

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

In Attendance: Lorrie Carey, Paul Dickey, Matthew Burdick, Alan Hardy, Katie Phelps, Tama Tillman, Gary Tillman, Kellee Easler, Nicole Hoyt, Kate Merrill, Norma Caporale, Rhoda Hardy, Barbara Randall, Mark Varney, Kevin Wyman, Lori Cronan, Penny Sarcione, Dean Hollins, Tim Kenney, Sarah Gerlack & Hannah Gardner

This meeting is being held under a Declaration of Emergency by the Governor and by the Board. Under RSA 91-A: 2, III (b) the requirement of a physical quorum is waived, and this meeting is being held entirely remotely, and is being recorded.

Select Board Chairwoman Lorrie Carey opened the public meeting at 6:00 P.M.

Chairwoman Carey read off the Covid-19 Public Meeting Notice of Telephonic Meetings, which reads as follows: In light of the state of emergency declared by the Governor on March 13, 2020, and to respond to the COVID-19 pandemic, the chair has determined that an emergency exists and that accordingly, until further notice, (a) members of the board may attend all board meetings telephonically, without the physical presence of a quorum; and (b) members of the public who wish to participate in hearings may, on request, participate telephonically or submit comments in writing to be included in the record of the hearing.

Roll Call: completed and guests introduced.

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

Continuation of the Listening Session regarding the public use of the Town Hall opened by the Select Board at the April 22nd board meeting:

Chairwoman Carey said the Select Board is soliciting comments and opinions from the public regarding the situation with the Town Hall. At last week's meeting they discussed some issues that had come up regarding the future of Town Hall and the reasons why it's currently closed. The issues include electrical issues, drainage issues, stove ventilation, fire suppression, reconstruction, floor repairs, main entrance stairs, ADA, lighting and a number of other issues. The Select Board is looking into a New Hampshire Preservation Alliance Assessment Grant to help assess the conditions of the Town Hall. This is the second listening session and Chairwoman Carey has asked that the public state their name for the record, whether they are a resident of Boscawen or live out of town. They asked that the residents of Boscawen speak first. Last week there was concern regarding people calling in via phone and not being heard. Chairwoman Carey asked that those calling in via phone go first and speak up because they don't have the hand raising capability in our meeting software.

Mark Varney, resident of Boscawen and former Selectman who has worked around the Town Hall. He stated there are a lot of things that are unsafe right now in the Town Hall. Two years ago, they had to rip up part of the flooring because it was causing a large hump in the middle of

the floor before the elections. People would have tripped over it. They did an excellent job repairing what they could but that was a Band-Aid to the problem for the main floor. Both the kitchen entrance and the main entrance to the facility are unsafe. People have fallen on both of those entrances. Unfortunately, he doesn't see repairing as a viable option. He thinks once they get an estimate, it would be around \$250,000 to \$300,000 to get it up to code, where they can safely and effectively use it. He doesn't think it's an effective way to handle our Town money.

Chairwoman Carey asked if there were any others that wished to be heard during the listening session. Hearing none, closed the public listening session.

Parks and Recreation Updates:

Ms. Penny Sarcione shared some information that Emergency Management Director Jason Killary sent to her. It pertained to guidelines from the NH.gov website for what they would do if they were at camp. She recommends having 30 kids maximum at this year's summer parks program. She stated this summer is 10-weeks long. If they went for eight weeks, they would go from June 28th to August 20th.

Ms. Sarcione would have to go over the budget with Finance Director Katie Phelps, but she would like to get two groups of kids in that time span. The first group for the first five weeks and a second group for the remaining five weeks. Ms. Sarcione talked to Ms. Lori Cronan and Chairwoman Carey about doing two summer groups. They won't be doing field trips because the State Parks aren't taking any busses or groups over 10. That will save them some money in their budget this year. Ms. Cronan and Ms. Sarcione talked about doing Fun Friday's instead of the field trips. Boscawen Elementary School does pizza days and ice cream days on Friday's. There would be six groups of five kids, (each group with a counselor), each day and the pick-up patrol software would be used. Parents must be able to pick up their child on short notice due to any unforeseen weather events. Ms. Sarcione is concerned about this factor as she knows some parents use summer camp as a daycare. They will do rain days as they said in the past. EMD Killary forwarded Ms. Sarcione an idea called Safer at Home Day Camps and the kids don't have to be masked outside as long as they're six feet apart.

