

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, December 30, 2021, at 6:00 PM**

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

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 12.23.21 minutes.

**New Business:** Town Administrator Alan Hardy said the 1913 Library Match was put in so any dollars donated towards the 1913 Library can be matched dollar for dollar until it runs out. TA Hardy reminded the board that they double any match made as far as donations, but it can't be spent without matching.

Deputy Town Administrator Katie Phelps presented the proposed Master Budget and asked the department heads to come next week to review each department budget with the board. The Select Board can review the budgets and ask any questions. Deputy TA Phelps sent a PDF of all the department budgets for the Select Board to review as well. The budget binders will be distributed for next meeting.

Finance Director Kate Merrill presented two ARPA Fund transfers for approval.

**Selectman Dickey motioned to transfer \$2,214.91 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved to assist with affordable housing. Seconded by Selectman Burdick All in favor. None opposed.**

**Selectman Burdick motioned to transfer \$3,069.00 from the ARPA Fund to the General Operating Account to reimburse for expenditures previously approved to assist with homelessness. Seconded by Selectman Dickey. All in favor. None opposed.**

FD Merrill presented three Trustee of the Trust Fund transfers for approval.

**Selectman Dickey motioned to accept the Trustees of the Trust Fund to transfer \$1,700 from the Municipal IT Capital Reserve Fund to the General Fund to reimburse for the following expenditures: Cybertron Invoice #20210494. The Cybertron invoice was coded to Municipal IT Capital Reserve for a total amount of \$1,875. A \$175 Met Tel Invoice was originally coded and transferred with the Municipal IT Capital Reserve on July 1<sup>st</sup>, 2021.**

**Since the charge has been moved to the Municipal Building Capital Reserve and transferred with motion dated 11.18.2021, the \$175 has been reduced from this transfer to make a correcting adjustment. Seconded by Selectman Burdick. All in favor. None opposed.**

**Selectman Burdick motioned to accept the Trustees of the Trust Fund to transfer \$20,152.84 from the Municipal Buildings Capital Reserve Fund to the General Fund to reimburse for the following expenditures: Human Services Director's Office: \$63.05, Dorval House: \$1,639.86, Belanger Construction: \$12,260, All Safe & Lock: \$324.50, Long Champs: \$1,205, Daniel Gelinas: \$4,750 in addition to a credit of \$89.57 for the returns. Seconded by Selectman Dickey. All in favor. None opposed.**

**Selectman Dickey motioned to accept the Trustees of the Trust Fund to transfer \$2,800 from the Fire Station Capital Reserve Fund to the General Fund to reimburse for the following expenditures: Harriman Invoice #2106094: \$2,800. Seconded by Selectman Burdick. All in favor. None opposed.**

Deputy TA Phelps presented the EPA Independent Contractor Agreement for Alan Hardy. There are two identical agreements for both parties to sign. They started with a 1-year agreement thinking that all his agreements would be a one-year term and then they can reassess all of them at the same time. The difference between this agreement and previous ones is that the compensation is hourly instead of units. Chairwoman Carey asked how the hourly work would be captured. Deputy TA Phelps said it be received as an invoice from Mr. Hardy and would need to go through a vendor check system and from there Finance will submit it to the EPA system and get reimbursed for his time. Chairwoman Carey suggested adding who the contractor reports to in Appendix A. TA Hardy said from experience, you need to be careful, not to create an employment situation. Chairwoman Carey proposed inserting: All invoices and communication will be directed to the Town Administrator. Deputy TA Phelps will update Appendix A tomorrow. The Select Board signed the EPA Independent Contractor Agreement.

**Department Head Updates:** Human Services Director Sarah Gerlack said they moved things downstairs this week. Facilities Director Gary Moore is downstairs, and the Backpack Program is in the kitchen/multi-purpose room. The Holiday Food Baskets are complete and it went great. HS Director Gerlack said some people signed up and didn't participate so they are hoping to change that around next year. 47 people signed up and didn't show up for baskets.

Town Clerk Nicole Hoyt said surprisingly they were slow this week which gave Norma Caporale the opportunity to start boxing things up. They are in the best position they have ever been for closing out the year. Town Clerk Hoyt reported some town clerks are watching legislative updates. One is related to the disqualification of certain officials working an election and touching ballots. They also want to change another bill that wants to change the date of the State primary to June which is bad for FISCAL year people because they are doing close outs and deeds. They want to require the Secretary of State's office to do an audit in the same manner as they did Windham, NH audit. There is a lot more updates on the NHMA website under legislator updates. Town Clerk Hoyt will keep everyone updated as she learns more and will be attending a meeting in January. Lastly, she is working on the Town Report. The deadline for town reports

was January 7<sup>th</sup>. Currently, 11 reports are submitted and some of them have budgets that go with them. Town Clerk Hoyt tried a mockup for a cover photo and presented it for others to view.

