

Town of Boscawen

Select Board

Draft Minutes

Thursday November 12, 2020 at 6:00pm

In attendance: Ed Cherian, Lorrie Carey, Paul Dickey, Alan Hardy, Katie Phelps, Kellee Easler, Tama Tillman, Gary Tillman, Dean Hollins, Tim Kenney, Kevin Wyman, Kearsten O'Brien, Barbara Randall, Mark Varney, Nicole Hoyt, and Sarah Gerlack.

This meeting is being held under a Declaration of Emergency by the Governor and by the Board. Under RSA 91-A: 2, III (b) the requirement of a physical quorum is waived and this meeting is being held entirely remotely, and is being recorded.

Chairman Cherian motioned to approve the consent agenda without the minutes. Seconded by Selectman Dickey. All in favor.

Old Business:

Chairman Cherian, Selectwoman Carey, Town Administrator Alan Hardy, Tax Collector Nicole Hoyt, Finance Director Katie Phelps, and Planning and Community Development Director Kellee Easler attended the Emergency Tax Rate setting meeting. The Tax Rate decreased to \$26.79 per thousand from \$28.12 per thousand. The Municipal rate had increased to \$8.25 per thousand from \$8.08 per thousand.

Town Administrator Alan Hardy presented the sealed bid for 170 North Main Street from River Edge Properties for \$15,201. He recommended that the Select Board accept the bid. It is a valid bid, and there is going to be a significant cost on the contractor's part to create a buildable lot. Chairman Cherian asked how short the Town will be on this property if they accepted the bid. Town Administrator Hardy said after the work with Counsel is completed it would be about five or six thousand. Selectwoman Carey said she believes the Town would make the lost revenue back in a couple of years in taxes. Town Administrator Hardy said he would agree.

Selectman Dickey motioned to accept the sealed bid from River Edge Properties for \$15,201. Seconded by Selectwoman Carey. All in favor.

Department Head Updates:

Emergency Management Director Mark Varney updated the Select Board about the Capital Area Public Health Network, (CAPHN), Trailer MOU. The MOU puts the Town in charge of registering, insuring, and maintaining the trailer 100%. He said Mary with CAPHN ensured him that they could cover up to \$1,000 to make the trailer road worthy. His proposal is that he will haul the trailer to Central New Hampshire Trailers in Loudon to get an estimate on the cost to make the trailer road worthy. The question to the Select Board is if they would like to continue with the MOU. It is a regional trailer, it is stocked with cots, pillows, and blankets. However if another town were to have a higher priority for the trailer they would receive the trailer. Selectman Dickey asked if it was like the speed trailer that we share with other towns and where the trailer is currently being stored. EMD Varney said yes it is like the agreement with the speed trailer and the trailer is currently being stored at the Fire Department. Selectwoman Carey asked if EMD Varney could ask if they could get

Town of Boscawen

Select Board

Draft Minutes

Thursday November 12, 2020 at 6:00pm

maintenance money worked into the MOU. EMD Varney said he is willing to ask. Planning and Community Development Director Easler said she will send EMD Varney the original word document. Town Administrator Hardy suggested asking Mary about putting a small amount money for maintenance in her budget that could build up from year to year and cap out at a certain amount. Chairman Cherian asked EMD Varney to edit the word document for the MOU and send it to the Select Board for edits and suggestions.

EMD Varney informed the Select Board about the current state level changes with returning to work. If an individual leaves the state they should be quarantining for fourteen days or for seven and then going to receive a COVID test. If the test comes back negative after seven days they can return to work. He suggested that the current return to work policy should be updated with the changes from the state level. The Select Board agreed. EMD Varney said the question came up that if they were to make the employee quarantine for fourteen days would the department have to pay the employee. He believes that if it were the choice of the employee to go on vacation out of state they would not have to pay the employee for the time they were quarantining. It would be a different situation if the department made the employee travel out of state or if the employee contracted COVID-19.