If they get an exposure, they don't need to quarantine or get tested if they are vaccinated. In order to qualify they need to be 14 days post second vaccination. Ms. Cronan is the only counselor that has been fully vaccinated. If they are using the bathroom, getting their lunches or anything in which they are in close proximity to others, both counselors and children will be masked, whether they are vaccinated or not.

For signup's this year, Ms. Sarcione would like to do an email lottery. They would have people send in their applications via email. She doesn't want to overwhelm the Town office staff with signups because there will probably be more than 30 applications. Chairwoman Carey asked Ms. Sarcione how she would handle a situation where one sibling gets in and the other sibling doesn't. Sarcione would keep the siblings together, but not in the same group. The lottery would be a family lottery rather than an individual lottery. Chairwoman Carey asked about if there would be any delayed start on rainy days. For example, if it was going to rain in the morning but cleared up by the afternoon. They would just do a rain day because it would cause too much confusion doing a delayed start. She thinks it will be difficult enough getting parents to pick up their kids due to unforeseen weather events. On the registration form, the parents will need to

provide an emergency contact for pick up in which can be there in 20 minutes if the parent works over an hour away or whatever Ms. Cronan deems necessary due to bad weather. Chairwoman Carey asked if Ms. Sarcione would be typing a document for the public to read. Ms. Sarcione has one started and will email it out to the Select Board with a copy of the Stay-at-Home Day Camps. Selectman Burdick suggested instead of having individual kids' names on the lottery, to just have the family surname. That way they don't individualize it per child. Selectman Burdick asked for clarification on the two groups. Ms. Sarcione said they have a long summer, almost a 10-week long period. If they can afford the staff, they could do two programs of five weeks and have a total of 60 kids between the two programs.

Finance Director Phelps asked if she knew how many people are coming back to work or how many they need to hire. Ms. Sarcione needs to ask Ms. Cronan about what the counselors are getting paid and there was a question about their senior counselor Kyle coming back. They usually get paid a little more, but she wasn't sure. Ms. Sarcione asked Ms. Cronan if she knows of any coming back. Ms. Cronan stated Tasse and herself are definitely coming back. She thinks the rest would be around college aged kids and it would depend on what they make. Ms. Sarcione stated she doesn't think they can give them much more than they have before. Ms. Cronan said they will probably need four counselors.

Ms. Sarcione asked Finance Director Phelps about advertising. Finance Director Phelps said they can post both on Indeed, the Town website and the Facebook page. Ms. Sarcione knows there is one girl interested that Ms. Cronan worked with before. Finance Director Phelps asked if they would need as many counselors as they won't have as many children attending. They would have a counselor for every group. They would need six counselors, five kids per counselor. Ms. Cronan said another way to advertise is to post it with the High School. Ms. Sarcione said she will, in the past she never got any feedback, but she will try. Selectman Dickey said to get together with Finance Director Phelps and figure out how many counselors they need. He thinks six counselors would be the appropriate amount. She said there will be different age groups so they will have to have at least six counselors.

Selectman Burdick asked if they are putting in some type of contingency for if one of the counselors gets sick. He asked if they have a substitute program. Ms. Sarcione said she never thought about this, but it is a great idea. She will add it into the document she is typing up. If a counselor was vaccinated, they wouldn't have to quarantine. If they weren't or one of the kids were exposed, they would be losing a group of kids and a counselor. Finance Director Phelps stated we need to be careful in clarifying that we're not making it contingent on their employment that they be vaccinated. Chairwoman Carey said they would need to make it clear in the document that the parents signed that if a counselor or individual within the pod gets COVID, the entire pod would have to quarantine if they were not vaccinated. Ms. Cronan mentioned that if a counselor is exposed out of camp and only they are exposed, that leaves a pod with no counselor. Selectman Dickey said they could hire more counselors, but he doesn't know what they would do with the extra ones. Selectman Burdick said it would have to be clear that they are just a substitute. Chairwoman Carey said it shouldn't be complex, if a counselor is exposed that pod shuts down. It is similar to rain days, having a delayed start just makes it more confusing.

