy PCD Director O'Brien reread the prior minutes stating "*Chairwoman Carey asked if the Police Department request was for \$50,000 which includes benefits and salary. Finance Director Phelps and Chief Wyman stated the amount was for the first-year salary only. Chairwoman Carey requested that the personnel request to be comprehensive including both salary and benefits because it is the actual cost to the town.*" TA Hardy suggested putting together an update for next week. FD Phelps will bring an update to next week's meeting. Chief Wyman said if they come up with an agreement by December 1st, they can start posting the job. If someone was interested, they wouldn't bring someone on until January. In the minutes, it was discussed that "*the public works department would receive \$12,799 and the police department would get \$25,000. Chairwoman Carey said when they receive the second amount of funds, they need to figure out both benefits and salary together.*" They will revisit the discussion at next week's meeting.

Town Clerk Nicole Hoyt sent out an email to the Select Board regarding the 1-800 number that Invoice Cloud offers for residents to call in to check balances and make payments. Currently, there are 6 residents that pay over the phone. It would cost the resident a \$1 to pay a bill and the same with using a card or a check. It doesn't cost anything to check their accounts. It would cost the town \$50 a month. Last year they got rid of the card machines that were \$90 a month. Selectman Burdick asked if it is advertised on the website. Town Clerk Hoyt said advertising would be on tax bills and renewal services online and in the Newsvine. They could revisit the discussion next year. It would be an annual contract, but they can cancel at any time. They have not factored it into their budget but the \$50 would be budgeted out of Tax Collector. Town Clerk Hoyt recommended budgeting 6 months of money and then revisit the discussion in the middle of the year. They can put it in the Newsvine that they are considering the service to see if the public is interested. Chairwoman Carey suggested planning on budgeting for 6 months.

HS Administrator Gerlack reported business as usual for their department. Chairwoman Carey asked if there was an update on the hotel situation for housing. HS Administrator Gerlack said they have no update so far. Selectman Dickey suggested using somewhere else this winter and then revisit it next year. Selectman Dickey thinks they will get movement if they wait.

PWD Dean Hollins said their gas pumps will be inspected sometime next week. They need to be done this month. New regulations say they need to be set up like a fill in station. PWD Hollins talked to the staff that do their work and they said it will cost more than it is worth. It will be the last season that they have their pumps up and running. Selectman Dickey suggested looking into someone coming to fuel them up. PWD Hollins said they have but all trucks fuel with different gallons and it would be more of an inconvenience. They talked about doing a skid tank. They must be enclosed and have requirements to meet but it is cheaper than the in ground. Selectman Dickey asked if they received a price on the second salt company. PWD Hollins has not received a price but emailed them to ask for their contract and the company said they will be sending it.

Chief Wyman said they are in the process of hiring a new officer. They are having a difficult time finding a Psychiatrist to do a psychological evaluation on him. They found an online psychiatrist and will have it done this week. Chief Wyman said it is a 2-hour online test. Next week, Chief Wyman will have more details in terms of an offer for the officer. Chairwoman Carey asked why the \$500 dog line in the planning budget and not in the police budget. Chief Wyman said it is used for pest and dog control. TA Hardy said there is no jurisdiction attached to it. FD Phelps thinks it has to do with the state charts of accounts. FD Phelps will check into it. Chairwoman Carey asked if they use Code Red. Chief Wyman said they have it, but they haven't had anything to use it for. Chairwoman Carey suggested testing the system because they haven't used it since they launched it. Chief Wyman said Mark Varney oversaw it and will see if Mr. Varney can pass on the information to EMD Jason Killary.

Finance Assistant Kate Merrill said they have planned a staff Holiday potluck for Friday, December 17th during the lunch hour. HS Administrator Gerlack made invitations for everyone, and they are distributing them to all at the meeting. FA Merrill said if anyone wants to sign up to bring something to the potluck, they can email HS Administrator Gerlack or herself.

