

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, August 5th, 2021, at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matthew Burdick, Alan Hardy, Kellee Jo Easler, Kate Merrill, Dean Hollins, Sarah Gerlack, Norma Caporale, Tim Kenney, Nicole Hoyt, Katie Phelps, Gary Moore, John Keegan, Chief Kevin Wyman

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

Roll Call: completed and guests introduced.

Chairwoman Carey requested grammatical changes on lines 40, 84,185, 344, 345 & 346 of SB DM 07.15.21.

Chairwoman Carey requested grammatical changes on lines 68 and 75 of SB DM 07.22.21.

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

New Business:

Circle Committee Chair John Keegan said the Circle Committee is to sunset for September 21st. Chair Keegan said Boscawen will be getting a new traffic circle at the 3 and 4 split. There will be opportunities to do Town beautification or landscaping. Currently, the Circle account has a balance of \$2,000. It is used for maintenance and replacing plants at the current roundabout. Chair Keegan suggested changing the name of the Circle Committee to the Town Beautification Committee. This will allow for beautification projects around Boscawen. Chair Keegan clarified that the Circle Committee would disappear and there would be a new name for the Committee itself and the current funding available for the Circle would continue. In the future, the Beautification Committee would ask for donations for Town Beautification. Finance Director Katie Phelps said to keep in mind that the money donated to the current roundabout can only be used for that roundabout. There would need to be a separate account for donations. Town Administrator Hardy suggested a creation of a revolving fund for the maintenance of the Committee. Selectman Dickey would like to leave the Circle Committee the way it is and when King St. gets redone, hopefully the State will do the irrigation and run the lines over to the new roundabout. If the State puts the roundabout in, then the Select Board can decide if they want to take on the project. Chair Keegan said at this point the Circle Committee doesn't need any more money for the existing circle. If they put the money into a revolving fund, it will build a little bit and won't be a strain if they were to take on the new roundabout. There are three volunteers in addition to Chair Keegan who have maintained the circle. The next area to be discussed is the landscaping at the Route 3 & 4 intersection at the lights. They plan for it to be ongoing at Routes 3 and 4. The issue is Ms. Towle won't be able to continue the beautification to the lights forever by herself. Chair Keegan would like to expand the mission of the Committee to include all beautification projects in Town, not just the Circle. The beautification budget that they have now

was used for the flowers in the front of Town Hall and a contribution to Black Forest Nursery for the work at the Routes 3 & 4 lights. Chairwoman Carey said she has no problem sun-setting the Circle Committee. Those who are interested can be on the Town Beautification Committee and look for a long-term plan for the Town of Boscawen. For the revolving fund, they can have separate accounts specifying which projects are being donated to. Chair Keegan has offered the existing members on Circle Committee an opportunity to join the Beautification Committee. The Circle Committee is meeting on Monday August 9th at 7pm to discuss plans for the future. Planning and Community Development Director Kellee Easler said new appointments would need to be made for the Town Beautification Committee and would begin October 1, 2021.

Selectman Burdick motioned to sunset the Circle Committee and establish the Town Beautification Committee. Seconded by Chairwoman Carey. All in favor. None opposed.

Deputy Tax Collector Sarah Gerlack presented a Sewer abatement for the Select Board to sign and approve. The water bill was adjusted by Pennichuck as well. Deputy Tax Collector Gerlack also provided the Select Board with an application for a Sewer abatement for a resident filling their pool. It follows the Town's policy for filling a brand-new pool with documents included.

Chairwoman Carey motioned to abate \$1,768.00 for the 2021S02 located at 100 Elm St., Lot 30. Seconded by Selectman Burdick. All in favor. None opposed.

Deputy Tax Collector Gerlack said the 3rd Quarter Sewer Warrant is complete. They were able to stay on track for liening and deeding because of the schedule they follow. Usually, they allow 35-37 days to pay but this time they will only have 31-32 days which complies with the statute. Chairwoman Carey read the 2021 tax warrant to clarify what they are doing.

