

**Town of Boscawen  
Select Board  
MEETING MINUTES  
Thursday, May 20<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, Kevin Wyman, Dean Hollins, Tim Kenney, Jason Killary Sarah Gerlack, Barbara Randall, Brian Duggan & 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.**

**New Business:** Planning & Development Director Kellee Easler received an ESR from Underwood Engineers for the property at Map 183D, Lot 16, Sublot 1. PCD Easler asked for authorization from the Select Board to allow her to sign it. She will submit it and send it to Underwood Engineers.

**Selectman Dickey motioned to authorize PCD Easler to sign the ESR on behalf of the Town. Seconded by Selectman Burdick. All in favor. None Opposed.**

**Sewer Rate Study:** Town Administrator Alan Hardy said the Town has been doing a Sewer Rate Study every 2 to 3 years; the last one was done in 2017. Underwood Engineers, our engineering firm conducts the study. The purpose is to make sure the Town's expenses do not exceed its income. It will take Tax Collector Hoyt quite a bit of time to gather the information that Underwood Engineers will need. At the end of the study, they will make a recommendation if the rate needs to be adjusted. The cost for the study would come out of sewer fund. TA Hardy would like permission to ask Underwood Engineers to conduct the study.

**Selectman Dickey motioned to allow the Town to start the conversation about the Sewer Rate Study. Seconded by Selectman Burdick. All in favor. None opposed.**

**EPA Grant:** TA Hardy stated their contact person for the EPA grant will be Dorrie Paar from EPA Region 1. She will help with providing any information needed and also be someone who can review the Town's work before finalizing. The EPA paperwork is due by June 4<sup>th</sup>. Functionally,

nothing will happen until October. TA Hardy asked for permission to sign the EPA paperwork on behalf of the Town.

**Selectman Dickey motioned to allow Town Administrator Hardy to sign the EPA paperwork. Seconded by Selectman Burdick. All in favor. None Opposed.**

**Meetings at Town Offices:** TA Hardy said the Town would like to start allowing Committees, Commissions and Boards to meet in the Town Office Meeting Room. They will use the current CDC guidelines, 6 feet apart and wearing a mask in the building. Most Committees have less members than present currently at the Select Board meeting. The committees that have expressed an interest in meeting at the town offices include, Old Home Day, Trustees of the Trust Funds, Conservation Commission and the Cemetery Committee. Selectman Dickey suggested trying to use the Elementary School if they anticipate a lot of people, such as the June 1<sup>st</sup> meeting of the Planning Board. Typically, they don't have a lot of people attend meetings until budget season. Selectman Burdick suggested having the public meet virtually if it's a big meeting. They have three options in the municipal facility which is the town office meeting room, the public library and the kitchen. They will approach the committees on a trial basis.

**Chairwoman Lorrie Carey motioned to accept the proposed plan to allow committees to begin meeting again in the Town Office building. Seconded by Selectman Dickey. All in favor. None Opposed.**

Chairwoman Carey asked about the status of the flagpole at the split of Routes 3 and 4. TA Hardy said he bought a new halyard rope, to replace the metal core rope currently on the flagpole. He needs to look at how many years it's been since they last replaced the halyard. Until personnel helped them restore it last time. It's now jammed at the truck at the top of the flagpole. TA Hardy said the new rope is coming in Monday and call Unitil when it gets here. EMD Killary has the flag itself ready to go. It is hopeful that the flag will be up for Memorial Day weekend.

**Use of other Town Buildings:** TA Hardy noticed when PCD Easler sent information about the Precinct holding their annual meeting, they were talking about not having Town buildings available. After talking to EMD Killary, they believe that we are now able to hold in-person meetings at the other Town Buildings. Chief Kenney has said in the past that they are ready to move forward with meetings at the Fire Station, if the Select Board is. The Water Precinct could possibly use it for their meeting if the size meets their needs. Chairwoman Carey said the largest number she recalls at a Water Precinct meeting is 27 people. PCD Easler said they may have more this year. TA Hardy said for the foreseeable future, they should have a standard that if people aren't 6 feet apart at the meeting, they need to be wearing masks.

**Selectman Dickey motioned to accept the proposed plan to reopen Town Buildings to organizations that want to use the facilities for meetings except for Town Hall. Seconded by Selectman Burdick. All in favor. None Opposed.**

TA Hardy received an email from the Principal of Boscawen Elementary school requesting the use of the Boscawen Community Park by the school. TA Hardy would like to recommend that the approval be open-ended allowing Boscawen Elementary School to have full use of the facilities at the park when it is available.

**Selectman Dickey motioned to allow the Boscawen Elementary School to use the facilities at Boscawen Community Park. Seconded by Selectman Burdick. All in favor. None Opposed.**

Selectman Dickey would like to make a motion that we go to every other week for meetings. He clarified he understands people are on vacation so they can work around it. If a lot of people are out, they can reschedule the meeting to the following week. TA Hardy feels comfortable with that aspect. He said that we will know quickly if it is creating difficulty and they can adapt the meeting schedule. The schedule will be adjustable, but they will put in writing that the meetings are scheduled for every other week if that is what the board wants. Finance Director Katie Phelps was putting together a schedule based on the needs of the Town and the employees' schedules. Chairwoman Carey thinks the employees should look at the schedule so they can determine the off weeks now. Selectman Burdick stated Town employees aren't mandated to state if they are taking certain days off prior to the week before. There are already some weeks that are scheduled off, so they need to work around them. Finance Director Phelps said she just scheduled a public hearing for Administrative Fees on June 10<sup>th</sup>. The Board needs to be mindful of meetings they already posted. Chairwoman Carey suggested that they assess the public hearings, vacation time and the needs they know are coming up and then come back next week and figure out which weeks will be their off weeks for the summer. TA Hardy will email the Select Board after assessing the different factors, but they won't need to vote on it because they will be accommodating the Select Board.

