

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, June 24th, 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, Sarah Gerlack, Norma Caporale, Gary Tillman, Tama Tillman, Penny Sarcione, Nicole Hoyt, & Kearsten O'Brien & Scott Moreno

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

Roll Call: completed and guests introduced.

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

- Chairwoman Lorrie Carey requested changes in the DM from 06.10.21, line 152, 154, 156, 211, 226 & 228, change pronouns.

New Business: Mr. Scott Moreno spoke on behalf of his wife, Christine Moreno, about dog registration fee concerns. Mr. and Mrs. Moreno were hoping to get the forfeiture fee waived. They are willing to pay dog license fees that they owe. He owns two rescue dogs and has never had a problem paying in the past. Town Clerk Nicole Hoyt stated the penalty fee for not registering by the deadline costs \$7.50, and it must be paid by the end of April. The month of May is free and on June 1st the fees go up. Town Clerk Hoyt presents a list of unregistered dogs and a warrant to the Select Board for them to sign off on to send certified mailers to owners. There are approximately 900 dogs in town with about 50 dogs still needing to be registered. The civil forfeiture fees are \$25 per state statute and \$7 for certified mailing. The statute states after June 1st, there is another \$1 for every month the dog is not registered because it is a health issue. They are not required to send reminder notices, but they did send them out in March to residents. Selectman Burdick asked if the Town could confirm the certified letters were mailed. Town Clerk Hoyt said she isn't sure, but Mrs. Moreno had called stating she couldn't get the letter. Town Clerk Hoyt emailed her letting her know it was the civil forfeiture letter. The online electronic signatures do not arrive for about a week after they are sent out. Town Clerk Hoyt reviewed the laws to see if there was a tool to help in this situation. She was unable to find anything. Mr. Moreno stated nothing has been paid thus far but he has loyally paid for the past 20 years. Selectman Dickey suggested to waive the fees. Mr. Moreno will pay the remaining fees to Town Clerk Hoyt tomorrow.

Selectman Dickey motioned to waive the civil forfeiture fees for this year. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Lorrie Carey suggested Town Administrator Alan Hardy meet with Jack Shields regarding the MOU so they can detail what they need from the Select Board in terms of an agreement. It is pertaining to the kiosk currently located next to the Northern Rail Trail at Jamie Welch. The next step is figuring out who is responsible for it, paying for it and maintaining it.

Planning and Community Development Director Kellee Easler said there was a discussion on using Impact Fees for Boscawen Elementary School for the shelter storage unit. They talked to Fred Reagan, MVSD Facilities Director and EMD Jason Killary for input. They would like to put up a metal shed but would need a concrete platform to put the metal shed on. The cost is approximately \$6,000, and the concrete pad would be \$3,900. Mr. Reagan was wondering if Public Works Director Dean Hollins would be willing to remove the topsoil and add four inches of crushed gravel and compact it. The shed is a 20 x 24 mono slab. The pad would need to be done a couple weeks before installation of the shed. It will be about \$10,000 total but they still need to figure out how much it will cost to remove the topsoil and gravel. PCD Easler will come back with a price for the Select Board to approve.

PCD Easler stated the Court has given permission to go onto the property of 20 High St. PCD Easler and PCD Assistant O'Brien took pictures this morning of the property. PCD Easler stated more vehicles and junk have appeared on the property since the initial cleanup. Selectman Dickey asked where the stuff is coming from. Police Chief Kevin Wyman said they try to sell scrap metal and fencing. PCD Easler asked the Select Board if they would like to continue to clean up the property. Selectman Dickey said they already cleaned it once and the owner does not keep the property clean. PCD Easler said the court order allows for the Town to go in unannounced and clean the property. There is currently a lien on the property, the owner is aware of the lien and the court orders but refuses to adhere to the order. PCD Easler said the next step would be getting a contractor to clean the property up. She talked to their past contractor, and he is willing to do it if the Police assist him so he can remove everything at once. There has been another complaint about the owners having dogs in the house as well. Discussion ensued regarding dogs on the property. PCD Easler said it would be around \$3,000 to remove junk from the property. It will be up for deeding in March. The last time the property was cleaned was in March. They are not supposed to be living there and there is no certificate of occupancy due to code and safety violations. The owners are there a lot during the day.

TA Hardy said the next step in the junkyard permit process would be for the Select Board to authorize the creation of annual junkyard permits. They are creating the documents for the Select Board to review. If approved, it will be an annual permit process.