Motion for Warrant?

Human Services Administrator Sarah Gerlack said they received a backpack donation from Janice Steenbeke in the amount of \$100.

Selectman Dickey motioned to accept the \$100 donation for the Backpack Program. Seconded by Selectman Burdick. All in favor. None opposed.

Town Administrator Alan Hardy said Mrs. Penny Sarcione was unable to attend tonight's meeting to give an update on the Parks and Recreation Program. TA Hardy asked Mrs. Sarcione to send an email with an update. The update stated over the past 2-weeks they are averaging about 20 kids a day. Mrs. Sarcione stated in the email she wanted to try to host the first family movie night on August 18th. It would start at 6:30pm but the movie wouldn't start until dusk. It would be on the Town's property at the Municipal Complex. Planning and Community Development Assistant Kearsten O'Brien and Lori Cronin have offered to help. Mrs. Sarcione said she could get more people to help. They could pick out 5 family friendly movies and post them on Facebook to see which one gets the most votes. They already have a projector and a laptop. They can use a sheet for the second screen if necessary. Mrs. Sarcione and PCD Assistant O'Brien said they can use their Disney + account to access the movie. Mrs. Sarcione reached out

to vendors to try and get them to support their night of fun. Kona Ice is booked, and Mrs. Sarcione reached out to Tracy Girl's food truck. It has homemade ice cream and waffles cones. Another food truck they reached out to is Clyde's Cupcakes. Interested folks could have people make reservations for the movie. They could get snacks and beverages from Sam's Club if they don't want to do vendors. They aren't planning on charging the public. Mrs. Sarcione is going to start fundraising for the 2022 Concert Series now. The Parks and Recreation Summer Program has about 2 more weeks.

Selectman Dickey motioned to approve the Parks and Recreation Program to hold a movie night on August 18th at 6:30pm. Seconded by Selectman Burdick. All in favor. None opposed.

Department Head Updates:

- Finance Director Katie Phelps said they received a Notary Services donation for \$122.00 for the roundabout project.

Selectman Dickey motioned to approve the Notary Services donation for \$122.00 for the Circle Committee roundabout project. Seconded by Selectman Dickey. All in favor. None opposed.

Human Resource Director Katie Phelps said she is still waiting on job descriptions to be returned from review with Counsel.

HR Director Phelps said the Criminal Background Check Policy is up for discussion following legal review. Chairwoman Carey asked if they wish to accept all the corrections legal has made to their Criminal Background Check Policy. The words in red are what legal corrected. Chairwoman Carey has suggested adding in "if a volunteer has been background checked in the last 5 years, they don't need it". HR Director Phelps said they could change the policy, but it wouldn't be approved tonight. HR Director Phelps said they usually background check at hire. HR Director Phelps said it says every three years so some volunteers may be able to skip it this year.

Chairwoman Carey motioned to accept the Criminal Background Check policy as amended by legal. Seconded by Selectman Dickey. All in favor. None opposed.

Finance Director Phelps said HS Administrator Gerlack has suggestions for usage of the ARPA, (American Rescue Plan Act) funds. HS Administrator Gerlack suggested using a portion of the money for the Human Services Department. She was thinking about \$10,000 for the backpack program which would last 3 to 4 years. They would use \$25,000 for a grant program for people who need rental or mortgage assistance. Another \$10,000 would be used to help with the homelessness in their community. They spent about \$30,000 last year for homelessness. HS Administrator Gerlack said she has a goal to have a cold weather shelter for November through March. During the warm months they would use it as a resource center. HS Administrator Gerlack drafted a proposal to work with a business in Town, a motel, to rent a room or two at a set price. They would rent it during the cold weather months. WA Gerlack estimated about

\$1,500 a month. The motel costs about \$99 a day. They would have a contract and deal with the business. HS Administrator Gerlack thinks they can save about \$10,000 to \$15,000 in the budget. They do not have a washer or dryer. Chairwoman Carey suggested negotiating an agreement that would state there needs to be a washer and dryer. There are property managers on duty 24/7. HS Administrator Gerlack said they would still be regulating who stays. They do case work, and it is usually someone in transition. HS Administrator Gerlack said she doesn't know what cases she will get. Chairwoman Carey suggested HS Administrator Gerlack put her proposal in writing for the Select Board to review. At the next meeting they will be able to provide feedback.

