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**Town of Boscawen**  
**HAZARD MITIGATION COMMITTEE**  
**Boscawen Municipal Complex**  
**DRAFT MEETING MINUTES**  
**Tuesday, December 20, 2022**

7 **Present:** Jason Killary—Emergency Management Director; Tim Kenney—Fire Chief; Katie  
8 Phelps—Town Administrator; Kellee Jo Easler—Planning & Community Development Director;  
9 Stephanie Alexander—CNHRPC Senior Planner and Hazard Mitigation Program Manager

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11 **Excused:** Dean Hollins - Public Works Director; Gary Moore – Facilities Director and Sarah  
12 Gerlack - Community Services Director

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14 TA Katie Phelps opened the Hazard Mitigation meeting at 1:37 p.m. and completed roll call.

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16 **Minutes:** EMD Killary motioned to accept the **October 25, 2022 draft minutes as written.**  
17 **Seconded by Fire Chief Kenney. All in favor.**

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19 **Department/Board Status Reports of Hazard Events and Disasters:**

20 Ms. Stephanie Alexander of Central NH Regional Planning Commission (CNHRPC) asked the  
21 Committee if there were any hazard events to be recorded. Fire Chief Kenney said there were  
22 wires and trees down on route three north of Goodhue Road that closed the road down for about  
23 an hour on November 30, 2022. Ms. Alexander asked if the utility company had to get involved  
24 along with any State Police Officers. Fire Chief Kenney said it was just local Police and Fire on  
25 the scene.

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27 **Department/Board Status Reports of 2022-2023 Action Status:**

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- **#41 - Develop a Snow Plow Policy** – Town Administrator Phelps said that she spoke with Public Works Director Hollins and he does have a draft. Ms. Alexander asked if the target date was still December 2022. TA Phelps said that is the target date but it may be closer to after the New Year.
  - **#48 – Update Zoning Ordinance to Comply with NFIP Requirements** – PCD Director said there were no changes to the flood plains, but the Town did not receive flood plain maps from FEMA.
  - **#50 - Update 2001-2002 Master Plan** –PCD Director said they will be updating the Master this year with updated Energy and Agricultural Chapters. Next year the Master Plan will be updated with housing through the InvestNH Grant. CIP this year will have a warrant article for King Street Improvements if approved at Town Meeting along with the Municipal Transportation Tax.
  - **#56 – Continue the Manufactured Home Acquisition and Demolition Program** – PCD Director said this is at a standstill. The Planning Board did decide to keep the wording in the Zoning Ordinance to be 2006 or newer mobile homes.

- 43 • **#58 – Improve Site Plan Review Regulations** – PCD Director Easler said she spoke  
44 with the Planning Board about underground utilities and storm water management.
- 45 • **#30 – Establish an EOC with Appropriate Equipment** – EMD Killary finally got the  
46 approval for the generator grant and will be moving forward with putting the generator in  
47 and the EOC will be able to in the Board Room. Ms. Alexander asked when completion  
48 of this task maybe. EMD Killary said possibly in 2024.
- 49 • **#59 – Construct new Public Works Garage** – TA Phelps said she spoke with Public  
50 Works Director Hollins, and that a survey has been completed of the property and they  
51 are still raising money.
- 52 • **#62 –Install Generator at Town Office** – Same as bullet point number 30.
- 53 • **#63 – Establish a partnership between Town and State to project Hannah Dustin**  
54 **Island** - TA Katherine Phelps said there are no meetings scheduled and has not heard  
55 anything about another being scheduled.
- 56 • **#34 – Educate the Public about Unsafe Trees** - PW Director Hollins said this is  
57 ongoing and there has been no change from the last meeting.
- 58 • **#35 – Educate homeowners about snow load** - PW Dean Hollins mentioned that there  
59 are plans to post information on the towns social media pages to educate the residents.  
60 PCD Director Easler said that we educate about the snow load when individuals pull  
61 building permits.
- 62 • **#65 – Progress of Brownfield Project-** TA Phelps said that the EPA will be out of the  
63 area at the end of the month and will commence in the spring with the cleanup program.  
64 The site is fenced off.
- 65 • **#66 – Repair the Municipal ADA Ramp** – TA Phelps said the project was completed in  
66 Fall of 2022.
- 67 • **#67 – Improve Public and Emergency Response Access to Walker Pond** - This is  
68 complete. Access way was completed in fall of 2022.
- 69 • **#68 – Encourage DOT to address the Long Street/Water Street Culvert** - Fire Chief  
70 Kenney said it is not complete.
- 71 • **#69 - Merrimack County MOU Boat Launch** - PCD Director said this is a project she  
72 is working on with County and the conceptual will probably not begin until January.
- 73 • **#70 - Purchase Shelter Container and Supplies-** PCD Director said the MOU is up to  
74 date and the container to house the supplies along with shelving has been purchased.

#### **Annual Evaluation of Hazard Mitigation:**

- 76 • Next year the committee will be inviting the Friends of the Northern Rail Trail,  
77 Merrimack County, Boscawen Elementary School, Elektrisola, Ross Express, Kentek,  
78 Conservation Commission, Agricultural Commission, and others they can think of.
- 79 • TA Phelps suggested offering a chance to win a gift card to encourage participation with  
80 the Hazard Mitigation surveys.
- 81 • TA Phelps suggested if a department head is unable to attend a meeting that the meeting  
82 information be provided to them ahead of time to fill in their sections. Ms. Alexander  
83 asked how advanced would they like them. The committee said a week or the Friday

- 84           beforehand. The hazard mitigation has done outreach to the community by sending out  
85           surveys to the public. TA Phelps suggested doing a survey about utilities.
- 86           • Ms. Alexander said that the Town has adopted the new State Building Codes.
  - 87           • Ms. Alexander asked if there were any other outreach programs. EMD Killary said they  
88           have Code Red for emergencies and they use Facebook and the Website for outreach.
  - 89           • The staff coordinator will be EMD Killary with the assistance of TA Phelps.
  - 90           • PCD Director said that the main concern with the preliminary flood plain maps were the  
91           agricultural properties that are considered with in the flood plain.
  - 92           • Ms. Alexander asked the committee if the list in the Hazard Mitigation Plan should be  
93           modified. TA Phelps suggested adding Cyber Events. PCD Director Easler suggested  
94           hazardous spills. Ms. Alexander said that could fall under Public Health.
  - 95           • Ms. Alexander asked if there was a sense among the committee of how much new  
96           development and housing has come into Boscawen. EMD Killary said within in the last  
97           five years it has grown sustainably. PCD Director Easler said that there has been a lot of  
98           new housing within Boscawen. Ms. Alexander asked how much of the housing was  
99           rentals. PCD Director Easler said she would guess it is more owner occupied. Ms.  
100          Alexander asked if there was a sense of an increase within population. PCD Director  
101          Easler said yes.
  - 102          • Ms. Alexander asked if elements from the Hazard Mitigation plan been incorporated  
103          within in different parts of the Town's Committees and Departments. PCD Director  
104          Easler said yes Planning Board has updated the Master Plan with areas from the Hazard  
105          Mitigation Plan.
  - 106          • The Hazard Mitigation plan is on the website.

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108          **Critical and Community Facility Vulnerability Assessment:**

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110          • The Hazard Mitigation Committee has been updating the facilities table at each meeting.

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112          The next meeting is TBD

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114          **EMD Jason Killary motioned to adjourn. Seconded by Fire Chief Tim Kenney. All in**  
115          **favor. None opposed.**

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117          *Respectfully submitted by Kearsten O'Brien*