

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, May 13<sup>th</sup>, 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, Mark Varney, Kevin Wyman, Penny Sarcione, Dean Hollins, Tim Kenney, Jason Killary & 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 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.**

**Circle Committee Update:** Circle Committee Chairman John Keegan reported that they have water from the precinct ready to go into the irrigation line which has been laid down at the Circle. At this point, they are waiting for the inspection of the meter. They also need a review of the backflow preventer by the appropriate inspectors. All of the structure is in place, so they are connected from the Town water into the irrigation system. As soon as the inspectors allow it, Doug Thompson will be looking at the irrigation line in detail and once that starts, they will have water live at the Circle. They have begun preparing for the three gardens that will be installed on the Circle. They removed all the mulch from the planting areas. They have about 80 holes to put in for the plantings. If all goes well, by Sunday, they should have most of the plants in the end of the Circle. There are still a few that haven't come in from Black Forest Nursery. They may try to find those plants at different nurseries so they can complete the planting and Doug Thompson can put in the irrigation lines to the actual plants. Selectman Dickey asked what they plan to do with the mulch. Mr. Keegan said they removed the mulch to simplify things when Doug Thompson was weighing down the irrigation lines. Once those lines are in, Mr. Thompson and his crew will reapply the mulch and that will help them control weeds and grass. Selectman Burdick asked if they found all the volunteers they were looking for. They have been successful finding volunteers. After speaking with Chief Wyman, they have limited the number of people on the Circle at any one time to 8. Town Administrator Hardy was able to get more safety vests so everyone will be able to wear a reflective one. They will be staging in Beverly Drouin's back yard and it has an advantage of shade. They want to load Jeff Abbe and Chairman. Keegan's truck at Black Forest

to pick up the materials and then the following day park the trucks in the Circle. The trucks would be at a 12:00 o'clock and 6:00 o'clock angle. They can unload right from the trucks into the holes.

**Parks and Recreation Updates:** P&R Coordinator Penny Sarcione stated the Summer Park program will be June 28<sup>th</sup> through August 20<sup>th</sup>. Selectman Dickey asked for clarification on why they can have 48 to 50 kids. Coordinator Sarcione spoke with EMD Jason Killary and they agreed it would be safe to increase the amount. There are no actual guidelines within the Governor's mandate with the number of kids that you can have. EMD Killary said he thinks it comes down to the number of counselors that are hired. They will have the six counselors. In the past they have had 60 to 80 kids for six counselors so it shouldn't be an issue. Selectman Dickey asked if they planned on having 48 to 50 kids inside at any time. Coordinator Sarcione said no, that is why they are talking about having rain days. Lori Cronan and Coordinator Sarcione will set up a program when the kids are checking in or when they need to bring their backpacks. The cubbies are on wheels, so Lori Cronan thought about bringing them out every day.

In lieu of field trips they are going to do "Funday Fridays". On Fridays they will have pizza, ice cream or a slip and slide. They will follow the Safer at Home Governor guidelines EMD Killary sent. Selectman Dickey stated this week they did increase the bus sizes. You can now put two kids per seat, but the problem is State Parks aren't allowing any buses. At this point, it would save money in their budget to not pay for buses.

They went back to the eight-week program because they know they have the money in the budget for payroll after talking to Finance Director Katie Phelps. Coordinator Sarcione said they are down three counselors at this point. The budget wouldn't have been able to handle a ten-week summer program. Chairwoman Carey asked if the six counselors include Lori Cronan and Tassee Welcome. Coordinator Sarcione said they are included in the count. Chairwoman Carey suggested to make sure the application has a box parents can check off which indicates they acknowledge and accept the guidelines of the Summer Program. In addition, they should understand the guidelines may change due to COVID-19. The guidelines will be attached to the registration forms and refer to the Safer at Home guidelines. If the Town's guidelines change, the parents will be notified.

**Selectman Dickey motioned to approve the Summer Camp guidelines for the 8-week program. Seconded by Selectman Burdick. All in favor. None opposed.**

#### **New Business:**

Town Clerk Nicole Hoyt introduced the Sewer Abatement Policy. Currently, the Town of Boscawen doesn't have one. Each year there are several different things that happen including pool fills, water breaks, pipes breaking, etc. In these situations, the water does not go into the sewer. It is treated water and residents do get a water bill. Those numbers come to us and we give them a sewer bill based on those numbers which isn't really accurate because the numbers didn't go through the sewer. She doesn't want the Select Board to approve it yet but wanted the Board to have time to review it and ask questions if needed. Chairwoman Carey stated they can put the Sewer Abatement Policy on the agenda for next week's meeting to approve.