Chief Kevin Wyman said they took the Charger to the shop and the whole front end needs to be replaced. It was going to cost around \$2,000. They decommissioned it, parked it, and are going to strip it out to get rid of it. The new cruiser is supposed to be in soon, hopefully by November. Chairwoman Carey said Bill Bailey was concerned that people are moving faster down Corn Hill Road now that it's freshly paved.

Chairwoman Carey said Bill Bailey is also concerned with the out of state plates and people who are illegally bringing trash to the dump. Public Works Director Dean Hollins suggested pointing out the out of state plates to the staff. They are working on taking care of the out of state plates issue. They are short staff right now, so it is hard to do the dump stickers. They are changing the sign by the gate to show that it is permit required. The dump sticker goes on the left lower windshield. Selectman Dickey suggested checking stickers when they have the staff. PW Director Hollins said they have had volunteers, but they sign up and never show up. TA Hardy asked if they could set up a computer down at the transfer station so the Town Clerk could see whose sticker is coming through the gate. They could scan them like EZ Pass. Selectman Dickey suggested telling the public that people will be checking stickers again. TA Hardy said the easiest way to do it would be to collect the information first by video and sit down and see which vehicles have stickers. They can record and match the plate numbers. Chairwoman Carey said the action coming from this discussion will be that someone will video who comes into the dump to make sure it is the Town of Boscawen residents. Chief Wyman said they would need to make sure it is worth the investment of time and money to go through the whole process. HS Administrator Gerlack said other departments would have to run these numbers.

Selectman Burdick motioned to accept TA Hardy's proposal to video vehicles coming into the dump and recording plates. Seconded by Selectman Dickey. All in favor. None opposed.

Facility Director Gary Moore said the Deputy Tax Collector's office construction is complete. The painting is the only thing they have left to do. Facilities Director Moore will follow up to make sure Bernie paints it. They also are working on cleaning the Police Department. Today they power washed the outside of the building, but they can't get up to the top. They removed all the crab grass and weeds. The portico has been patched and repaired with new boards. Next week Facilities Director Moore will start painting with the volunteers. He is in the process of getting a sub-contractor with a boom lift. They will steam clean the walls way up top because they can't get it with ladders. Selectman Dickey asked if Facilities Director Moore does any of the work or if he subcontracts it all. Facilities Director Moore responded that he cut down the branches and pulled crab grass out of there. Today they had the State Corrections officer and four workers helping which was four hours of free labor. Chairwoman Carey suggested having

an accounting for all the volunteer labor Facilities Director Moore accrues. Facilities Director Moore said that what they are doing today was around \$500 to \$600 in value. Selectman Dickey doesn't see the point of the position if they are hiring people to do the work. Selectman Dickey thought Facilities Director Moore would do most of the work and only hire subcontractors for the work he couldn't do. Chairwoman Carey said TA Hardy needed someone with expertise in the building to ensure that maintenance was being properly done. TA Hardy said Facilities Director Moore is doing a lot of the coordination to ensure the maintenance projects can be done correctly and all the necessary equipment is available when it is needed. Facilities Director Moore said they are in the process of gathering a lot of subcontractors and getting prices on the Torrent Building roof and working with the NH Preservation Alliance on the proposed repairs. An individual is coming in next week to see about qualifying for an assessment. FD Moore pulled and checked the emergency backup lights, exit signs and fire extinguishers. He is replacing the batteries and bringing them up to code. Facilities Director Moore contacted four different companies that are preparing quotes to do an annual service to check all of them throughout all town buildings. Facilities Director Moore counted 99 EBU's and 56 exit signs. When working on the Police Station they went to different places to get scrapers and brushes because of better pricing. Facilities Director Moore explained all the work he puts into his job title at 3 days a week. They explained that the job is mostly coordinating projects and looking into developing pricing to come to the Select Board to present. TA Hardy said they can discuss the job description but if they want Facilities Director Moore to do more of the physical labor, this isn't the right person or pay grade.

