

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, December 9, 2021 at 6:00 PM**

In Attendance: Lorrie Carey, Matthew Burdick, Paul Dickey, Alan Hardy, Kate Merrill, Nicole Hoyt, Katie Phelps, Kearsten O'Brien, Tim Kenney, Dean Hollins, Gary Tillman, Mike Fisher.

Chairwoman 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 Selectman Paul Dickey. All in favor. None opposed.

Chairwoman Carey gave Finance Director Katie Phelps a list of grammatical errors that need to be fixed in the SB 12.02.21 minutes.

New Business: FD Phelps suggested that the Board consider updating the Town website domain from .org to .gov. It is a top level domain and makes it easy to identify government organizations on the internet. Using .gov increases security and multifactor authentication is enforced on all accounts in the registry. It requires all browsers to use secure HTTPS connection with your website. It protects visitors' privacy and ensures content published is exactly what is received. The switch in domains would require updates on email addresses, the town website, business cards, etc. Selectman Dickey asked what the timeframe would be for updating everything. FD Phelps will research to get more information on how quickly they can update everything. They would need to update email addresses, the website, business cards, etc. TA Hardy stated during the updating period, they would put a pointer on it so that during that time if anything was sent to a .org mailing address, it would be forwarded to the corresponding .gov address.

Selectman Burdick motioned to approve transferring the Town website from a .org to a .gov domain. Seconded by Selectman Dickey. All in favor. None opposed.

TA Hardy stated they discussed the CDFA close out document, but it still needs authorization from the Board for the Chair to sign on behalf of the Select Board.

Selectman Dickey motioned to approve the Chair to sign the CDFA Closeout document on behalf of the Select Board. Seconded by Selectman Burdick. All in favor. None opposed.

Department Head Updates: PWD Dean Hollins presented the 2022 Public Works budget for the Select Board to review. Salaries increased due to COLA and Merit. An increase in line item 43112452, salt, in which they currently are paying \$72.49 a ton. Gasoline prices increased \$1.35 per gallon from last year. Street lighting increased due to a new contract. They decreased their equipment repairs budget because they are in good shape in that section currently. Electricity increased slightly and could continue to change. Sanitation increased due to COLA and Merit increases. They adjusted overtime a little bit and increased utilities slightly. Tipping fees

increased from \$71.14 to \$71.80. In 2023, the contract is likely to increase to \$80 per ton. Equipment maintenance increased in anticipation of replacing a variable frequency drive. Selectman Burdick asked for more explanation on tipping fees. Chairwoman Carey said they belong to a Co-op which is 27 communities that join with Win-Waste Innovations to dispose of their trash. PWD Hollins said the tipping fees are negotiated every year to go to the incinerator. The tipping fee changes every year because their contract states it can change up to 5% each year. The new ARPA position they are seeking for Public Works isn't displayed in the budget. The 6 months' worth of benefits would be seen in the personnel budget.

Selectman Dickey motioned to preliminarily approve the Public Works budget for 2022. Seconded by Selectman Burdick. All in favor. None opposed.

FD Phelps presented four encumbrances for Board approval.

Selectman Dickey motioned to encumber funds from account number 4329443, Engineering Services O&M Plan for \$6,000 for the purpose of offsetting the cost of installing three monitor wells. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Dickey motioned to encumber funds from account number 4329440, Storm Drainage for \$2,000 for the purpose of offsetting the cost of installing three monitoring wells. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Burdick motioned to encumber funds from account number 4324436, SW Equipment Maintenance for \$5,289 for the purpose of offsetting the cost of installing three monitoring wells. Seconded by Selectman Dickey. All in favor. None opposed.

Selectman Dickey motioned to encumber funds from account number 4319802, Sidewalk Repairs for \$1,800 for the purpose of offsetting the cost of installing three monitoring wells. Seconded by Selectman Burdick. All in favor. None opposed.

FD Phelps discussed the two positions for ARPA funding. FD Phelps built in benefits for 6 months in 2022 as previously discussed. The Board needs to amend the previously approved ARPA funding request to increase the Public Works position from \$12,799 to \$18,000 for 6 months. The Police Department funding will remain the same. The Select Board agreed to take all the money out of the second tranche of funds in June of 2022. That would leave approximately \$40,000 remaining in the first tranche of ARPA funding for alternate purposes.