Public Works Director Dean Hollins reported that on Monday and Tuesday they replaced 120 ft of pipe on Queen St. In the next couple of weeks, they will do another 120 ft on Dove and Robin St. He is also trying to schedule summer paving.

Police Chief Kevin Wyman reported they have been backing up other agencies lately. They had a couple pursuits in Webster and backed up Franklin with a shooting. Other than that, business as normal.

Welfare Administrator Sarah Gerlack reported they launched the Amazon wish list today and posted on Facebook. A few people have shared the post.

Fire Chief Tim Kenney reported that the compact is running crazy right now doing brushfires. There was a two-alarm fire in Hillsborough and Epsom. They helped out at a 3-alarm brushfire in Warner. He said the public should be careful with anything they are doing because it is easy to start a fire right now. He was called to Webster right before the meeting for a water rescue, but everything was fine. Selectman Burdick asked if the flag is new. Chief Kenney said he started the new flags to catch the public's eye. He used yellow to alert that it is a high fire danger day. Restricting burning is very difficult so he asked for people to pay attention to it. In New Hampshire, it is a person's right to be able to burn.

Chairwoman Carey congratulated Mya Balch for receiving the MV award at Merrimack Valley High School.

PCD Easler reported there has been new activity at 20 High Street. She will be attending a hearing with the court and will update the Select Board next week.

Chairwoman Carey stated they need to look at the rate and fees adjustments. Mr. Hollins didn't send any rate adjustments but the last time they got rid of their tires; he was told there would be a tire increase. He emailed NRRA to get the new rates. Right now, they charge \$2 for a car tire. He believes it will be around \$4 a tire, larger tires are almost double in price also. He is waiting for an email back with exact numbers.

TA Hardy reported that two departments responded to thoughts on masks in the building. As far as back in their offices, when they are working at their desks, everyone is comfortable with the 6-foot distance. TA Hardy stated he expects the public to wear masks when they are downstairs in the lobby area and the meeting room. This time, with the glass protection, they also have a speaker and microphone combination that will diminish previous problems of not being able to hear. Masks would be mandated in the lobbies of administrative offices.

**Chairwoman Carey motioned to accept the proposal that masks be worn in the lobby of the administrative offices by the public when they come into the administrative offices. Seconded by Selectman Dickey. All in favor. None Opposed.**

TA Hardy and Chief Kenney had a conversation about the Old Home Day Committee contract. It stated that rain locations be located at the school for the kids' activities. Old Home Day may need to move venues due to the rain. Our insurance company doesn't have concerns as long as the Select Board acknowledges and accepts it. The school district and the town have the same insurance company. Selectman Burdick doesn't recall the OHD Committee talking about this specifically at their meeting this week. He doesn't find an issue with it as long as everyone is safely distanced. At the OHD meeting they went over events that will take place. They have a 1 PM show of a musician, a 3 PM show of a stunt bike rider and a 5PM show of a magician. They will also have a balloon twister from 1 to 5:30 PM. At the end of each activity, everyone who arrives will get ice cream. Rain or shine the parade will still be on. They usually have a rain date for fireworks. They are also looking to use the PA system for BINGO, but it is stored at the Town Hall. TA Hardy said if Lyman Cousens knows where it is Lyman can meet him to get it. The golf tournament is still on. They talked about a public donation, similar to Circle Committee, for fireworks and events. They wanted to see if the Select Board would approve the public being able to donate any amount towards Old Home Day. TA Hardy said the process would be the same regardless of the amount. They would need to state the purpose of the donation. Selectman Burdick suggested the purpose be stated as for Old Home Day so they can use it towards fireworks or other events. TA Hardy doesn't know if they get reimbursed if they can't hold the fireworks. He will find out the process. Chairwoman Carey thinks everything got refunded.

**Selectman Dickey motioned to approve the Old Home Day Committee to use the school for a rain date. Seconded by Selectman Burdick. All in favor. None Opposed.**

The Circle Committee is waiting for a part in order to turn the water on. The water is in, but it isn't functional yet. The part will be in next week. Three kids from Merrimack Valley helped plant last weekend. Beverly Drouin coordinated the scheduled times for volunteers. She did two-hour slots in order to meet safety regulations. Chairwoman Carey strongly advocates for students under the age of 18 to be able to do this type of community service. TA Hardy suggested proposing a blanket permission slip that parents or the school signs off on.

**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 Dickey. All in favor.**

Select Board members Lorrie Carey, Paul Dickey, Matthew Burdick, PCD Kellee Easler 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. None Opposed.**

**Next Meeting:**

- Thursday, June 3<sup>rd</sup> @ 6PM.

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

*Respectfully submitted by Hannah Gardner*