Chairwoman Carey asked that they put it in writing and connect with Finance Director Phelps to work on the final details to get it out to the public so they can start the summer camp lottery. Ms.

Sarcione asked Finance Director Phelps if they could meet early next week before she goes into work and Finance Director Phelps said she will make it work for Ms. Sarcione.

New Business:

Planning & Community Development Director, Kellee Easler presented two solar applications that came in. One is for an existing exemption, it did not have an application, it is just an ownership change. The second is a new application. Chairwoman Carey asked, the one with the ownership change, is it the old Infinite Health building. PCD Easler confirmed it was.

Selectman Dickey motioned to concur and approve the solar exemption for Map 183D, Lot 51. Seconded by Selectman Burdick. All in favor. None opposed.

Selectman Burdick motioned to concur and approve the solar exemption for Map 183D, Lot 145. Seconded by Selectman Dickey. All in favor. None opposed.

PCD Easler is requesting signatures from the Select Board members for the Conservation Commission public hearing that took place on Monday regarding the purchase of the Walker Pond parcels owned by the Penacook-Boscawen Water Precinct. The Conservation Commissioners approved the disbursement of funds and sent it to the Select Board for final signatures. PCD Easler asked the Board members to sign this weekend so she can have it for Monday morning to send out to the Penacook-Boscawen Water Precinct. They have a meeting on Wednesday, and they will decide when their annual meeting is going to be held. The purchase and sales document will be added to their warrant. The land consists of lots on Walker Pond, with a large amount of waterfront property. The properties are located at Map 45, Lot 74 & 78. The total is about 70 to 80 acres and they have been offered for purchase by the Town of Boscawen. The Conservation Commission will purchase the properties with Conservation Funds for \$90,000, owned by the Town but managed by the Commission. Bruce Crawford and Bill Murphy from the Penacook-Boscawen Water Precinct were in attendance as well Tom Gilmore, Chairman of the Conservation Commission. Chairman Gilmore spoke regarding the property. Charlie Niebling spoke about Walker Pond and how wonderful the property is and how unusual it is to have a pond in Southern New Hampshire that really doesn't have any development. There was so much positive feedback from everyone. Chairwoman Carey stated it preserves that great pond in perpetuity as a recreational opportunity for the residents of Boscawen.

PCD Director Easler discussed that on Monday night they also had an Economic Development Committee meeting. The Committee is going to be pairing up Tax Collector/Town Clerk on a project. Nicole Hoyt and Sarah Gerlack will make some Welcome to Boscawen bags. The Committee will be working on the website with the support of Central NH Regional Planning Commission Director Mike Tardiff. Committee Chairman, Mason Donovan has offered Avaloch Farm Music Institute as a location for the next meeting. AFMI is set up with the technology to have the GoToMeeting available so it can be done through the Internet. It will be held on Monday, June 7th at 5:30pm.

Donations for Acceptance

Finance Director Phelps stated they received one \$50 donation for the roundabout. The donor wishes to remain anonymous.

Selectman Dickey motioned to accept the \$50 donation to the roundabout. Seconded by Selectman Burdick. All in favor. None opposed.

Unanticipated Revenue

Finance Director Phelps reported that they received additional money from FEMA for 2020 COVID expenses that were submitted last year. FEMA announced they were retroactively increasing their federal cost share from 75% to 100%. The Town received a check for \$2944.04. The Board needs to accept the money and decide a purpose for it, if any.

Chairwoman Carey motioned to accept the \$2944.04 as an unanticipated revenue from FEMA. Seconded by Selectman Burdick. All in favor. None opposed.

Town Administrator Alan Hardy stated as discussed last year, they got into an imbalance when they took any unanticipated revenue. It was all placed towards tax reduction. It doesn't always work well that way because the unanticipated expenses are rolling up and exceeding it. The Town doesn't have the budget to work with this year like they have in the past. TA Hardy proposed that Finance Director Phelps and himself look at the budget and then target it towards accounts that they know are incurring expenses that they didn't plan on.