Town Administrator Alan Hardy had an opportunity to talk to Web Strout about the Boscawen Village Town Forest update, relative to an asphalt encroachment. They're encroaching from the perspective of the loop driveway. TA Hardy said the whole thing is new paving. It is moving

forward so they can get closure for the property owner. Chairwoman Carey asked how the encroachment on Queen Street was progressing. TA Hardy said the issue is the same and they need to get there and mark it out. Selectman Dickey asked if Web Strout would mark the Queen St. encroachment when he marks the one on N Main St. Selectman Burdick asked what the plan would be going forward after the encroachment. It would have to be removed, it's not an easement. Public Works Director Dean Hollins and TA Hardy will look at it once it's done and assess the situation. The Town has the technology to cut it and remove it. Chairwoman Carey asked what would replace it. TA Hardy isn't sure if it would be an obligation because they are correcting a mistake. Chairwoman Carey suggested using the area for parking. TA Hardy said they will have a better idea what to do after it's marked.

TA Hardy presented the EPA grant for Commercial St. Chairwoman Carey explained that it would be \$500,000 to the Town of Boscawen to begin the cleanup of Commercial St. She believes it could really make a difference in the Town of Boscawen's tax rates. Chairwoman Carey asked when shovels will be ready to start on Commercial St. TA Hardy said they have to attend a mandatory training next week. He thinks they will have a timeline on how they expect to get it going. He talked to Central New Hampshire Regional Planning who have been involved with a couple of projects. He isn't sure if it'll physically happen until maybe September-October based on the conversation. Selectman Dickey asked if there is a possibility that the building could be down for next winter. TA Hardy thinks it has to be from their standpoint. Their first objective is cleaning it up and getting it down. He suggested having the beginning of the meeting down there so they can get everyone oriented with what's there. They had an emergency meeting there before because the walls were deteriorating. Chairwoman Carey suggested saving as much as they can to reuse such as the granite and brick. TA Hardy said they may find things that they weren't aware of. All of the flour milling equipment from over 100 years ago is still up top. There's still stuff up there, but you can't get in there to utilize it and the roof is open. Selectman Dickey asked when the building is knocked down and hauled away if they are going to do it with the trucks. TA Hardy said part of the discussion about how the Town's going to be involved. One thing that is a known factor as far as the Town is the six cents a pound, the use of the construction debris landfill. Selectman Dickey said if he used the trucks it would have to be done before the winter. TA Hardy said we might approve a process that's getting down because on the abutting property there is a long reach excavator. He said Public Works Director Hollins may know how long the boom is. They don't have any question about where it's going unless there's contamination. If it's clean material, then it will go to the landfill. Chairwoman stated Public Works Director Hollins will be on the agenda for next week's meeting.

Town Clerk Hoyt introduced the first 2021 property tax warrant. They are a week ahead of schedule. Planning and Development Director Kellee Easler was able to get the warrant done this week for the Select Board's signatures. The mortgage companies have already been requesting the files so we should see the money come in quickly. Also, as of today PayPal and Venmo options are online and ready to use when the bills go out. The Town will also be able to offer them as a payment option. They are going to put stickers on each of the envelopes that go out for the tax bills to remind people that they can pay online or go paperless and save the Town money.

Chairwoman Carey talked about the assessment program from the New Hampshire Preservation Alliance. She printed out a lot of information they gathered through our listening sessions. She gave TA Hardy a hard copy and said she would love to help any way she can. She thinks they

have enough information now to start the process of the grant. TA Hardy said at some point it will come down to providing more than one option. It is clear some people would like to see the Town Hall continue in the way it's been used in the past. There's also those working on an option to put the community space over with the fire station. Chairwoman Carey clarified it won't be happening quickly and if there are public expectations that the Town Hall will be open this summer, those are probably futile expectations. It is going to take time to address issues and have an assessment done just like it will take time for the Firehouse complex engineering.

TA Hardy said they are in the process of having an individual start on June 1<sup>st</sup> as the Facilities Director. One of the first building he will work on is Town Hall. They will get more information on Gary once we complete the hiring process. Short term they will find out what the Town Hall needs. In the long term, they will find out how to take care of the building. Selectman Dickey asked if a professional would be assessing the building as well. TA Hardy said it would probably be those two options and maybe some more. They may get feedback from the assessment that says they have to start over with the entrance into the Town Hall. That would mean they would have to use the dollars available to the Town this year. They would need to figure out what they would want to put the money towards. Once they are in the assessing process, then they will look at what individual projects are and get quotations for each of those individuals. TA Hardy thinks the concept that the school district uses could be useful. Selectman Burdick asked if he would be allowed to go in himself and look at the area. Chairwoman Carey said that would be a great idea. She suggested that they take a tour of all the town buildings. When she first became a school board member, she toured every building the school district owned. The Town owns buildings in which if you look at the condition of the various buildings you think about what the Town is responsible for in terms of maintenance or if at this point, they should be replacing it or deaccession of it. Selectman Burdick said when he was in high school, he and his friends took photo proof of the building deteriorating. Three years later they used those pictures to fix up the school. He would like to see this happen with the Town as well.