Chairwoman Carey motioned to move forward with issuing junkyard permits. Seconded by Selectman Dickey. All in favor. None opposed.

Planning and Community Development Assistant Kearsten O'Brien presented the Select Board with an excavation warrant and an intent to excavate for Map 183D Lot 134.

Chairwoman Carey motioned to accept the excavate warrant, 20.049.04E Map 183D, Lot 134. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to accept the intent to excavate, 21.049.05E Map 183D, Lot 134. Seconded by Selectman Burdick. All in favor. None opposed.

Finance Director Katie Phelps requested that the Select Board approve the second batch of job descriptions that were sent out a few weeks ago for review. She will send them to counsel after the Select Board approves.

Selectman Dickey motioned to accept the second batch of job descriptions as revised. Seconded by Selectman Burdick. All in favor. None opposed.

TA Hardy said Bernie Davis is willing to re-paint the fourth floor meeting room and wanted to know if they still wanted the peach color. Chairwoman Carey suggested changing the color to dove gray. Selectman Dickey said the gray from downstairs is perfect. Finance Director Phelps suggested white trim. Selectman Dickey asked if the ceiling would be included. TA Hardy said they would paint the ceiling white. Bernie can start painting anytime and works on weekends, so it doesn't interfere with the Town's schedule during the week. Chairwoman Carey suggested a darker gray for the trim. TA Hardy said they will paint samples on the walls to get a final answer.

TA Hardy and Facilities Director Gary Moore met with the Supervisor of the Minimum-Security Unit work detail at the State Prison in Concord. It is a 6 person-crew led by a volunteer carpenter. Their work plan has two parts; one is to work on the entry way for the police department and the other is to repair the exterior siding and trim on the Dorval House. The window openings will be boarded in, the East end door will be replaced, and the entire building painted. Selectman Burdick asked if they would be repairing the front stairs of the Municipal Building as well. TA Hardy said they need to talk about that with the State because there is an historical aspect involved. The Dorval Housework won't happen until the Summer Park Program is over. Chairwoman Carey mentioned there is a 1772 Grant up to \$10,000 specifically for porches. TA Hardy asked what color they want to paint the Police Department portico. Selectman Dickey suggested painting samples and voting on it before the next meeting. The cleaning crew is coming in next week to meet with the Town. Facilities Director Gary Moore will present updates once he has had time to collect all information.

Finance Director Phelps received the updated preliminary assessment letter from the Merrimack Valley School District. The new payment starting in July will be \$474,672.81. The previous payment was \$425,006.94. The overall payment has increased by about \$49,600.

TA Hardy sent the Select Board specific information on the encroachment. The proposal shows the property owner accepted the Town's offer and marked the flagged property line. The encroachment is not new to the current owner, it has been happening to multiple property owners. The installation of the asphalt is the difference with the current owner. The amount of asphalt that will be left that is connected to the road is about 4 feet.

Selectman Dickey motioned to proceed with the resolution of the encroachment for Landowner F. Seconded by Selectman Burdick. All in favor. None opposed.

Finance Director Phelps presented a \$50 restitution payment to be accepted and donated to the Parks and Rec program. It pertains to a previous theft of a donation container in the Town Clerk and Tax Collector's office.

Chairwoman Carey motioned to accept the \$50 restitution payment. Seconded by Selectman Dickey. All in favor. None opposed.

PCD Easler presented 3 ESR's from Underwood Engineers for the yearly inspection of gravel pits. Two are amendments and one is a new pit. Part of the Planning Board decision for gravel pits are yearly inspections. Last year they didn't have one due to COVID. PCD Easler is asking for authorization to sign off on the acceptance of the Underwood inspections.

Selectman Burdick motioned to authorize PCD Easler to sign off on the acceptance of the Underwood inspections. Seconded by Selectman Dickey. All in favor. None opposed.

PCD Easler said there has been three different complaints about a property on the corner of Oxbow and Corn Hill Road. PCD Easler emailed the Oxbow manager who owns the park, and they did get it cleaned up today. She and TA Hardy took pictures and measurements of the Corn Hill Road right of way.

PCD Easler presented an A-10, application of current use assessment for Lot owner D. There has been a change in current use because of a lot line adjustment up off Water St. When you make changes, it needs to be updated and sent into the State. It needs to be done by July 1st. PCD Easler also received a letter for an abatement because a lot was created due to a deed issue. Avitar has recommended abating \$665 to correct the error.

