

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, June 10th, 2021, at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matthew Burdick, Alan Hardy, Katie Phelps, Kellee Easler, Kate Merrill, Kevin Wyman, Dean Hollins, Jason Killary, Sarah Gerlack, Barbara Randall, Norma Caporale, Gary Tillman, Tama Tillman, Penny Sarcione, Nicole Hoyt, Adele Sanborn & 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 Paul Dickey motioned to approve the Consent Agenda as amended. Seconded by Selectman Matthew Burdick. All in favor. None Opposed.

- Chairwoman Lorrie Carey requested a change in the DM from 06.03.21, line 83, add “capabilities”.
- Chairwoman Carey requested a change in the DM from 06.03.21, line 93, to change “isn’t” to “aren’t”.
- Chairwoman Carey requested two changes in the DM from 06.03.21, line 147 and 151, to change tense to “them”.

New Business: Mrs. Adele Sanborn expressed her interest in joining the Economic Development Committee. Mrs. Barbara Randall thinks Mrs. Sanborn would be a great asset to the Committee. Mrs. Sanborn brings both business and personal interests to the Committee. Chairwoman Carey said Mrs. Sanborn is an institution both in Boscawen and Concord with experience in retail, art, and business.

Selectman Dickey motioned to approve Mrs. Adele Sanborn’s application to join the Economic Development Committee. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey opened the discussion on Administrative Fees. Town Administrator Hardy stated they are required to have a public hearing. The Department Heads have requested updates for 2021.

Chairwoman Carey opened the Public Hearing on the Establishment of Fees under RSA 41:9-a IV at 6:11pm on June 10th, 2021.

Mr. Dean Hollins stated their transfer fees have not changed since the day they established them. They have covered all of costs out of recycling. They are starting to lose money because the recycling market is going down. Mr. Hollins contacted NRRA to get a cost on everything they have accepted. He based the cost on the disposal amount and added credit card fees. They will have higher rates in the Construction and Demo landfill. The Town isn't big enough to absorb it into the budget.

Chairwoman Carey closed the Public Hearing at 6:13PM with no public comment.

Selectman Dickey motioned to accept the amended Administrative Fees as presented. Seconded by Selectman Burdick. All in favor. None opposed.

Finance Director Phelps stated Treasurer Gail Egounis has updated the Delegation of Deposit Authority to include Ms. Norma Caporale. Ms. Caporale has completed her probationary period so she will be bringing deposits to the bank now. The delegates include Norma Caporale, Haley Dilts-Brown, Alan Hardy, Sarah Gerlack and Nicole Hoyt.

Selectman Burdick motioned to accept the addition of Norma Caporale to the Delegation of Deposit Authority. Seconded by Chairwoman Carey. All in favor. None opposed.

Selectman Dickey thinks the Town Building needs to be professionally cleaned once a week. He suggested on Saturdays to clean the floors, windows, and bathrooms thoroughly. They will get bids for a cleaning crew and decide. Town Administrator Hardy said they don't have a budget to pay for it unless they go into the salary line. Chairwoman Carey suggested asking the School District which services they use for cleaning and collaborate with them to get a discounted rate. TA Hardy said they received a bid from a window cleaning crew that was willing to do the exterior windows for \$850. There is a \$1,000 budget for this purpose. TA Hardy suggested not worrying about the windows up in the gables, the administrative building attic). He suggested starting with the outside cleaning and working from there. Selectman Dickey asked to get a quote for the inside from the cleaning crew that will be working on the outside clean up.

Finance Director Phelps presented three Trust Fund transfer requests for approval.

Chairwoman Carey motioned that the Trustees of the Trust Funds transfer \$5,650.00 from the Fire Station Capital Reserve Fund to the General Fund to reimburse for the following expenditures: Harriman invoice 2102007 for \$4,250.00 and Harriman invoice 2103054 for \$1,400.00. Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned that the Trustees of the Trust Funds transfer \$941.13 from the Safety Equipment Capital Reserve Fund to the General Fund for the following expenditures: Citizens Bank, Chair Lumbar Support for \$59.43, Joe King's Shoe Shop, invoice 9228 for \$149.95 and Trusted Fire Protection, invoice 0110521 for \$731.75. Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned that the Trustees of the Trust Funds transfer \$380.00 from the Tennis Court Capital Reserve Fund to the General Fund for the following expenditures: Invoice 19994 for \$380.00. Seconded by Selectman Burdick. All in favor. None opposed.

