

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, December 23, 2021, at 6:00 PM**

In Attendance: Lorrie Carey, Matthew Burdick, Paul Dickey, Alan Hardy, Kate Merrill, Katie Phelps, Kellee Easler, Kearsten O'Brien, and Dean Hollins.

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

Chairwoman Carey gave Finance Director Katie Phelps a list of errors that need to be fixed in the SB 12.16.21 minutes.

**New Business:** Finance Assistant Kate Merrill presented the Personnel Budget for 2022. There is a 90-day adjustment and COLA for line 4155110. Line 4155111, Human Resource Assistant is an open position starting February 1, 2022, for a part-time position (25 hours/wk). There are 2 new retirees added for 2022 for line 4155120, Health insurance. In addition, line 120 has a budget buffer of a single plan and one family plan in case anything changes during the year. Employee Health Insurance (line 121), premiums decreased and there is a deduction from health surplus that will be applied to the January health insurance bill. Line 122 increased for the annual \$25 drug testing and CDL clearing inquiries. Line 215 refers to life insurance, \$9 per person, per month. This line represents 24 employees, which includes the two employees covered by ARPA for 6 mos. Line 220, Social Security, increased due to federal requirements. Line 222, Unemployment Insurance, is \$1,476 less due to a payment holiday. Workers Compensation is \$21,694 less due to a payment holiday. Medicare, line 225, increased due to federal requirements. Retirement, line 230, increased due to the change in retirement rates last year. This is a full year of the change with rates listed. Line 330, Policies & Procedures, was added back for 2022. It would help if they needed to update any procedures or want to participate in a pay study. Line 571 is also being added back for meetings and travel in 2022. Line 572, background checks is recommended as the same as last year. There is no change in short/long term disability. Line 574 is for a 40-hr. vacation payout option for the seven department heads. This is the budget assuming all department heads take the vacation buyout. It is a large increase because last year money was encumbered for this line but it was just learned that this no longer can be done. Selectman Dickey suggested adding a policy in which employees must decide whether they are going to buy out or not ahead of time, so they know how to budget for it. FA Merrill is in the process of updating the manual so she will add it in as a policy change. Personnel Software, line 575 is based on their 2022 quote for the Town's time tracking software for payroll. There is a new line, 576 for Staff Development and training for trainings such as CPR/AED as well as group training through Primex. Line 800 is for miscellaneous personnel expenses or retirements. There is also a sheet that shows health insurance changes which includes the new 2022 year with decreases in rates plus the health surplus they are applying to the first month payment.

**Selectman Dickey motioned to preliminarily approve the 2022 Personnel Budget. Seconded by Selectman Burdick. All in favor. None opposed.**

Finance Director Phelps presented two Public Works encumbrances for approval.

**Selectman Dickey motioned to encumber funds from account number 4312463 - Road Re-Surfacing for \$42,591.99 for the purpose of paving in 2022. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Burdick motioned to encumber funds from account number 4312610 - Road Oil for \$20,000 for the purpose of paving in 2022. Seconded by Selectman Dickey. All in favor. None opposed.**

Finance Director Phelps presented three Land Use encumbrances for approval.

**Selectman Dickey motioned to encumber funds from account number 4191555 - LU Reg Ordinance Updates for \$2,250.00 for the purpose of paying for Land Development Regulation Updates in 2022. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Burdick motioned to encumber funds from account number 4651000 - Economic Development for \$2,750.00 for the purpose of paying for Economic Development Planning Assistance in 2022. Seconded by Selectman Dickey All in favor. None opposed.**

**Selectman Dickey motioned to encumber funds from account number 4152312 - Assessing Services for \$11,397.50 for the purpose of offsetting the cost of the revaluation in 2023. Seconded by Selectman Burdick. All in favor. None opposed.**

**Chairwoman Carey motioned to approve the Veteran's Credit for Resident B in the amount of \$500.00. Seconded by Selectman Dickey. All in favor. None opposed.**

FD Phelps said Treasurer Gail Egounis has an updated Delegation of Deposit Authority. The update involves removing current Town Administrator Alan Hardy. The Boscawen Town Treasurer hereby delegates deposit function authority to Deputy Tax Collector (Sarah Gerlack), Deputy Town Clerk (Haley Dilts-Brown), Town Clerk (Nicole Hoyt) and Tax Collector Administrative Assistant (Norma Caporale).