Chairwoman Carey motioned to increase expenditure, line # 4130332, which is our executive computer licenses and software by \$2944.04. Seconded by Selectman Burdick. All in favor. None opposed.

Planning Board Chairman, Mark Varney wanted to clarify confusion about PCD Easler's question about wanting to try to hold an outdoor in-person Planning Board meeting. Chairman Varney thinks it sounded great and asked PCD Easler to send out an email to the rest of the Planning Board to see if anybody had objections. No one had objections. Unfortunately, it was not conducted because of some miscommunication on what's permitted and what's not. For clarification, Chairman Varney noted that the statute says that the two regulatory boards in the Town, the Zone Boarding of Adjustment and the Planning Board, once members are assigned by the Board, the Chairs have the authority to function as a Board without input from the Select Board. He understands they can't meet inside the Town Municipal Office because the Board had put a moratorium on the in-person meetings in the Town Municipal Office. As far as Planning Board goes, moving forward, their intent is to meet in person. They are going to meet June 1st at the Boscawen Elementary School. It has been cleared through MVSD Facilities Director Fred Regan and the BES Principal. Chairman Varney believes it will be a large gathering due to the 19-lot Subdivision proposal for North Main St property at Map 183D, Lot 16, Sublot 1. They will have plenty of room to spread people out. There is going to be a site walk prior to the meeting, then they will convene at BES. Chairman Varney wants to make sure the Select Board and staff is aware that the Planning Board will be meeting in person in the future, until the 4th Floor Meeting Room is opened up, the Planning Board will be meeting at BES. Chairwoman Carey thinks it's a good idea, the public will want to see the plans and be able to ask questions in public. Selectman Dickey asked about the site walk. The Planning Board plans on meeting at 6:00 pm for the site walk at the North Main St location. The public is welcome, but there will be no input by the public, only discussion between the applicant and PB. The Board will get an idea of what's going on at the site location and then go back to BES and reconvene the meeting. Chairman Varney talked to Chief Wyman and Lieutenant Killary about having an officer present

for traffic and any other concerns. Ms. Tama Tillman asked when they do the walk around on the site, do they need to wear masks. EMD Killary said he can't mandate that somebody wears a mask because there is no more state mandate for masks in accordance with the governors' orders. Everyone will be outside and can maintain clearance of others. The PB will reiterate to people that they should be at least six feet apart and he will do that in the beginning of the walk. Ms. Tillman also asked is for people that don't want to attend in person at the school, are they going to have it recorded? They will have the GoToMeeting capability, but it's not required. Under the governor's order if you do have a public meeting in person you don't have to hold it virtually as well. They will do everything in their effort to do that. Selectman Dickey said it is important to know that it doesn't have to be virtual if it's in person. PCD Director Easler said they cannot do GoToMeeting for the site walk but it will be recorded with an audio recorder. Selectman Burdick suggested using a GoPro or a device to record so if the public did want to see the site walk, they could. Chairwoman Carey said someone she knows has a drone they might be able to use. Selectman Dickey said they would have to ask the owner of the land if they can video tape. Mr. Varney said people in the walk need to consent to being recorded as well. Town Administrator Hardy stated you can do some video recordings without permission, but they forget about audio recordings which are restricted. They have had developers in the past want to restrict or control the abutters and the public in general. That's not possible, if there was an attempt to do that, they have to stop the site walk. Ms. Tillman said she doesn't see a reason why they would need a video of the walk because they can see the plans at the meeting.

Town Clerk Hoyt talked about payments online. They do registration and taxes; you have the option to pay online on their website. In 2020, Google Pay and Apple Pay were added to invoice cloud. They have residents that are already using it to pay their tax bills. They have an option to now add Pay Pal and Venmo. If they added those to their sites, it would be no additional cost to them. The same cost pertains to the user, as would if they were using their credit card. With Pay Pal they have a payment plan option. If somebody wanted to pay their taxes in four installments, they would get the money right up front and then they would be paying back Pay Pal. Venmo is popular because it is easy and useful. If the Select Board is in agreement to add Venmo and Pay Pal to their payment options, they do have the option of rounding up for donations. If you were paying \$10.50, you could round up to \$11.00 and the \$0.50 would go to whatever they wanted it to go to. It doesn't have to be an established charity. It could be the Circle Committee or Old Home Day fireworks. If they include it, they have the option to also log in and give \$20 to that particular organization. The invoice cloud sets up the cloud store so that it links, and they click it to put in their payment information. It would just need her signature on a document to implement the new payment options. Selectman Dickey stated that PayPal payment plans would help some of the citizens in Town. He asked if there was an extra charge. Town Clerk Hoyt said there is no extra charge.

