

Town of Boscawen

Select Board

Final Minutes

Thursday, December 3, 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, Shawn Brechtel, Bonny John, Nicole Hoyt, Sarah Gerlack, Susan Croft, Hannah Gardner, Peg Daneau, Bruce Crawford and Brian Fleury.

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 with the minutes from November 19th as amended and authorize the use of the signature stamp by Town Administrator Alan Hardy or Finance Director Katie Phelps. Seconded by Selectman Dickey. All in favor.

6:00 PM Chairman Cherian opened the Public Hearing for a receipt of unanticipated revenue for a grant in the amount of \$13,329.50 for police department tablets.

6:01 PM Chairman Cherian closed the Public Hearing due to no public comment.

Selectman Dickey motioned to accept the unanticipated revenue in the form of a grant for the police department tablets and increase expenditure line 4210331 by \$13,329.50. Seconded by Selectwoman Carey. All in favor.

Department Head Updates:

Chairman Cherian updated the Select Board and staff that Emergency Management Director Mark Varney has submitted his resignation and will fulfill his EMD position until the end of the year. Deputy Emergency Management Director Shawn Brechtel will fill in for the time being until the spot is filled. The Select Board and staff thanked EMD Varney for his hard work. EMD Varney updated the Select Board on COVID-19. There are currently 625 new positive COVID-19 cases and 7 new deaths. The positivity rate for New Hampshire is seven percent. Boscawen currently has 6 active COVID-19 cases making the total count for Boscawen 29. EMD Varney updated the Return to Work Policy, the Governor updated the rules and procedures of guidelines of going back to work. EMD Varney asked for the Select Board's approval on the update for the return to work protocols. The Town has purchased a total of three Victory hand sprayers for sanitation. Two will be going over to the Public Works Department and one to the Police Department. The backpack Victory Sprayer will be shared at the Town Office.

Chairman Cherian motioned to adopt the revised Return to Work Safety Protocol and authorize Town Administrator Hardy to use the signature stamp on the document on behalf of the Select Board. Seconded by Selectman Dickey. All in favor.

Finance Director Phelps updated the Select Board on four encumbrances for the Select Board's

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approval. The first being an Encumbrance for Land Use Economic Development account number 4651000 for the amount of \$2,250 for the purpose of economic development work by Central New Hampshire Regional Planning Commission in 2021. Planning and Community Development Director Easler also asked that the Select Board sign the contract to work with Central New Hampshire Regional Planning Commission on the Economic Development Plan.

Chairman Cherian motioned under the provisions of RSA 32:7, I, to encumber funds from account number 4651000 Land Use Economic Development in the amount of \$2,250 and authorize Town Administrator Hardy to use the Select Board signature stamp. Seconded by Selectwoman Carey. All in favor.

Selectwoman Carey motioned to accept the contract with Central New Hampshire Regional Planning Commission and authorize Town Administrator Hardy to use the Select Board signature stamp. Seconded by Selectman Dickey. All in favor.

The next encumbrance is for assessing services in the amount of \$8,757.50 for the purpose of offsetting costs of Avitar Associates five year assessing contract.

Selectman Dickey motioned under the provisions of RSA 32:7, I, to encumber funds from account number 4152312 Assessing Services in the amount of \$8,757.50 and authorize Town Administrator Hardy to use the Select Board signature stamp. Seconded by Selectwoman Carey. All in favor.

The third encumbrance is for Imtek for the Land Use plotter printer in the amount of \$1,000.

Selectman Dickey motioned under the provisions of RSA 32:7, I, to encumber funds from account number 4191572 Land Use Office Equipment & Service Agreements in the amount of \$1,000 and authorize Town Administrator Hardy to use the Select Board signature stamp. Seconded by Selectwoman Carey. All in favor.

Lastly an encumbrance for Vacation Buyout costs for 2021. This is left over money from this year, we need to estimate that the Department Heads will want to buyout at least one weeks' worth of vacation time next year.

Selectman Dickey motioned under the provisions of RSA 32:7, I, to encumber funds from account number 4155574 PA Vacation Buyout in the amount of \$3,369.20 and authorize Town Administrator Hardy to use the Select Board signature stamp. Seconded by Chairman Cherian. All in favor.

Planning and Community Development Director Easler updated the Select Board about 20 High Street. They had court last week and it was awarded to the Town to allow the removal of unlawful storing of cars and trash on the property. The Select Board has until March 17, 2021 to make a decision if they would like to proceed with clean up. The fees would have to be paid for up front

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and a lien would be added onto the property for approved expenses incurred by the Town. Planning and Community Director Easler asked the Select Board if they would like her to proceed with looking around for places that will clean up the property and get estimates on how much the clean-up will cost the Town. Selectman Dickey asked if they have been removing cars in the last week or so. Planning and Community Development Director Easler said she and Planning and Community Development Assistant Kearsten O'Brien had gone to the property about three or four times and there had been no progress with the removal of cars or garbage. Chairman Cherian asked Planning and Community Development Director Easler to call and get estimates of what the clean-up will cost and bring it back to the Select Board.

Planning and Community Development Director Easler asked the Select Board if they understood the context of the Solar Exemption Warrant Article and if they had any questions. Chairman Cherian asked if they are net metering which means they are selling excess power for revenue and if that should be allowed to be exempt. He would lean towards only having the exemption for what the company or home owner uses themselves rather than a whole because they would be making revenue off of what they are net metering. Selectwoman Carey agreed. Planning and Community Development Director Easler said she would like to have Loren Martin come back and explain to the Select Board more in depth about the process because it is her field of expertise.