Chairwoman Carey mentioned that she thinks they should also consider finding a use for the 1913 library. They invested in restoring the roof and repairing some of the water damage that was done to the masonry work. It has been sitting unused and they need to determine the use or a way that someone else can use it because it isn't good for the building or the Town to have a facility like that being unused.

Chief Tim Kenney asked if it was legal under ADA to have a ramp where people have to climb up out of to get out of the building. TA Hardy said it's always a compromise the minute you have a ramp. It can't be too long or too steep. The limitations of the building itself somehow make it difficult or in order to make their slope and limit of run, they ended up with switchbacks. Another question someone asked TA Hardy was if they had enough head room to lift the floor. He doesn't know the answer, but he will find out. Chairwoman Carey suggested changing the entrance. If they took the church entrance and moved it to the roadside of the building and made the church entrance area become the at grade entrance. TA Hardy said it is part of doing the engineering study where they are moving forward with the Fire Station, but he suspects at the end of the day they will end up doing the same thing with Town Hall.

EMD Killary reported that the Town is at 4 COVID-19 cases this week. The mandates from the State have ended and they have suggested practices for everything you could do such as summer camps. He wanted to touch upon whether or not the Board wants to have a mask mandate for the

Town office. There is a mandate for the employees. There is nothing stating anyone entering the Town Hall is required to wear a mask. Selectman Dickey thought they mandated masks last March. Last year until May 7<sup>th</sup>, the Governor had in place a mask mandate and they fell under that category. TA Hardy said they can look into having one drafted. Selectman Dickey thinks it is up to those who work in the building. TA Hardy said it comes down to how they interact with their customers. If their interactions are in the 4-to-6-foot area, then it is different than if you have two more people in between you. If you're vaccinated, you don't have to wear a mask currently. TA Hardy stated there will always be a percentage of people that don't vaccinate, and the Town isn't requiring it. He thinks it will have to be decided on an office-to-office situation. Fortunately, other than Sarah Gerlack's office, they were able to respond quickly and put the glass in. He feels more confident than he does about open air interaction. The difference is they used to always meet with people based on a scheduled basis. He doesn't see a change with the interactions with Land Use, PCD Director or the Town Clerk. They talked about making the doors to the Fourth Floor Offices Dutch doors. He would not cut the historic piece. He would take them out and have new doors made. Selectman Dickey suggested putting up a sign recommending people to wear a mask or ask the employee's how they feel and report back next week. TA Hardy will have an answer after talking with employees.

Ms. Tama Tillman said that they need to consider the fact that it isn't just about the employees of the Town. It also pertains to people going into the hallway in groups. If some people are elderly and they're being exposed by people that aren't careful it isn't fair regardless of if someone has been vaccinated. There is no way to tell if someone has been vaccinated. She thinks in terms of the instance they walk in the door of the building; they should have a mask to protect other people that are in the building. It isn't just a matter of protecting the employees.

Town Clerk Hoyt was requested by the audit team to assist in the Forensic Audit of Windham ballots. She will be there all day tomorrow. It is live on the Secretary of State's website. The Town's Accuvote machine was purchased in 2012 and it was the only machine approved by the Ballot Law Commission. The parts and the machine itself are no longer being manufactured. She is unsure what that means in terms of the coding of the memory cards. She isn't sure if that means they will still be able to have LHS Associates code our cards and work on the machine until the machine dies. The Ballot Law Commission will be approving a new machine or at least have to before we hit more elections. She isn't sure on the pricing of the new machine because she wasn't around when the Town purchased the original machine. For budgeting purposes, she will watch to make sure if they have to invoke it this year, they have the funds. She will keep everyone posted. Chairwoman Carey believes the original was \$25,000 and she thought it may have been reconditioned. She doesn't think it was new. Selectman Burdick asked if they know what the new machine will be or who will produce it. Town Clerk Hoyt said the Dominion voting systems business acquired global, disabled, ENS and others. She isn't sure if they have something in place already or if it is something that still needs to be created.