EMD Varney informed the Select Board that there are 323 new cases in New Hampshire and three new deaths affiliated with long term care facilities. There are three new long term care facilities out breaks, one of them being the NH State Veteran's Home. Currently all long term care facilities are back to phase one which, means no inside visitation. They can only have one person designated as a visitor the entire time. They will not be doing contact tracing for every case at the state level. They are prioritizing it to people under eighteen, sixty and over, disproportionately impacted racial and ethnic groups, anyone associated with a cluster or outbreak, anyone in a congregate care setting, and finally health care workers are the priority people to have contract tracing.

Public Works Director Dean Hollins informed the Select Board that the backhoe they had been waiting for since May had finally arrived. He said his men have the trucks ready for snow fall.

Police Chief Kevin Wyman said they have the Christmas for Kids all set up and ready to go. They had about fifteen applications. The cutoff has come but they will still take applications if someone is in need.

Fire Chief Tim Kenney updated the Select Board that the furnace in the back section of the Fire Department died for the second time since he has been Chief. It is being fixed and he is currently unsure of what the cost will be. They are still working on the water damage they had and will be fixing it themselves. He also said there are about ten dead trees that are at the Fire Station that need to be removed and is looking into seeing how much it will cost to remove the trees.

Planning and Community Development Director Easler updated the Select Board that there are two intents to cuts. One is for Map 47 Lot 9 operation number 20.049.11 and the other is for Map 94 Lot 37 operation number 20.049.12. The Planning Board approved the Economic Development Chapter in their November 10th meeting and it will go for a Public Hearing to be added into the Master Plan.

Town of Boscawen

Select Board

Draft Minutes

Thursday November 12, 2020 at 6:00pm

The Renewable Energy Systems Ordinance should be done next month and will go to counsel for review and then will go on the warrant.

Human Services Administrator Sarah Gerlack informed the Select Board that they have started the Holiday Basket Food signups. Also they received a check for \$120.00 from Rebecca Gauthier toward the Holiday Food Baskets. They are going to purchase extra food this year to add to the baskets. Chairman Cherian asked if they would still be helping out December 22nd for the Holiday Baskets. Human Services Administrator Gerlack said yes, once she has her last meeting with the Capital Region Food Bank she will sit down with Town Administrator Hardy and EMD Varney to talk about how they can distribute them safely. Everything will be delivered this year.

Chairman Cherian moved to accept the check for \$120.00 for the Holiday Food Baskets. Seconded by Selectman Dickey. All in favor.

Tax Collector Nicole Hoyt informed the Select Board she had two abatements. The first abatement in the amount of \$368.06 for 59 Chandler Street which, was a re-read from Pennichuck. The second abatement was for 53 Tremont Street which, was a water deduct situation. The reads were not coming in correctly to the excel spread sheet for the import. They have the correct reads now and there is a considerable abatement for \$346.46.

Chairman Cherian motioned to approve the abatement for 59 Chandler Street Map 183C Lot 122A for the amount of \$368.06. Seconded by Selectman Dickey. All in favor.

Chairman Cherian motioned to approve the abatement for 53 Tremont Street Map 183D Lot 97 for the amount of \$346.46. Seconded by Selectman Dickey. All in favor.

Tax Collector Hoyt explained to the Select Board that Pennichuck does the water readings in return they give the information to the Town Clerks Office so they can create a sewer bill. Avitar has worked with Pennichuck on creating a system to import the information from the spread sheets to utility billing and getting the sewer deducts to calculate in the system. It is not fool proof and there are several account that need to be manually adjusted. Tax Collector Hoyt said Deputy Tax Collector Gerlack and herself are working with Tara from Pennichuck to get more solid information from the reads. They have located a couple of parcels that are not being charged for sewer. She listed several parcels the first being 12 Oak Street was not on the sewer listing, but she has been entering a minimum read. 1 Fisher Ave had an issue with the change of ownership and it caused issues with Pennichuck. Pennichuck is calling 1 Fisher Ave a part of Mill House which is incorrect. At Boyce Lane it created an issue when they changed the numbers around and she is unsure of what happened to 1 Boyce Lane, but the owner has been requesting for over a year and a half maybe even two years for Pennichuck to come out and read the meters. They have not yet been added to the sewer listings.