Selectman Dickey motioned to amend the Public Works ARPA funding request from \$12,799 to \$18,000 to come from the second tranche of funds in June of 2022. Seconded by Chairwoman Carey. All in favor. None opposed.

Selectman Dickey motioned to approve taking \$25,000 for the Police Department ARPA request from the second tranche of funding in June of 2022. Seconded by Selectman Burdick. All in favor. None opposed.

Town Clerk Nicole Hoyt received the estimate for the town report and it has increased by 5%. She will adjust it as well as actuals when the time comes for budgeting. Town Clerk Hoyt spoke with Steven Buckley from NHMA and received a definitive answer regarding Official Weighers, Fence Viewers and Surveyors of Wood and Lumber. We do not need to elect any Fence Viewers or Official Weighers. The official position of Timber Surveyor as employed by towns went out of existence some time ago, NHMA suggested the Select Board use the current timber surveyor on a consulting basis when the board cannot make an accurate assessment of yield tax and to discontinue appointing or electing a Timber Surveyor. The Select Board doesn't need to vote on discontinuing these officials, they will sunset at the end of the year. Additionally, Haley sent in a piece to the Newsvine for Town officers regarding the declaring period for office, which is between January 19th and January 28th. The current positions are open for re-election: Cemetery Trustee - Rhoda Hardy, Moderator - Charlie Niebling, Select Person - Lorrie Carey, Supervisor of Check List - Agnes Colby, Treasurer - Gail Egounis, Trustee of the Trust Funds - Lyman Cousens, and Library Trustee - Elaine Clow.

PWD Hollins said they put up the gates on Commercial St. It has two gates with chain on a hook. The main goal was to make sure the road could be plowed out for emergency vehicle access only. Chairwoman Carey asked if any more discussion has been said about the Commercial St. project. TA Hardy said at this point, the check point is December 21st once they hear back from the environmental engineers interested in bidding. They will assess where they are after the Brownfield Advisory Committee meeting next Tuesday.

Chief Tim Kenney recommends using the \$34,000 remaining in the Fire Department salary line, along with \$20,000 in the Fire Truck Capital Reserve Fund to purchase a new forestry truck now. It would allow them to meet the criteria and apply for the Governor's \$50,000 reimbursement. If the money was reimbursed, the truck would only be \$4,000 new. Grappone is honoring the original quoted cost of \$55,000 +/- . Chief Kenney recommended putting the \$55,000 before the Town at Town Meeting next year to put the money back in the Capital Reserve Fund for a fire truck. He also recommended with a motion from the Board, if approved, to suspend the Fire Department's change in pay structure for one year. It would continue next year as is and right now it ends in November of 2022. Chief Kenney recommended to continue paying their stipend until December 31, 2022, and then start the new pay system on January 1, 2023. They had a meeting last night and found there is a lot of work that needs to be done first before jumping into a new pay structure.

Selectman Dickey motioned to approve suspending the pay structure change, from volunteer to paid on-call for the Fire Department until January 1, 2023. Seconded by Selectman Burdick. All in favor. None opposed.

TA Hardy said they received new grant information from Homeland Security so they will look into it to see if there is anything they can use. Chairwoman Carey suggested delaying the motion to approve buying a new truck until the next board meeting.

Finance Assistant Kate Merrill reminded everyone that the staff Holiday party will be Friday, December 17th during the lunch hour. FA Merrill will email out the list of food everyone signed up to bring for a reminder.

Deputy PCD Director Kearsten O'Brien reported Planning Board met Tuesday night. They discussed zoning ordinance amendments along with amendments to the land development regulations. They continued the gravel pit updates on High St and Commercial St until they can get more information as to who is able to speak regarding the trust that owns the two pits currently.