Ms. Penny Sarcione stated that they closed out Summer Camp registration at 5:00PM last night. They have 21 children currently registered. It is lower than they expected, and they only have three job applications for counselors. They may not need to hire anyone because they don't have that many kids. They only received 2 additional applications after closing registration in which they accepted. Selectman Dickey may have another person interested in being a counselor. He will reach out and let Ms. Sarcione and Finance Director Phelps know tomorrow. Ms. Sarcione said with only 21 kids, 3 staff members should be adequate. Ms. Tama Tillman recommended hiring an extra counselor, a floater, to help during a situation or if another counselor is out. EMD Jason Killary said it wouldn't be a bad idea to hire an extra counselor to make sure the summer runs smoothly if another counselor is absent. They are planning to have 7 kids per counselor. Ms. Tillman said it could also help if there is a predicament with a certain child and a counselor needs back up. Ms. Sarcione said she may have a couple kids with these situations. In addition, if they had a fourth counselor, maintenance and cleaning would be able to get done every day. Finance Director Phelps suggested dividing the children into four groups if they hire an additional counselor. Finance Director Phelps asked if they could use the Dorval House for rain days since there won't be as many kids. It would prevent them having to cancel for the day. EMD Killary said he isn't sure about the building's capacity. They will investigate the flexibility of rain day requirements. Ms. Sarcione will touch base with Finance Director Phelps next week to determine the hiring.

Ms. Sarcione called Fun Flicks Outdoor Movies and their price was \$780 for one night. She looked into Taylor Rental, and they could rent a projector for \$100 a day. The projector screen would be an additional \$80 a day. Selectman Burdick suggested starting with Taylor Rental and if they wanted to make it an annual event, they could buy a projector and screen on Amazon. Unfortunately, the Army Band won't be performing again because of COVID-19 and short staff. Ms. Sarcione is going to reach out to Little Davey's and the Rollin' 88s. They drive around and play piano. They are willing to work with Ms. Sarcione within a reasonable budget. Chairwoman Carey helped re-draft a letter to send out to local businesses to look for donations to help the concert series. Chairwoman Carey suggested sending out to all the businesses in Town. Ms. Sarcione will send out copies of the letter this week to start passing out.

Planning and Community Development Director Easler discussed the Status Report and Motion for Relief to clean the property at 20 High St. PCD Director Easler said if the Motion for Relief is granted, hopefully they will be able to go in and remove vehicles and items without having to contact the owner. PCD Easler wanted to verify that the Select Board had reviewed the email with the court action. PCD Easler sent the Select Board a link to the zoom meeting for the Health

Officers. There are some changes to RSA 128 including appointments, the local Health Board, meetings, recording requirements, training, and State Level Recording. The meeting will be on Wednesday, June 23rd at 9AM.

PCD Easler said on the demolition is beginning next week for the new Kentek office at 5 Jarado Way. Once the contractors have completed the demolition, they will begin the renovations.

Town Clerk Nicole Hoyt said during COVID when they were shut down, they were mailing out a lot of forms to people. They set up a kiosk in the foyer where people could come in and grab the forms that they needed. There was great feedback from the public. They have been discussing having a counter in the lobby, where the public can fill out the forms. They found a countertop at the 1913 Library. Ms. Sarah Gerlack took photos of what the countertop would look like out in the foyer. Their desire is to move it into the lobby. If it is tied to the 1913 library, they could put a plaque on it, stating where it came from or the historical value of it. TA Hardy said he doesn't know the history of how it came to be. TA Hardy would like to explore if anyone owns it. They have over 20 different forms that the public needs for motor vehicles and taxes. Instead of waiting in line to obtain the form, they can just come in and grab it. They can find out the historical value and ties to the 1913 Library by the next meeting. Selectman Dickey stated if they find out in the future that it is owned by someone, it is easy enough to bring back.

Town Clerk Hoyt put together the unregistered dog warrant and sent it out today. She asked the Select Board to sign off on it so she can send it out by certified mail tomorrow.

Town Clerk Hoyt stated the Fiscal year end for DMV ends on June 30th. On that day they need to take inventory of everything in the office and get the state money to the bank before it closes. They plan on closing at noon on June 30th to complete the paperwork that the DMV is requiring to receive. Town Clerk Hoyt will post it on Facebook and the website.

Public Works Director, Dean Hollins said the salesman for paving said to give him about two weeks to get their schedule back on track. Their paving reclaimer has been in the shop for about 3 weeks with some major repairs, so they have been falling behind.

