

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, December 29, 2022 at 6:00 PM**

In Attendance: Lorrie Carey, Matt Burdick, Paul Dickey, Kate Merrill, Katie Phelps, Kearsten O'Brien, Kellee Easler, Nicole Hoyt & Dean Hollins

Guests: Bonny John

Roll Call: completed and guests introduced.

Chairwoman Carey called the meeting to order at 6:00pm.

Selectman Matt Burdick motioned to approve the Consent Agenda. Seconded by Selectman Paul Dickey. All in favor. None opposed.

Department Head Updates: Library Director Mrs. Bonny John presented the revised 2023 Library Budget for approval. The total budget changed 1% or \$1,253. The salaries line adjusted to show actual 2022 expense and 3.9% for 2023 raises. They increased the business services and web services line based on actuals.

Selectman Dickey motioned to preliminarily approve the amended 2023 Public Library Budget. Seconded by Selectman Burdick. All in favor. None opposed.

Planning and Community Development Director Kellee Easler presented a revised 2023 Planning and Community Development Budget. Line 4152313: Assessing Software, increased 3% based on actuals. Line 4152315: Assessing Public Data Hosting, increased 3% based on actuals. Chairwoman Carey noted that assessing Public Data Hosting increased \$979 and software increased \$85. PCD Director Easler clarified that the Kiosk and Mapping from line 4191550 was added to line 4152315 because of how the invoice is billed.

Selectman Burdick motioned to preliminarily approve the amended 2023 Planning and Community Development Budget. Seconded by Selectman Dickey. All in favor. None opposed.

Deputy Planning and Community Development Director Kearsten O'Brien presented two Veteran's Credits for approval.

Selectman Burdick motioned to approve the Veteran's Tax Credit for Landowner C. Seconded by Selectman Dickey. All in favor. None opposed.

Selectman Dickey motioned to approve the Veteran's Tax Credit for Landowner H. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien presented a Solar Exemption for approval for Map 183C, Lot 101.

Selectman Dickey motioned to approve the Solar Exemption for Map 183C, Lot 101. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien presented an abatement for approval in the amount of \$10,220.66 for Timber Tax. The abatement was due to an incorrect timber scale rating.

Selectman Dickey motioned to allow Town Clerk Nicole Hoyt to abate \$10,220.66 for Jeremy G. Turner: Meadowsend Consulting for property located at Map 94, Lot 38 and 40 due to a change in the timber scale rating. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy PCD Director O'Brien presented the Timber Warrant for approval at Map 94 Lot 38 and 40 in the amount of \$9,302.53.

Selectman Burdick motioned to allow Town Clerk Nicole Hoyt to collect \$9,302.53 for Jeremy G. Turner: Meadowsend Consulting for property located at Map 94, Lot 38-40 due to a change in the timber scale rating. Seconded by Selectman Dickey. All in favor. None opposed.

Public Works Director Dean Hollins presented an encumbrance for approval in the amount of \$4,000 for Landfill Monitoring Wells.

Under the provisions of RSA 32:7, I, Selectman Dickey motioned to encumber funds from Account #5999144: Landfill Monitoring Wells for \$4,000 for the purpose of offsetting the costs associated with monitoring wells. Seconded by Selectman Burdick. All in favor. None opposed.

PWD Hollins presented an encumbrance for approval in the amount of \$20,000 for Highway Road Oil.

Under the provisions of RSA 32:7, I, Selectman Burdick motioned to encumber funds from Account #4312610: Highway Road Oil for \$20,000 for the purpose of paving and road re-surfacing in 2023. Seconded by Selectman Dickey. All in favor. None opposed.

PWD Hollins presented an encumbrance for approval in the amount of \$82,334.99 for Highway Road Re-Surfacing.

Under the provisions of RSA 32:7, I, Selectman Dickey motioned to encumber funds from Account #4312463: Highway Road Re-Surfacing for \$82,334.99 for the purpose of paving and road re-surfacing in 2023. Seconded by Selectman Burdick. All in favor. None opposed.

Finance Director Kate Merrill presented an ARPA transfer and Capital Reserve transfer for approval.

Selectman Dickey motioned to approve transferring \$968.80 from the ARPA fund to the General Operating Account to reimburse for expenditures previously approved for an additional Police Officer position. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Burdick motioned to approve the Trustees of the Trust Fund to transfer \$330 from the Municipal IT Capital Reserve Fund to the General Fund to reimburse for the following expenditures: Cybertron Invoice #20220482. Seconded by Selectman Dickey. All in favor. None opposed.