PCD Director Easler said she talked to PBWP Commissioner Bill Murphy this week and they set the date for the annual meeting for June 30<sup>th</sup> at 6 p.m. It will be outside of the precinct office because there is a risk at any of the Town buildings. The warrant will have the purchase and sale agreement for the sale of the Walker Pond parcels to the Town for approval by the water users in Town. Chairwoman Carey said one of her residents today said the Town was having secret meetings with developers and she described the group meetings as developers are coming in and the Town is giving information to them on how to do things. Chairwoman Carey thinks she was

referring to technical review because it would involve town employees and the developer. The purpose is to give guidance to the process that the developer is going through. She said they developed this process over a decade ago because developers were saying Boscawen was a difficult place to do business. She asked for PCD Director to explain to the public this situation and the process involved. If they have a technical review meeting, they post it if it requires a public meeting. PCD Director often meets with developers but it isn't in secret. It is part of her job. When developers come in, they have meetings with the Department heads as well, depending on their needs. It is during the day in the office. They haven't had an official technical review meeting in quite some time. As part of the Town's process and RSA's, staff are obligated to meet with applicants and assist through the process. Chairwoman Carey asked if the staff have a checklist to go through with anyone who comes in to do a project with the Town. She asked if they go through the check list with them and if they don't understand the staff explains it to them. PCD Easler confirmed that this is part of the process, it is up on the website as well. Everyone has access to it so any member of the public can go on the website under Planning and Community Development. The public can access forms and documents as well as the Land Development Regulations and Zoning Ordinance. TA Hardy said the missing part that does not get discussed often is the Supreme Court Case law. The Supreme Court has ruled on numerous occasions that municipalities must assist the applicant. It is an obligation of the Town staff to answer questions for the developer/applicant. The Court when they have the impression that the Town isn't assisting the development. It opens the Town up to liability if a developer has questions and the Town won't help. TA Hardy said the case against Hanover is a good case to reference. The issue is you need to know that you've met the criteria. That is why developers meet with PCD Director Easler. She has to certify when it goes to the Planning Board that the application is administratively complete. In the process, it is to make sure the developer is aware of requirements and setbacks. Chairwoman Carey said it is important to clarify that this is the process they go through when meeting with developers and times have changed from a decade ago when things were formal. Selectman Burdick noted again that the public can access this information on the website. It is important for the public to feel welcome to asking questions they may have. PCD Director Easler is a wonderful resource for the residents.

Finance Director Phelps stated next Tuesday afternoon, May 18<sup>th</sup>, some of the employees are going to work on weeding the flower beds, planting flowers and mulching so it is more appealing to the public as the office begins to open up. Public Works Director Hollins was able to get great price on the mulch.

**Chairwoman Carey motioned to enter non-public session under RSA 91A:3 II (C). Seconded by Selectman Dickey. All in favor.**

**Chairwoman Carey motioned to exit non-public session under RSA 91A:3 II (C). Seconded by Selectman Burdick. All in favor.**

Select Board members Lorrie Carey, Paul Dickey, Matthew Burdick and Town Administrator Alan Hardy returned to public session.

**Motion made by Selectman Dickey to seal the non-public minutes, seconded by Selectman Burdick. All in favor.**

Selectman Dickey asked if employees would start parking out back at the Town Office again. TA Hardy said that when we open back up, they will also move the staff parking out back which will

open the front parking lot for the public. Selectman Dickey asked if the Town will be closed on Fridays or will it be open. TA Hardy Currently, our administrative offices are open to public Monday through Thursday, 8:30AM to Noon and 1:00PM to 4:30PM. The Town Clerk's Office is also open later Thursday evening until 5:30PM. TA Hardy said that when he came to work for the town, the office was open Monday through Thursday to the public and staffed but closed to the public Friday. Discussion ensued.

Selectman Burdick spoke about an organization called Hometown Heroes. They fly banners of local hometown heroes that were involved in combat. He spoke with the individual and he asked if Boscawen would be interested in doing something along the same lines. It would be the vertical banners around the telephone poles. They are mounted through Franklin, Concord, Pittsfield and a few other places around the area. Selectman Dickey said about 6 months ago he wanted to do the flags on the telephone poles. Selectman Dickey and TA Hardy talked about it and called people for information. The owners wouldn't give the okay to put them up on their utility poles, but they also wouldn't take them down. As a Town they couldn't do it. Selectman Burdick said the difference would be that they are a private organization who put up banners on their own accord and take them down every year and store them. Dave Witcher had been doing the American flags until he moved out of town. He was part of Sons of the American Legion. He went to businesses and offered them to sponsor a flag for \$25. Selectman Dickey said the question would be if it's not a Town entity that they wouldn't have to ask for permission from the Town because it doesn't own the utility poles. The Town wouldn't be involved in any part of putting up or taking down the banners. Selectman Burdick will update the Hometown Heroes based on their conversation.

**Next Meeting:**

- Thursday, May 20<sup>th</sup> @ 6PM.

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

*Respectfully submitted by Hannah Gardner*