

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, June 3rd, 2021, at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matthew Burdick, Katie Phelps, Kellee Easler, Kate Merrill, Kevin Wyman, Dean Hollins, Tim Kenney, Jason Killary, Sarah Gerlack, Barbara Randall, Gary Moore, Norma Caporale, & 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 as amended. Seconded by Selectman Burdick. All in favor. None Opposed.

- Chairwoman Lorrie Carey requested a change in the DM from 05.13.21, line 47, take out the hyphen.
- Chairwoman Carey requested a change in the DM from 05.13.21, line 90, to change “on” to “one”.

New Business: Chairwoman Carey stated that the Governor has not extended the State of Emergency. The Select Board will transition to having meetings entirely in person. GoToMeeting may also be used.

Chairwoman Carey introduced the new Town Facilities Director, Gary Moore. He is starting to look at all the problems that are around the buildings, upgrades, new construction and possible additional items to add to the building. He is also getting quotes on how much certain tasks would cost.

Finance Director Katie Phelps reported that currently Select Board meetings have been cancelled for June 17th, July 8th, July 29th and August 19th.

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Finance Director Phelps said the first batch of job descriptions went out to the Board. She asked for comments by June 1st. From comments she received corrections were made. She sent them to Brooke Shilo from Upton & Hatfield to be reviewed from a legal standpoint. Finance Director Phelps sent out the second batch of job descriptions for comments to be sent back in 2 weeks. Chairwoman Carey suggested standardizing some of the wording such as having a sense of humor and being a team member. The Select Board will follow up on the next batch and give back feedback.

Fire Chief Tim Kenney said the Fire Department contract was simple and is ready to be sign. Chief Kenney is gathering information for the consultant group, but they don't need it to start the process. Once the contract is signed, he will reach out to Mr. Duggan to see when they can move forward with the process. The Select Board signed the contract to begin the process of reevaluating the Fire Department's needs.

Finance Director Phelps presented a supplemental warrant for Map 183D Lot 27 Sublot T2. It is for a deeded property that was repurchased by the prior owner. It is for \$746.00. She asked for a motion to approve the supplemental warrant.

Selectman Matthew Burdick motioned to approve the supplemental warrant for Map 183D, Lot 27, Sublot T2. Seconded by Selectman Paul Dickey. All in favor. None opposed.

Finance Director Phelps said with the help of Town Administrator Alan Hardy, they worked on paperwork for the EPA grant. They also had help from Michael Tardiff and Matt Monahan from Central NH Regional Planning Commission. The paperwork has been sent to their contact, Dorrie Parr at EPA for review prior to submission. It is due on June 4th. They won't receive feedback from Dorrie until Friday afternoon.

Finance Director Phelps reported that they received a \$25 donation from Lloyd Farnham for the Circle project.

Selectman Dickey motioned to approve the \$25 donation for the Circle Committee. Seconded by Selectman Burdick. All in favor. None opposed.

Finance Director Phelps said there is a public hearing for Administrative Fees next Thursday, June 10th at 6PM.

Planning and Development Director Kellee Easler stated they received their new multi printer today. They will also have fax capabilities once it is connected. She reported Planning Board approved the Lot Line Adjustment for 105 & 107 High St. The Select Board have a deed to sign for the Gulf School Lot and then the applicants from 105 High Street can apply to merge the two

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lots. 107 High St will need to apply for a Site Plan Review as their next step. 20 High St is set for a re-inspection on Monday by court order. The property owner has been accumulating more cars, junk, metal and debris after we cleaned and cleared it back in March. PCD Easler also stated there is a new business coming to Town. Kentek has purchased the old National Lumber property.

Chief Kevin Wyman reported with warmer weather, people will start getting on the river again. They will try to be out there as much as they can to encourage people to wear vests and make sure there aren't any issues. There will be no parking signs going up again. The speed sign isn't repaired yet. The screen is still not working.

EMD Jason Killary stated the Declaration of Emergency was extended for 2 weeks and it expires in a week. It causes issues for the Select Board regarding public meetings. He asked what the Board's thoughts are on masks in the building. He said it should be a clear message either requiring or not requiring them. He looked into the statistics of all of our surrounding communities, there are only 8 cases of COVID-19. Vaccination rates are going up and infection rates are going down. If people feel more comfortable wearing masks no one will stop them. Selectwoman Carey asked how the staff downstairs feels about masks. Welfare Administrator Sarah Gerlack said most of their concern is for the public. The staff is protected, everyone has a protective plexiglass. Their priority is about what makes the public comfortable. Selectman Dickey stated that the mask mandate shouldn't be mandatory. They can always reevaluate statistics if they feel they need to but as of now he doesn't see a need for mandating masks in the Town office.

Selectman Burdick motioned that the Town does not require masks for all Town Buildings unless the individual or employee feels the need to wear one. Seconded by Selectman Dickey. All in favor. None opposed.

Public Works Director Dean Hollins stated they have been mowing and working on equipment repairs. He spent time going over the Asset Management System with Margaret Blank from Underwood Engineers. He trained on the software and field maps. He is meeting with a paving contractor next week to go over everything and start their schedule. Chairwoman Carey asked for an update on the Commercial Building area plan. PCD Easler stated they can't start the project until at least October 1st. PWD Hollins said they may do something different with their Construction and Demo debris. They may start hauling their own before the project starts. He talked to Zero Waste in Bow, NH last week and it is six and a half cents a pound tipping fee. He is increasing his rates to cover the cost. Construction and Demo Debris will have a container where their metal container is now. The metal container will be moved to the side. The stuff up top will get covered similarly to the old landfill.

Welfare Administrator Gerlack said the departments downstairs have been really busy. They have taxes coming in which is good. The sewer was due on the 26th. She is working with Tax Collector

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Nicole Hoyt to help the residents that are in danger of deeding to get them onto a payment plan. Haley is sending out the sign ups to the schools next week for the Backpack Program. Chairwoman Carey said they should get an update on Parks and Rec. Finance Director Phelps said the Parks and Recs registration began on June 1st. They will be doing the lottery on the 15th. They are still looking for counselors as well.

Finance Director Phelps asked for clarification on the remote meetings. Chairwoman Carey said they are keeping the GoToMeeting to encourage the public to come even if they can't comment. The remote version of meetings is solely for the public now and staff will return to in person meetings after June 11th.

Chairwoman Carey asked if Boscawen Congregational Church still feels the need to meet even though they have had two public hearings regarding the Town Hall. She asked to follow up on this. Selectman Dickey suggested meeting after the assessment. There is nothing to discuss at the moment until the assessment. Selectman Burdick asked if there was a timeline. Chairwoman Carey said they need to submit the grant to the Preservation Alliance so they can work on the asset with their consultant. There isn't anything to report until the fall when they have more information. Facilities Director Gary Moore has to look at all the buildings in Town and it takes time to develop a grid. Selectman Dickey said he can't see the Town Hall opening until around this time next year. He suggested having TA Hardy reach out and explain that they are following up after the assessments are done. Chief Kenney said they reached out to them inquiring to use the Fire Station once a month for Senior Luncheon. They weren't looking for an immediate answer. He said they need to figure out when the fire house will be open again. He is comfortable with it because it will be during the day, once a month and there is plenty of room. They will use the kitchen just to hand out the meals. He is going to go over details with her to make sure it works. Chief Kenney will reach out and see if the space will work for them and what they plans to do.

Next Meeting:

- Thursday, June 10th @ 6PM.

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

Respectfully submitted by Hannah Gardner