Selectman Dickey motioned to abate the \$665 for Lot Owner D. Seconded by Chairwoman Carey. All in favor. None opposed.

Ms. Penny Sarcione received three applications for the Counselor position for the Summer Program. Two applicants were twin siblings, so they backed off when they realized there was one position. The other applicant had another job. Ms. Sarcione suggested job sharing to the twin siblings. Sam will work 8am -12pm and Nora will work 12pm-4pm. Now they are fully staffed. They are going to open and start getting ready tomorrow. They are starting Monday June 28th with under 25 children. Ms. Sarcione said each kid will have their own mask in a bag that they will have to wear inside. Selectman Burdick asked if there have been any updates on summer programs from the CDC. Selectman Dickey said it's up to the individual right now. There hasn't been any update on the summer concert series, but Ms. Sarcione will try to get more information for next meeting.

Chief Wyman said one officer had an off-duty injury and found out they need to have surgery. It will be 4 to 6 weeks until the officer can come back for light duty work and about 4 months until returning to full duty. They are adjusting their schedule to cover what they need to. Human Resource Director Phelps is helping with disability paperwork as well.

Welfare Administrator Sarah Gerlack said they started the Summer Backpack Program. Not many people are signed up, but they shared information online to involve more community members. WA Gerlack reached out to Ms. Sarcione for the Summer Program and will have send out paperwork on Monday. Chairwoman Carey believes the schools are still providing lunch for kids in the summer.

Town Clerk Hoyt requested clarification on what the staff is supposed to say to the public about their dog civil forfeitures. They answer these calls daily and it is hard. Some people really struggle with payments and are unhappy. Chairwoman Carey's thought is that the action taken by the Select Board earlier in the meeting was legally not possible because of statute. TA Hardy was asked to clarify with legal counsel if the Select Board has the authority to override the state statute. The Select Board may have the ability to waive the certified letter fee. Once they get the clarification, they may have to tell the resident that they can only waive the certified letter fee but not the civil forfeiture fees because they belong to the State. TA Hardy said he will have a clarification prior to the next meeting. TA Hardy suggested looking into a solution such as a payment plans instead of using the term "waiving" for fees. Chairwoman Carey suggested setting a time to take the other 3 concerns next week. Chief Wyman suggested having them do a written appeal process and let the Select Board review. TA Hardy will follow up with Town Counsel for clarification on what the Select Board can authorize.

Mr. Hollins said they are still holding on a paving schedule. They still don't have the reclaimer, but they dropped off equipment. The paving crew is already 2 weeks behind on reclaiming a repair from a couple of weeks ago.

Fire Chief Tim Kenney needs signatures on renewing the fire permits in the State of NH. There are two people being removed. It is a renewal for the Town Clerk's office, Fire Department officers, and Fire Wardens. Megan asked if they could do a blood drive at the fire department. They will host it in September. Chief Kenney emailed Mr. Duggan about getting the evaluation of the fire department. Chief Kenney is still getting all the information together for him. They started a study a year ago with Harriman. They went over the design and the cost estimate is lower because of reconfiguration. Chief Kenney wants to know how the Select Board would like to continue. TA Hardy would like to have Will present the Select Board and figure out what they want to do with the design element. Chief Kenney said the plan would be to attach a community building to the fire station. TA Hardy will talk to Will about meeting on July 15th. Chief Kenney said their fire engine is scheduled to be done on August 3rd. It is behind because it is not a custom truck. It is a ford pick-up truck that they add on too.

TA Hardy said the EPA grant is moving forward. The required review from the State is all set. TA Hardy said there are two other CDBG projects in town as well. The Woody Hollow project manager said it should be done this year. A CDBG Riverbend project is going through the application process currently.

TA Hardy asked for approval to move the 1913 library counter to the Municipal Office lobby now that his review is complete.

Selectman Dickey motioned to move the 1913 library counter to the Municipal Building Lobby. Seconded by Selectman Burdick. All in favor. None opposed.

TA Hardy is concerned about relying on the GoToMeeting process now that the Governor's Emergency Orders have ended. Ms. Tama Tillman said the only difficulty hearing was when Town Clerk Hoyt was speaking. If the Select Board continues to use GoToMeeting for viewing only, TA

Hardy will leave it on a laptop. PCD Assistant O'Brien reminded people that they constantly watch it to make sure the public isn't speaking out of turn and if they begin to they are constantly muting the individuals. Selectman Burdick asked if there was a way to broadcast it through the website. PCD Assistant O'Brien said there is not at this time. At this time, it would only be used to broadcast the Select Board meetings for viewing only.