Town Clerk Nicole Hoyt noted taxes were due on Tuesday, December 27th. They received \$4.6 million in paid taxes. Now they need to collect a little over \$300,000 for the second half of the year. Wells Fargo will be sending by Fed-Ex their payment file. It is late, however the tax collector will be able to forgive interest if received tomorrow. For the record, one resident paid under protest and another property was paid under duress, however she was being humorous. Town Clerk Hoyt gave an update on the 2023 Town Clerk budget. She has not received the utility bill for 2023 software through Avitar. Town Clerk Hoyt noted she increased the line already based on 2022 actuals, but it may still need to be adjusted. They put together information for the preliminary audits and sent it to FD Merrill. The Kiosk will be shut off until January 2nd.

FD Merrill presented a sole source justification on behalf of Chief Kevin Wyman in the amount of \$25,695.32. He requested to use Motorola as a sole source for replacing the current Motorola radios with updated versions.

Selectman Dickey motioned to approve a sole source justification for Motorola for replacing the current Motorola radios with updated versions in the amount of \$25,695.32. Seconded by Selectman Burdick. All in favor. None opposed.

FD Merrill presented a sole source justification on behalf of Chief Tim Kenney in the amount of \$50,300.04. He requested to use Industrial Protective Services as a sole source for servicing and annual testing of the SCBA's and SCBA fill stations.

Selectman Dickey motioned to approve a sole source justification for Industrial Protective Services for servicing and annual testing of the SCBA's and SCBA fill stations in the amount of \$50,300.04. Seconded by Selectman Burdick. All in favor. None opposed.

FD Merrill presented the revised 2023 Working Budget for approval. It has been updated with the changes from the Public Library budget and Planning and Community Development Budget. FD Merrill noted if changes need to be made to the Town Clerk's budget, they can update it. Selectman Dickey suggested a cutoff date for amendments. All concurred.

Selectman Dickey motioned to approve the 2023 Operating Budget with updates to go to the Advisory Budget Committee. Seconded by Selectman Burdick. All in favor. None opposed.

Town Administrator Katie Phelps presented the updated draft warrant with the recommendations approved by the Select Board last week. They previously discussed sending the Town Hall Assessment Study to Town Meeting without a Board recommendation. TA Phelps noted it cannot go to Town Meeting without a recommendation because it is a monetary article.

Selectman Dickey motioned to not recommend the Town Hall Assessment Study warrant article. Seconded by Selectman Burdick. Chairwoman Carey opposed. Two in favor. One opposed. The motion passed.

TA Phelps stated they did not discuss the adoption of RSA 261:153, VI for an additional Motor Vehicle fee at the prior meeting. Chairwoman Carey noted both Planning Board and the Economic Development Committee recommended putting it on the warrant.

To see if the Town will vote to adopt the provisions of RSA 261:153, VI, to collect an additional \$5 fee in addition to the motor vehicle registration fees, for the purpose of supporting a municipal and transportation improvement fund, which shall be a capital reserve fund established for the purpose of general road improvements. Further, to see if the Town will authorize the establishment of a Capital Reserve Fund (pursuant to RSA Chapter 35) to be known as the "Transportation Improvement Capital Reserve Fund" for the purpose of said road improvements and to designate the Select Board as agents to expend. (Majority vote required)
(Note: This is a Draft Article)

Selectman Dickey motioned to approve putting the adoption of RSA 261:153, VI the Additional Motor Vehicle Fee on the warrant. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Dickey motioned to recommend the adoption of RSA 261:153, VI the Additional Motor Vehicle Fee to the Budget Committee. Seconded by Selectman Burdick. All in favor. None opposed.

TA Phelps noted that the Board said previously that they are waiting to approve the Operating Budget until it is reviewed by the Advisory Budget Committee.

The Boscawen Police Department Appointment letter will be deferred until next week's meeting after employment paperwork has been completed and the new hire has met the Board.

No public comment.

Selectman Dickey motioned to enter a nonpublic session at 6:30 pm under RSA 91-A:3 II (I). Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to close a nonpublic session at 6:38pm pm under RSA 91-A:3 II (I). Seconded by Selectman Burdick. All in favor. None opposed.

Public meeting reopened at 6:38pm.

Selectman Dickey motioned to seal the nonpublic minutes for 2 year under RSA 91-A:3 II (I). Seconded by Selectman Burdick. All in favor. None opposed.

Next Meeting: Thursday, January 5, 2023 at 6:00 PM.

Chairwoman Carey motioned to adjourn at 6:39pm. Seconded by Selectman Burdick. All in favor. None Opposed.

Respectfully submitted by Hannah Gardner