Deputy PCD Director O'Brien & PCD Director Easler met with PWD Hollins, Chief Wyman, EMD Killary, Chief Kenney and TA Hardy to do monthly updates regarding updates with in their departments. One thing that was brought up was that Mr. Dave Caron came to pull a building permit for his new project behind Alan's Restaurant, but they cannot issue the building permit because there is an issue with the Penacook Boscawen Water Precinct wanting the meter on Gage Street. PWD Hollins is working with the PBWP on the issue. PWD Hollins reached out to Mr. Bill Murphy and he was on board to put the meter on Mr. Caron's property. In the afternoon, another Commissioner said they decided they didn't want to put the meter there. PWD Hollins said they will need to buy an easement if they want a water meter on Gage Street. Chairwoman Carey said no Commissioner is allowed to make decisions on their own, only as a group. TA Hardy said it involves both units. PWD Hollins doesn't know all the meter pits in town, but most are on that property. Chairwoman Carey suggested sending a letter to the Penacook Boscawen Water Precinct stating they need a decision from their Engineer regarding where it needs to be so the developer can move forward. In addition, they are concerned about Civil Court action which can occur if a decision is not made. TA Hardy asked if the project is under review by the Planning Board. Deputy PCD Director O'Brien said she needs to check if there are pending items that need to be completed from the Notice of Decision. TA Hardy said if all the requirements are met then the letter should come from the Planning and Community Development Department.

TA Hardy received the MRI draft report for the Fire Department study. It is a very comprehensive review and report. TA Hardy thinks they will learn a lot from the MRI report. Selectman Burdick asked if they know the total for the study. FD Phelps said Chief Kenney had 3 bills in his spam folder from Municipal Resources Inc. but it's over \$10,000.

Chairwoman Carey received an email from Mr. Bob Barry, the Chair of the Concord Regional Crime Line, Board of Directors. They are looking for individuals from Boscawen to serve on the Board of Directors. Currently, they have 1 representative from Boscawen. They are allowed 2 representatives.

Chairwoman Carey received an email written to TA Hardy, from the Moderator at the Boscawen Congregational Church, Pam Watson. The letter expressed their concern with the church not having access to the Town Hall. They would like to know why it is currently closed where there have been no injuries or complaints, or no reviews of safety violations have been done. They also mentioned their concern with equipment and digging in the parking lot when they are holding events. They asked to be notified when there will be equipment in the parking lot. TA Hardy explained to Ms. Watson that they are currently in the process of contracting to conduct a building, life safety and fire code review at the Town Hall Facility. They will also make recommendations for improvements. Chairwoman Carey said they have enough information for a warrant and people can vote on whether they want to proceed with the review. TA Hardy said authorization to conduct the review would be what is on the warrant for 2022. The cost to conduct the review is a little over \$10,000. Chairwoman Carey said the question would be what the cost would be to renovate the Town Hall. PWD Hollins said there is a sewer tank that sits in the parking lot and goes to a pump chamber out to a leach field. The Town planned to have it paved by last Friday, but they are still working on it. PWD Hollins said they have always taken responsibility for the septic tanks and sewer. Selectman Dickey said there should be a discussion on the downstairs since the Town doesn't use it for public events. They are currently maintaining the parking lot in the winter when they don't use it for public events. TA Hardy said the Town also agreed to continue to cover the expense of the dumpster. Selectman Dickey said the Town covers the expense because of the food pantry. Chairwoman Carey said these are all part of the MOU. Chairwoman Carey suggested re-advising the Church to invite supporters to vote at Town Meeting as it would be on the warrant. After Town Meeting is over, set a time of when they can renegotiate the MOU between the Church and the Town. Chairwoman Carey said these emails are informational for board members and they decide in public, the board members should not reply to any emails.

Old Business: TA Hardy opened the discussion of hours of operation for the Town Clerk and Tax Collector's Offices. Selectman Burdick sees both sides of the discussion. Selectman Burdick thinks if they have an option to do an appointment only, it would be beneficial. Town Clerk Hoyt said it is a current option. TA Hardy suggested monitoring the situation more because they don't have feedback currently, they can work with. They should review the situation in a year and complaints need to be in writing.

Selectman Dickey motioned to revisit the discussion of Hours of Operation in a year. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Dickey left the meeting.

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

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

Motion made by Lorrie Carey to transfer \$440.00 from Account 4130150 BOS Approved Donations to Account 4155800 PA Miscellaneous. Seconded by Matt Burdick. All in Favor.

Next Meeting:

Thursday, November 18th @ 6PM.

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

Respectfully submitted by Hannah Gardner