Police Chief Kevin Wyman stated the installment of tablets in the cruisers has become more difficult than anticipated because they are relying on so many different people. Officer Tom Bibeau helped get it up and running. The initial cost of some of the stuff with their INC and tracking system is around \$20,000. Officer Bibeau got it down to about \$5,000. They are hoping to have it up and running for July 1st. They also looked at the speed trailer. It looks like the radar cone is gone or there is a wiring issue with it. They have someone coming out July 1st to fix it. Selectman Dickey asked if they are splitting the repair costs for the speed trailer with the other towns. Chief Wyman is going to get a price first and then he can approach the towns if a huge repair is needed. The bodycams will be up and running around the same time as the tablets because they are connected. TA Hardy said that Officer Bibeau did the research with Verizon. They found some equipment that had continued to be billed. It looks like it should be resolved shortly, and that the town should be receiving credits thanks to Officer Bibeau's work.

Ms. Sarah Gerlack said they are going to apply for the Edward Thornton Fund grant again. Last year they asked for \$500 and got \$1,000 so they are going to use the same approach this year.

Ms. Gerlack has been working on the Welcome to Boscawen bags this week. The Economic Development Committee has helped on this project as well. Ms. Gerlack has started the packet that will go in the bag. She started to reach out to businesses in the community to encourage them to put something in the bag promoting their business.

Ms. Gerlack stated they are in their 10th year of verification of the checklist. Only 11 towns in New Hampshire are in the final stage, Boscawen is one of them. They will get the checklist finished tomorrow.

EMD Killary drafted up a document and sent it to the Select Board to review. The document follows CDC guidelines regarding masks and requirements. The CDC is concentrating on vaccinating people right now. They still recommend masks. EMD Killary stated surrounding towns such as Concord and Manchester are no longer requiring masks in city buildings including schools. EMD Killary thinks it would be in line with the surrounding communities and beneficial for Boscawen to follow the same type of guidelines. The statistics show infection rates are trending down daily. Boscawen, in addition to surrounding towns, are at 11 current cases. The State of NH has a current caseload of 345. EMD Killary thinks if it was such an issue, the Governor and legislature would not be taking down the mandate tomorrow. He discussed the document with TA Hardy before sending it out. He included one sentence to reiterate that it doesn't exclude Department Head's authority for requiring their employees from wearing masks while at work. It is important to not have a mask mandate but also Department Heads should be able to decide in certain situations, where they feel a mask is beneficial, to require them. TA Hardy would like there to be permission from any Town employee to speak up when they feel it is necessary to wear a mask. This helps in situations in which a Department Head may be out for the day or on vacation.

TA Hardy said there was some delays inside the EPA Grant in terms of getting it done. They now move to the next stage which means they can do anything they want if they are willing to pay for it before October 1st. The Town must come up with \$100,000 worth of value. The original discussion with Mr. Hollins focused on the tipping fees having value. Selectman Dickey asked what would happen if halfway through the process they realize they are short the \$100,000. TA Hardy said they must be prepared for that. They would either start hauling or look into the value of byproduct. All the bids will be done by October 1st. The application was also sent to the State for required review.

Chairwoman Carey stated the Economic Development Committee met at Avaloch Farm Music Institute this week. They did a tour and talked about the new business prospect on 5 Jarado Way. The brewery is still on hold but hopefully they will hear back in the next couple of weeks. They discussed the kiosk on the Northern Rail Trail. Jack Shields asked his Board if they would be willing to let the Economic Development Committee use the larger kiosk. The Board said yes but they had to ask the State for approval first. The State approved building a larger kiosk, where businesses could put in informational pamphlets. They would be responsible for maintaining it. A Memorandum of Understanding between the Northern Rail Trail and the Town will need to be

drafted. They talked about the possibility of a pavilion there as well. They plan to rotate meetings at different businesses in the community, meeting at Twiggs Gallery in July.

TA Hardy asked for an update on the Penacook-Boscawen Water Precinct annual meeting. PCD Easler said it is still being held at the Water Precinct location on Woodbury Avenue, outside. The warrant and budget have been posted. TA Hardy asked if Webster, NH has interest in any of the parcels. PCD Easler said she sent out an email to the Town Administrator to find out how to get together and talk about it. She hasn't received an email back yet.

Ms. Tillman asked if Town Clerk Hoyt is going to post the fees on the Town website. Town Clerk Hoyt will make sure the fees are listed on the website.

There will be no Select Board meeting on June 17, 2021.

Next Meeting:

- Thursday, June 24th @ 6PM.

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

Respectfully submitted by Hannah Gardner