Chairwoman Carey asked what the health officer zoom was about. TA Hardy said that new laws regarding the Health Officer and the Town Board of Health are requiring the Health Officer and the Board of Health to become more knowledgeable about their roles, participate in training classes and generally be more accountable. It is requiring the Board of Health to meet four times a year. Chairwoman Carey asked if there is a way to watch the recording. PCD Assistant O'Brien said they didn't upload the recording to her knowledge, but she can look into it. TA Hardy thinks NHMA will give ongoing guidance as well. PCD Easler will talk to the health officer liaison to see if he can help explain.

TA Hardy doesn't think there is a municipal solution for the Veteran banners on the poles. Selectman Burdick spoke with the representative of the Veteran flags organization, and they said to get approval they told him they needed to get it through the Town. Chairwoman Carey said they would need to see it in writing. She thinks the solution could be the NH-DOT plans for King St. When they get the municipal light poles they can do it. In response to a question about lighting at the Town Offices, TA Hardy said having lights out back of the municipal building would have to be separate capital fundraising. From a safety standpoint the lighting on the back side of the municipal building is concerning. WA Gerlack said it is concerning because many of times people will loiter out back. The last lights they got a price on were from the City of Concord engineering group that designed the Penacook lighting, and those poles were \$5,000 each. They are all LED lights.

Chairwoman Carey received an email from Canterbury stating they have a perambulator ready to walk the shared municipal boundary. The perambulator is Mark Stephens, and he would like to walk the line between Canterbury and Boscawen, which is the river. He is available Monday through Wednesday mornings. Chairwoman Carey will meet with him to see what his historical documents are.

TA Hardy noted that parade contracts are coming in for Old Home Day. They have a few entertainers scheduled for performances. The committee has put together a request for the fireworks show for \$6,500. The fireworks could still be a concern with a dry weather spell. There is no food or vending planned. The school would be used for back up if there is bad weather for entertainment. Selectman Burdick said they also discussed using the chairs in the Town Hall. TA Hardy said there is a Board approved limitation stating the chairs can't leave the Town Hall. TA Hardy is asking the Select Board to consider events like Old Home Days be allowed to use the chairs on hard surfaces. One provision would be if a chair is broken or damaged, it needs to be replaced by the organization using them. Chairwoman Carey asked who and how they would keep inventory and condition of the chairs. TA Hardy suggested the committee utilizing them be responsible for that recordkeeping. The chairs would be used for citizens to sit on chairs and watch the entertainments on the tennis court. They are still requiring background checks for Old Home Day volunteers. Chairwoman Carey asked how many people committee members or volunteers are helping. Finance Director Phelps said they need to find

out, but she has enough in the budget for 18 including staff. Chairwoman Carey asked if previous members volunteering again could be grandfathered and a new member would need a background check. Selectman Dickey said people working with children would need to be background checked regardless. Background checks cost \$25 each. TA Hardy said the Select Board could set a procedure. Finance Director Phelps will draft a policy. They will seek more clarification and talk about it further at the next meeting.

Chairwoman Carey motioned to approve using Town Hall chairs for Town functions by Town Committees. Seconded by Selectman Dickey. All in favor. None opposed.

Chairwoman Carey motioned to enter non-public session under RSA 91A:3 II (A). Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to exit non-public session under RSA 91A:3 II (A). 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.

Selectman Dickey suggested giving staff a day off with pay to show their appreciation for everybody, issued for Friday, July 2nd. For the departments that can't take this specific day off, such as the police department, they can schedule a bonus day off. Chairwoman Carey said this would be an HR issue because it adds to the number of paid days off, they already offer to employees. Finance Director Phelps said salary employees would be fine but for hourly employees would be difficult. Full-time employees will have the day paid but part-time employees will have the day off unpaid. They will post it on Facebook and the website to notify the public the office will be closed July 2nd. Finance Director Phelps can figure something out with HR.

Motion made by Selectman Dickey to close the offices on July 2nd and make a note to the public. Seconded by Selectman Burdick. All in favor. None opposed.

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

Next Meeting:

- Thursday, July 1st @ 6PM.

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

Respectfully submitted by Hannah Gardner