**Selectman Dickey motioned to approve the updated Delegation of Deposit Authority recommended by the Treasurer dated 12/23/21. Seconded by Selectman Burdick. All in favor. None opposed.**

**Chairwoman Carey motioned to approve reimbursing the General Fund from the Administrative Impact Fees Account in the amount of \$1,497.00. Seconded by Selectman Dickey. All in favor. None opposed.**

FD Phelps said they don't need to reimburse the General Fund. The impact fee account has its own checks so the bill will be paid from that account.

**Chairwoman Carey amended the motion to authorize a check to be generated in the amount of \$1,497.00. Seconded by Selectman Dickey. All in favor. None opposed.**

Finance Assistant Kate Merrill presented two Trustee Transfer requests to the Board.

**Chairwoman Carey motioned that the Trustees of the Trust Funds transfer \$483.70 from the Safety Equipment Capital Reserve Fund to the General Fund to reimburse for the following expenditures: Home Depot Credit Services, Yellow Safety Vest for \$199.70 and Joe King's Shoe Shop, Invoice 9228 for \$284.00. Seconded by Selectman Dickey. All in favor. None opposed.**

**Chairwoman Carey motioned that the Trustees of the Trust Funds transfer \$13,733.50 from the Police Cruiser Capital Reserve Fund to the General Fund to reimburse for the following expenditures: Ossipee Mountain Electronics Inc., Invoice 84287 for \$3,152.70, Paul Gagnon, Invoice 02 for \$175.00 and Ossipee Mountain Electronics Inc., Invoice 84262 for \$10,405.80. Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Dickey motioned to refer the discussion regarding solar to the Energy Committee. Seconded by Selectman Burdick. All in favor. None opposed.**

**Department Head Updates:** FD Phelps received the Meals and Rooms check from the State of New Hampshire today in the amount of \$294,354.64.

FD Phelps presented abatements for a local business that was discussed previously with Town Clerk Nicole Hoyt. Deputy PCD Director O'Brien sent an email to the Chair of the Economic Development Committee and hasn't received a letter of recommendation yet. Deputy PCD Director O'Brien said the Chair didn't know he had to write the letter. They are concerned if they wait too much longer it will go to lien. PCD Director Kellee Easler recommended that the Committee members speak to the Select Board about it or the person seeking the abatement. TA Hardy suggested if the Committee wants to act, they should be speaking to the Select Board. Chairwoman Carey said they should direct the Committee on what the procedures are. The Economic Development Committee took a vote to allow the Chair to make a recommendation. Deputy PCD Director O'Brien said the Chair has not written a recommendation and she will not write one on behalf of him. It can't go until next year. Last year the business was denied by the Select Board. Chairwoman Carey said there needs to be more clarification here and the Chair needs to do his part. TA Hardy said the advocacy role is a fantastic idea and suggested refining the process. Selectman Dickey asked if the individual could come in and speak to the Select Board. The individual didn't ask for the abatement. It was at a non-meeting at an establishment, with no-quorum and then they brought it to the next meeting. The meeting was held as if it were a meeting because they anticipated members joining who never ended up showing up or notifying, they wouldn't be in attendance. It was too late when they realized they weren't going to have a quorum. Chairwoman Carey said unless the Chair calls a special meeting, they will accept the advocacy role.

**Chairwoman Carey motioned to approve continuing the discussion on the abatements next week. Seconded by Selectman Dickey. All in favor. None opposed.**

PWD Hollins updated the Board on the purchase of the new truck. He signed all the paperwork and emailed it to Grappone. Later that afternoon, Grappone emailed stating they are no longer allowing the municipal rebate. PWD Hollins is stuck with the same option at any dealership. Grappone offered their rebate which brings the truck's purchase price down to \$61,288. Grappone's rebate is \$1,700.00 PWD Hollins called other dealerships to see if trucks were still on the lot. Hillsborough still has a truck on the lot that fits what they need. They would need to drop a couple things out of their plow package to afford the new truck. Also, the money market is a few thousand dollars short. They could possibly wait 2 to 3 years to get a new spreader freeing up some funds for the truck purchase. It will be possible, but the budget will be tight. Chairwoman Carey suggested moving forward with whatever PWD Hollins sees best with a purchase. There is no payment until they take possession of a truck. PWD Hollins would like to proceed with purchasing a truck.