Chairwoman Carey motioned to accept PayPal and Venmo in the Town Clerks Office. Seconded by Selectman Dickey. All in favor. None opposed.

Chief Tim Kenney sent out an email to the Board asking if it would be possible to have the Police Department try to get a surplus vehicle through the military surplus program that would eventually be donated to the Boscawen Fire Department. He explained that the PD is eligible for the surplus. The Fire Department is not, and he does not know why. If they successfully bid, they get a bid for the vehicle. There is no money involved, they award it by the bid of why you need

it. If they get the bid, they need to keep the vehicle for one year and then after a year they can sign it over to the Fire Department for their ownership. They have done it once, three years ago with a John Deere UTV. This vehicle is a larger 4WD or 6WD with higher clearance. They want to turn it into a wild forestland tanker. It allows them to take water into the woods when the fire engines can't go. The fire engines are not built to be off road. It would not require annual pump tests because it wouldn't be a certified fire truck. They would only have yearly maintenance to keep up with. It can also travel the fields up and down the river we have. They had a harvester fire last summer down at Creeks. They couldn't get the vehicles down there so it would also benefit river issues. In the wintertime, with large snow events, it would be better to have this vehicle. It wouldn't have the same capabilities as a fire engine. The pump on it, they would build themselves. They think they can get a free tank at the Forest Service down at Bear Brook State Park. The pump would be good for about 250 gallons a minute, low volume pump. It would be a great vehicle to get in and out of the woods or to take where a fire engine can't fit. If in one or two years it's a vehicle they can't maintain, it can be sold. The profits would go back to the Town. Selectman Dickey is aware that the PD has bought a few vehicles from surplus before. Chairwoman Carey asked where the vehicle would be stored. Chief Kenney said they would have to move some stuff in the Fire Station to get it inside, but he believes they can do it. They have room between the engines to put the racks, they are on rollers with wheels. There is a door between the apparatus Bay and the dining room area. They can put their gear in there or in the cellar. It will be tight but to have a vehicle they can use for many options; it is worth it. Selectman Dickey asked about Dean Hollins old pick-up truck. They still have the pick-up truck; it only carries 250 gallons. They are looking to carry 1,000 gallons. This vehicle would be an addition, they aren't getting rid of any vehicles. They are the only fire department in the area that doesn't have a tanker.

Selectman Dickey motioned to move forward with the acquisition of a vehicle if possible, by the Police Department for use by the Fire Department. Seconded by Selectman Burdick. All in favor. None opposed.

Chief Kevin Wyman brought up a discussion to think about in the future. Concord has been cleaning up along the highway, the homeless camps. They are starting to see an increase in transient traffic in Town. He thinks with the addition of the grocery store and a liquor store off of Exit 17 in the future, that they will see an increase in that type of activity. They camp along the river and it has happened in the past. It is something they want to consider in how they want to handle it if it starts to become a problem. They are going to have to have businesses involved, property owners and the Welfare Department. They want to be proactive about the situation. Chairwoman Carey asked if Chief Wyman knows if Concord did an impact study on where the development originated and detailed out some of the needs for perhaps additional law enforcement as a result of development. He is not familiar, but he can definitely look into it. Today they had a call for some people on School Falls Road. It will impact the Town, it's just a matter of how long before it does. We should be mindful with kids in the park programs. Selectman Dickey said there are also a lot of people using the trails. He asked if we patrol the walking trail. Chief Wyman said they go down there often during the summer months but it's hard because they have other stuff going on in Town. It's hard to designate an officer to be on the trail and then something more serious occurs and they have to sprint off the trail to get back to their cruiser. They try to do it if they have multiple officers on and make an appearance but it's inconsistent. Chief Kenney stated the Sanborn entrance onto the rail trail, if you're heading

North, at the gate, there has been someone building fires on three different occurrences in the path. Chief Wyman said they will check on it once in a while once they can.