Chief Shawn Brechtel with Penacook Rescue presented their request for the Fiscal Year of 2021. He said it will be a decrease in percentages, last year they asked for a five percent increase this year they will only be asking for a three percent increase as an overall number. They have done 836 calls for this year. He is anticipating that by the end of the month it will bring them back up to average call volume. There were 600 calls alone in Boscawen, 150 calls in Canterbury, 80 calls in Salisbury, and 35 calls for mutual aid in Concord. The three percent is a cost of living raise along with a small wage adjustment as they are one of the lower paying jobs in the area. Currently in public service it is hard to hire right now and they are hoping with the wage increase it may attract potential applicants. Chairman Cherian asked if other Towns have been making their payments in a timely manner to Penacook Rescue. Mr. Brechtel said yes.

Human Services Administrator Sarah Gerlack presented the Select Board with a \$50.00 donation from Brenda Bartlett for the Holiday Food Baskets for acceptance.

Chairman Cherian motioned to accept the \$50.00 donation for the Holiday Food Baskets. Selectman Dickey seconded the motion. All in favor.

Human Services Administrator Gerlack is working with Town Administrator Hardy and EMD Varney on protocols for helping with the Holiday Food Baskets. They will not be doing deliveries this year except for Boscawen Greens.

Finance Director Phelps also had a \$50.00 donation from Brenda Bartlett for the Boscawen Roundabout project for acceptance.

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Selectman Dickey motioned to accept the \$50.00 donation for the Boscawen Roundabout project. Seconded by Selectwoman Carey. All in favor.

Police Chief Kevin Wyman updated the Select Board that he currently has an Officer who is in the National Guard who has been activated and will be working with the National Guard for a little while. They will be a little shorthanded for a while.

Fire Chief Tim Kenney updated the Select Board that they have implemented the mandatory mask policy at the Fire Station and have put signs up as well. Town Administrator Hardy said that Harriman staff will be starting the evaluation process at the Fire Station for their design work starting tomorrow.

Public Works Director Dean Hollins updated the Select Board that he received the handheld sprayers today. They will be putting the last couple of snow plows on the trucks tomorrow to be ready for the snow storm this weekend. Selectwoman Carey asked about the state's last recycler in Manchester closing at the end of the year and what will be happening with the Town's recycling when that occurs. Public Works Director Hollins said the facility in Manchester was only taking cardboard and paper and the only thing that the transfer station had going to them was paper once and awhile. There are two more facilities, one is in the very southern tip of the state and the other one is just over the Massachusetts boarder. The transfer stations cardboard is going out of state, so that will not affect the transfer station the only thing that may affect them is the trucking fee for the loose paper.

Budget Presentations and Discussion:

EMD Varney presented the Emergency Management Budget to the Select Board. On the notes for line 4290572 radio installation will be coming off because Paul Gagnon graciously installed the new system for free. It will not change the bottom number. The budget will decrease by 14%.

Chairman Cherian motioned to provisionally approve the 2021 Emergency Management Department Budget. Seconded by Selectwoman Carey. All in favor.

Boscawen Public Library Director Bonny John presented the budget for the Library. She said that the Library will be decreasing their budget request by 21% this year. This is due to the decrease in salaries. The Library was closed down for two months and opened partially from July until this first week in December. They are back to curbside service, which changes the staffing hours. Library Trustee Lawre Murphy created this budget for the same hours they are currently working for the first three months January to the end of March with the reduced staffing. Some of the costs went down such as heat. This budget is based off of the current COVID-19 situation. Chairman Cherian asked if the budget would carry them through until the end of the year if they went back to full time in March. Mrs. John said she believes it does because the partial opening is only planned for the first three months in 2021.

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Selectman Dickey motioned to provisionally approve the 2021 Library Budget. Seconded by Selectwoman Carey. All in favor.

Human Services Administrator Gerlack presented the 2021 Welfare Budget to the Select Board. She said she has added a few lines. She is sharing some of the contract costs for the printers and supplies that might normally be split in other ways. Chairman Cherian said his only suggestion is not to include the Community Action Program (CAP) and Court Appointed Special Advocates (CASA) and put them as a separate donation line item.

Selectman Dickey motioned to provisionally approve the 2021 Welfare Budget. Seconded by Chairman Cherian. All in favor.

Town Administrator Hardy asked the Select Board if there was a way they could create a number that the Select Board would feel comfortable with for donations to Non-Profits. This would be put in to the budget rather than separate Warrant Articles. The organizations by law can still petition a Warrant Article for more money from the Town. Chairman Cherian and Selectwoman Carey said they like the idea. Finance Director Phelps said she counted up the Warrant Articles from last March and the total costs were \$24,300. Selectwoman Carey suggested setting the number to \$25,000. Selectman Dickey and Chairman Cherian agreed with the number. Chairman Cherian said they should inform the organizations that the Select Board has allocated \$25,000 towards Non-Profits and your request will be consider by the Select Board. Chairman Cherian asked if this would be considered a single line item. Town Administrator Hardy said he believes that is a way that they can do it rather than splitting up of separate line items.

Finance Director Phelps said they need to determine dates for the Budget Committee meeting and hearing. Her suggestion would be to hold the Budget Committee meeting January 28th at 5pm and then hold the regular Select Board meeting at 6pm. For the Hearing holding it February 11th at 5 PM and hold the regular Select Board meeting at 6pm. Select woman Carey and Chairman Cherian asked if they could move the Hearing on February 11th to 6pm.

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

Selectwoman Carey made a motion to come out of nonpublic. Selectman Dickey seconded. All in favor.

Selectman Dickey motioned to seal the minutes. Seconded by Selectwoman Carey. All in favor.

Motion made by Selectman Dickey adjourn. Seconded by Chairman Cherian. All in favor.

Respectfully submitted by Kearsten O'Brien