Deputy TA Phelps received updated service agreements from Zero Waste for dumpsters at the Boscawen Congregational Church and Municipal Building. They are up for renewal and the service charge per month has increased from \$123 to \$135 beginning January 1st. It would be a 3-year agreement. Chairwoman Carey asked if they know the volume of use. TA Hardy said they had to double the size of the dumpster because it was overflowing. FD Phelps said if they have to do an extra pickup it is an extra \$65. They are picked up once a week at the Church and every other week at the Municipal Building. The Church pays for half of the dumpster bill currently. FD Phelps has a copy of the agreement from council, and they can review restrictions. Chairwoman Carey suggested reviewing the MOU and associated contracts at the next meeting. TA Hardy suggested proposing a shorter term for the Church dumpster. Deputy TA Phelps will ask the company. The Select Board will wait to see if they can get a shorter term on the second agreement with the church. They will also review the MOU to understand what they have previously agreed to.

**Selectman Burdick motioned to accept the service agreement between Zero Waste and the Town of Boscawen Municipal Building for 3-years and allow the Town Administrator to sign on behalf of the Board. Seconded by Selectman Dickey. All in favor. None opposed.**

**Old Business:** Town Clerk Hoyt asked the Select Board what they would like to do about the potential abatements for local business in Town. The Chair of the Economic Development Committee has not made a recommendation. Chairwoman Carey respectfully declined the abatement on behalf of the Select Board due to no recommendation from the Chair of the Economic Development Committee. Town Clerk Hoyt feels as if there wasn't a need for it in the first place. In essence the business is being overbilled. It isn't just to help; it is to make things right. Town Clerk Hoyt needs information from Pennichuck, but they are on vacation. She asks the Select Board consider all those things before denying the abatements. In addition, this happened in the beginning of October in which the Select Board asked Town Clerk Hoyt to send a letter to the owner stating it was still being discussed. If the Select Board decides not to do the abatement, Town Clerk Hoyt suggested it be written by the board since it is not her decision. Chairwoman Carey asked for clarification on if they are missing an administrative piece to the abatements. Town Clerk Hoyt has full clarification on all the abatements. There are different options on how to process them going forward. Town Clerk Hoyt wanted information on when the meter was installed and what the purpose was at that time. She thinks it could be overbilled. There are three different warrants, one is for \$206.50, second for \$304.13 and lastly \$492.48. TA Hardy asked if they issue abatements without request from the owner. Town Clerk Hoyt said the owner requested the abatements of the Chair of the Board and the Tax Collector. Town Clerk Hoyt said the owner thought he was talking to the Chair of the Select Board. He thought the Select Board asked him a direct question and he answered. He wasn't told he wasn't talking to the Chair of Select Board. Town Clerk Hoyt is talking to the Select Board on behalf of the owner who is struggling. The abatements would help the problem and then the last piece of information from Pennichuck would solve the issue. Selectman Burdick suggested approving the abatements under the guidelines that there needs to be a permanent solution. Town Clerk Hoyt proposed a

one-time abatement to correct an on-going situation which will be done administratively with Pennichuck.

**Selectman Dickey motioned to accept the abatements one-time to correct an on-going situation which will be done administratively with Pennichuck. Seconded by Selectman Burdick. All in favor. None opposed.**

Deputy TA Phelps thanked TA Alan Hardy for dedicating 15 years of service to the Town of Boscawen. The Town employees will greatly miss him and wish him well in his retirement.

**Ex-Officio Updates:** The Brownfields Advisory Committee is meeting Tuesday, January 4<sup>th</sup>, 2022, at 5:30 PM. Planning Board will also be meeting on Tuesday, January 4<sup>th</sup>.

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

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

**Selectman Dickey motioned to seal non-public minutes under RSA 91A:3 II (A) for three years. Seconded by Chairwoman Carey. All in favor. None opposed**

**Next Meeting:**

Thursday, January 6<sup>th</sup>, 2022 @ 6PM.

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

*Respectfully submitted by Hannah Gardner*