Deputy Tax Collector Sarah Gerlack said they launched the Amazon wish list for the backpack program, it is on the website. She is going to put that information in the News Vine this week and put in on their Facebook page as well for people to see. Referring to what Chief Wyman talked about, the homeless people integrated in our area, they do have some packets with resources and food as well as baby need items in which they can give to those who need them. Some people don't always want their help so the Welfare Department can't make them take their help and unfortunately, they can't find them a stable place to live. Selectman Dickey asked how many people are enrolled in the backpack program. There is about 28 enrolled this year.

TA Hardy had an opportunity to talk to Library Director Bonnie John about what she would like to do as far as opening the library. He read that they have been open by appointment for about six weeks now and have experienced no problems. Occupancy has been limited to two staff members and no more than five patrons. The majority of library business is still through their online order and reserve service. In order to move forward they need to make it easier for people to use the library again. She feels it is necessary to begin the next phase which is allowing patrons to come into the library at any time during open hours, no appointments necessary. On Monday, May 10th, the library will be open to the public on Monday through Thursday, noon to 4:00 PM, no appointments needed. Masks will still be required, and occupancy will be limited at all times. On June 14th, the library will return to its full 35-hour schedule. Monday, noon to 7:00 PM and Tuesday through Thursday 10 AM to 6PM and Saturdays 9 AM to 1 PM. If at any time they see a change in the COVID state or encounter other problems, they will immediately revert to their close by appointment only status.

Town Clerk Hoyt said in discussion with staff this week they were trying to figure out target dates on their next steps. Unfortunately, they don't feel that making appointments for motor vehicles will work at this point. They are in the process of acquiring some additional signage and currently they have a target date of the 24th. Selectman Dickey asked for clarification that the 24th is their target date to open without appointments. Town Clerk Hoyt confirmed. She is not sure if the DMV is opening, she will find out and send the Select Board an email. TA Hardy stated that the last discussion would be the beginning of in person meetings. They had targeted May 13th, a week from today, to be the start of meeting process in the office. He would like to start with the Select Board, himself and any one of their Department heads if needed. In the first couple of meetings, he asks that the Department heads operate the same way they are now, so they have the opportunity to have a limited number of public there. They have a wide-angle camera and a camera they can run by remote control. The sound continues to be their biggest challenge.

Committee Updates:

Selectman Dickey reported that he sat in on both the Planning Board and Circle Committee meeting. Planning Board has their hands full with the 19 houses going in. On Circle Committee they are moving forward with the raking and digging process. They are going to need reflective vests. TA Hardy said they don't have vests, but they will acquire a set. He talked to John and they need about 5 to 8. He thinks having vests as a loner out of the office makes sense. Selectman Dickey stated they need to coordinate with Chief Wyman on when they will be at the

rotary this weekend. John Keegan will put the information before Chief Wyman. They both recognize the safety concern associated with it.

Selectman Burdick and PCD Easler talked about the Economic Development Committee regarding the reopening meetings in person at Avaloch Farm Music Institute. Craig Tufts brought up the issue of the 10-year plan and engineering will begin starting soon. One thing they want to build is a roundabout on King Street at the Route 3, Route 4 split. The discussion that came was to get in early with the State so they can have control of what happens with the roundabout and have control on how it looks. Finance Director Phelps thinks they are looking for volunteers to help plant 75 plants on the rotary from the 15th through the 16th.

Chairwoman Carey closed the public meeting to enter the nonpublic meeting under RSA 91-A:3II(C). Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey made a motion to close the nonpublic meeting under RSA 91-A:3II(C). Seconded by Selectman Dickey. All in favor. None opposed.

She reminded the Select Board of the importance of working as a team and that their discussions need to be discussed in public, so the public understands where they are going with things.

Next Meeting:

- Thursday, May 13th @ 6PM.

Chairwoman Carey motioned to adjourn. Seconded by Selectman Dickey. All in favor. None Opposed.

Respectfully submitted by Hannah Gardner