Tax Collector Hoyt put in a dummy account to allow the owner to pay a minimum fee because he does not want to have a large fee later when they finally read the meters. After doing research both 8 Shoreline Drive and 4 Shoreline Drive had been missing accounts and have not been billed for

Town of Boscawen

Select Board

Draft Minutes

Thursday November 12, 2020 at 6:00pm

sewer. Norac Way are currently not being billed for any of the units there. Pennichuck is currently billing them for 41 Tremont Street but since the Town does not have a 41 Tremont Street there is no way to generate a sewer bill. Planning and Community Development Director Easler said there are currently seven (7) units on Norac Way. Tax Collector Hoyt said Norac Way is a property they speak to Pennichuck on every quarter and still technicians have not gone out to verify. Town Administrator Hardy asked how are they bringing money in for themselves if they are not properly coding it. Tax Collector Hoyt said Pennichuck is billing Norac possibly on a master meter. Selectwoman Carey said both Boyce Lane and Norac Way have master meters. Selectwoman Carey suggested writing a letter from the Select Board to the Penacook Boscawen Water Precinct Commissioners asking that these issues be rectified. They are issues that have been going on for a while now. Tax Collector Hoyt said there is one last property to discuss which, is 7-9 Tremont Street. Looking through the reads from Pennichuck, it looks as though they stopped billing them and maybe shut the water off early 2019. She was not aware of that and minimum reads are still being charged there for two meters. Her recommendation is to stop billing sewer if the water is shut off but there is still outstanding debt that needs to be caught up and paid for. Selectman Dickey asked how much the outstanding debt was for. Tax Collector Hoyt said the total as of today is almost \$1,000 which, is from a sewer lien from 2019 and 4 sewer bills for 2020. Town Administrator Hardy said there is a restriction of use of the property issued by the Life Safety officer in 2006. Tax Collector Hoyt said she will send the list of properties to the Select Board.

Chairman Cherian requested for Town Administrator Hardy and Planning and Community Development Director Easler to reach out to the property owner of Norac and Villa Brasi to see when he intends on cleaning up the fill he brought into Villa Brasi. They said they will get in touch with him and notify the Select Board when they hear back.

Finance Director Katie Phelps informed the Select Board that the Town received a donation for the roundabout from TWIGGS Gallery.

Selectman Dickey motioned to accept the donation for the roundabout. Seconded by Selectwoman Carey. All in favor.

New Business:

Town Clerk Hoyt and Town Moderator Charlie Niebling gave the Select Board an Election Day recap. Town Clerk Hoyt said everything went well and they were prepared as well as they could have been due to all the changes COVID had created this year. They are currently in discussions with the School District about reaching out to the Town's in the district to see if they all would be interested in using School Facilities for Town Meetings and voting for years to come. She said there were many volunteers that helped out this year which, is much appreciated. Mr. Niebling said he concurred with Town Clerk Hoyt, it took a lot of preparation on behalf of the Town Clerk's office staff and other Municipal staff. He did suggest sending a letter to the Merrimack Valley School District thanking them for the use of the facilities. Mr. Niebling received many positive comments regarding using the

Town of Boscawen

Select Board

Draft Minutes

Thursday November 12, 2020 at 6:00pm

school as a place of voting. Chairman Cherian said the only concern he had from some residents was that there were not enough handicap parking spots. Emergency Management Director Varney said he had spoken with Fred Reagan about extra handicap parking signs to use, they had two extra but kept falling over with the wind and they were on tripods. EMD Varney suggested possibly purchasing extra signs and placing them in cement buckets so they stay up. Moderator Niebling said there has been discussion about not sending absentee ballots folded but rather by sending them in large envelopes. Apparently folding the ballots had created issues over the state with jamming up the machines.

Selectwoman Carey made a motion to go into nonpublic RSA 91-A:3, II(c). Selectman Dickey seconded. All in favor.

Chairman Cherian made a motion to come out of nonpublic. Selectwoman Carey seconded. All in favor.

Chairman Cherian moved to seal the nonpublic minutes. Selectwoman Carey seconded. All in favor.

Motion made by Selectwoman Carey to adjourn. Seconded by Selectman Dickey. All in favor.

Respectfully submitted by Kearsten O'Brien