Old Business: Town Clerk Hoyt revisited the discussion regarding Old Home Day meetings. The OHDC is struggling to schedule meetings with holidays back-to-back. Prior to last week's discussion, Selectman Burdick, the ex-officio, Ms. Polly Dawson, the chair and the liaison, Town Clerk Hoyt herself, agreed that they were willing to meet on those holidays for both January and February. Deputy PCD Director O'Brien stated they should stick to a standard for all boards and committees. Other committees that meet on Monday nights have to change their meeting nights if it falls on a holiday. Town Clerk Hoyt expressed that it is difficult for the OHD Committee to have a quorum as it is, as liaison and ex-officio, and committee chair were willing to meet on the holiday. Chairwoman Carey asked Town Clerk Hoyt to email the committee to see if they have other days available or are able to move to another Monday. They should also adopt their rules and procedures at their next meeting.

Town Clerk Hoyt said they need to come up with a cover and dedication for the Town Report. Chairwoman Carey said they previously discussed Walker Pond for the cover. Deputy PCD Director there is a Walker Pond Facebook Group page that people post pictures in as well. Town Clerk Hoyt will bring in pictures for the Select Board to make a final decision on. Town Clerk Hoyt mentioned that the beautification in town was suggested for a dedication. It was done within the last 5 years. The Circle Committee was also brought up as well as TA Hardy regarding retirement. Selectman Dickey recommended TA Hardy for the dedication. Everything needs to be sent to Town Clerk Hoyt by January 7th.

Selectman Dickey motioned to approve Walker Pond for the Town Report Cover and dedicating the Town Report to retiring Town Administrator Alan Hardy. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien said PCD Director Kellee Easler asked if the Select Board would like her to move forward with finding contractors to get quotes regarding what needs to be done at the 1913 library. Chairwoman Carey suggested starting to ask people who already worked on the 1913 library because they know it best. She would like a report, if they will, regarding their thoughts. Mark Hopkins has worked on the 1913 library.

Chief Kenney received a notification that the State office has the Association paperwork for the Fire Department study, and they are reviewing it.

Selectman Dickey has been working on the Penacook Community Center for months. They ran out of money and the Boys and Girls club is taking over. PCC was having staffing issues and are temporarily closing down. The kids will still go to Bradley St. in the morning and then straight to school. In the afternoon, they will pick the kids up and bring them back to Bradley St. Selectman Dickey said the younger kids will still go to Eastman. They are hoping they can find people to

hire quickly. A study was just done on the building. One building is bad but the others aren't bad. They are planning on redoing the buildings in 2 years. This will be in effect starting January when the kids come back. They are still asking for \$5,700 to go on the warrant. Chairwoman Carey said they also will no longer have a Senior Citizens program. They don't have any programs for their Senior Citizens right now in Boscawen. The last meeting of the Penacook Community Center Senior Group will be held on December 12th at Penacook Historical Society but moving forward there is no coordinator or plan. Chief Kenney suggested looking for a grant writer. There is a list of things that they can apply for on GOUSDA. Deputy PCD Director O'Brien suggested looking into grant writing classes at a local college for a senior to complete as a final project. Chairwoman Carey suggested checking Plymouth State's master's program.

TA Hardy said Brian from Comcast has agreed to put cable in all the staffed town buildings. The Fire Department is already included in the contract. He made a commitment and has the contact information for the building that do not currently have cable service. TA Hardy mentioned that the public library staff did not see the need to have cable service in the library itself. TA Hardy asked if the Select Board would like to have Comcast install it in the Town Hall. The Select Board decided to leave the list as it is in the draft contract. Chairwoman Carey said they technically own the building. TA Hardy said they don't have to install a TV, but they can at least establish the connection.

Selectman Dickey motioned to approve the Comcast contract, as amended, for 5 years. Seconded by Selectman Burdick. All in favor. None opposed.

FD Phelps presented the Draft 2022 Warrant for the Select Board to review but they don't have the complete operating budget yet. The last warrant article for the forestry vehicle is still up in the air. Chairwoman Carey asked if the articles have gone through legal or DRA. FD Phelps said they have not. FD Phelps asked what the status was on the generator. TA Hardy said there is a matching fund grant available if the Town approves it as an EOC.

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

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

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

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

Selectman Dickey motioned to adjourn. Selectman Burdick seconded. All in favor. None opposed.

Next Meeting: Thursday, December 16, 2021 @ 6PM.
Respectfully submitted by Hannah Gardner