**Selectman Dickey motioned to approve PWD Hollins moving forward with purchasing a Cab and Chasse for plowing up to \$63,000. Seconded by Selectman Burdick. All in favor. None opposed.**

PCD Director Easler said Suzanne Maze came in to go over her plans for the updates to Map 81D, Lot 88. They will be turning the restaurant into retail/office space.

Deputy PCD Director O'Brien got quotes for masks. The first quote was \$1,125 for 100 masks. The second quote was \$1,500 for top-of-the-line masks and one for \$500 for mediocre masks. No quotes include shipping. The Town needs at least 125. The quote was \$5 a mask with the logo on it for the lower end masks. FD Phelps said it may classify as Safety equipment. Deputy PCD Director O'Brien will look more into it and come back with final numbers and designs.

Deputy PCD Director O'Brien received a quote regarding the fire alarm safety system that they would like to use the ARPA funds for. The quote came in around \$50,000 for the following buildings, Dorval House, Municipal Complex, Fire Station, and Public Works. It includes heat sensors so they would be notified if any of the building were in flames. Along with panic buttons, and flood sensors. Deputy PCD Director O'Brien talked to Chief Kevin Wyman about cutting the cost of security cameras down by using Arlo cameras or other in home security ones at public works and the fire station.

The Conservation Committee met and just purchased 10 chestnut trees to put in the Weir Forest. They are looking into a coordinate GPS tracker to purchase to help with locating boundary points. They also discussed the purchase of the Walker Pond Dam which will be on the warrant. Mr. Mark Kaplan will be putting out an article explaining the Walker Pond purchase and that the dam would like to be purchased and will be discussed at Town meeting. Deputy PCD Director O'Brien asked if the Select Board would allow that to be discussed in the article. The Select Board would like to wait until DRA approves the warrant articles.

Deputy PCD Director O'Brien put out a volunteer flyer on social media platforms and the website. They received two applications thus far. One was for a full member on the Beautification Committee and the second was for alternate member for Conservation Committee.

**Old Business:** Selectman Burdick mentioned the gentleman, Matt, who runs the Concord for Hometown Heroes Banners on Main St., reached out to him. The gentleman had discussion with Comcast, and they are looking into contracting with him for the ability to use their poles on their own.

PCD Director Easler said Facilities Director Gary Moore is getting quotes for the 1913 library. He is also getting a quote for the Dutch door in the Municipal Building.

TA Hardy said Dorrie Parr, EPA representative is doing everything she can to give the Town the ability to get the Commercial Street buildings demolished and on the ground. They will be moving more quickly than expected on that process. They need to bring an architectural historian and archeological historian on board. There continue to be two discussions that must be resolved, one about the chimney and second about the re-use of bricks. Once they have the QEP on board, they will address the use of bricks because they will examine the bricks and decide whether they need to be cleaned or they are safe to use. Chairwoman Carey asked if they are using the same Architect that they used for Storrs Bridge. TA Hardy is hoping they are still in business. The two contractors for the QEP they will consider at the January 4<sup>th</sup> meeting are Credere Associates, LLC out of Westbrook, ME and Sanborn Head in Concord.

TA Hardy said the group net metering agreement is going back to Briar Hydro to be reworked. They found they need to make adjustments. From Town Council standpoint, they don't have history on how these group net metering agreements are drafted. They will start with the Energy Committee when they are ready to move forward.

Chairwoman Carey said they need to update their passwords on the Federal site for the grant. They have two-weeks left to update or else they lapse. Selectman Burdick is not on it yet.

TA Hardy said the CDBG Riverbend Project has begun. They have submitted some work and will be starting the physical renovations shortly. The Select Board had asked about the cost on the Town's end. The costs can be covered under the grant.

**Ex-Officio Updates:** Chairwoman Carey said the Brownfield Advisory Committee has two proposals that they will review and make a recommendation on January 4<sup>th</sup>, 2022.

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

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

**Selectman Dickey motioned to seal the non-public minutes under RSA 91A:3 (A). Seconded by Selectman Burdick. All in favor. None opposed.**

**Next Meeting:**

Thursday, December 30, 2021 @ 6PM.

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

*Respectfully submitted by Hannah Gardner*