Fire Chief Tim Kenney said that Municipal Resources was in Monday night and met with all the fire fighters. There were two sessions. The first one was private so if you wanted to sit down one on one with the people you could. The second session met as a group discussing the concerns. Chief Kenney wasn't allowed to sit in the session. The members thought it went well. Fire Chief Kenney said the mini pumper which was supposed to be built as of August 3rd is postponed to the end of the month. Everything is backed up, so it is delayed. It won't be back in the NH and back at the fire department until September. Fire Chief Kenney asked about the times of the Elektrisola 5k event. Fire Chief Kenney wants to have it staffed to help retrieve people. Selectman Burdick said August 24th from 5pm to 9pm. The 9pm is for the festivities after the 5k. Selectman Burdick said they anticipated around 50 people. There could be more on the lines of 100 runners. Fire Chief Kenney said he will ask a mutual aid company to come in with a couple SUV's. They will also talk to Shawn Brechtel. Police Chief Wyman doesn't know the plan or route. Selectman Burdick said it would be around the rail trail. Fire Chief Kenney said they can't pay volunteers to do stand-by. Fire Chief Kenney said members were talking about getting better PR for the fire department and what they do. They could post on Facebook. PCD Assistant O'Brien said they can post on their Instagram site. Fire Chief Kenney said their call volume is way up, it is about 280. Their busiest time is usually the fall. TA Hardy said they are working with two associated non-profits that are related to the fire department. They are meeting next Wednesday to see what the path forward is and what is involved. The creation of the non-profits must start over. Chief Kenney said MRI will be meeting next week to figure this out. MRI will also be evaluating the current system and reforming it. Hopefully by the end of September they will have a report.

PCD Director Easler said this week the Planning Board had approved the Capital Improvement Plan and heard a conceptual for Planned Unit Development. The Zoning Board of Adjustment approved a Variance for a barn over 500 square feet and a Special Exception up on Corn Hill Road and Water Street for a Home Business-Major. The building permit office is very busy with contractors and construction in town. The Planning and Community Development Department is starting to put the Energy Committee together. Chairwoman Carey said the Conservation Committee may want to meet next season with Planning Board to request items to add to the Capital Improvement Program. With Walker Pond they may want to keep that in mind for the next 7 years on what to do with the property. PCD Director Easler said Mark Kaplan is taking the lead on Walker Pond and will be a great asset. Chairwoman Carey said there could be an opportunity to create a park in lower Boscawen on the land they own on Hannah Dustin Island. If they put money in their CIP plan they can go after the National Parks money. PCD Director Easler said they can talk about it at the next Planning Board meeting.

PCD Director Easler said if the Select Board has pictures for the Instagram page to send them to PCD Assistant O'Brien. PCD Assistant O'Brien said she would like to put each department on the Instagram page to help residents get to know the Town Employees. Selectman Dickey thinks all the departments should be on there.

PCD Assistant O'Brien said the department heads will be getting an email from the Joint Loss Mitigation Committee because they need to submit an update to Primex. Everything will need to be done by the end of August, no later. Everything needs to be submitted to Primex for September 7th. The Town will lose their discount if they don't have everything submitted by that date. The deadline is August 30th. PCD Assistant O'Brien sent PWD Director Hollins an email regarding when Primex had gone out to the transfer station and Public Works Department. They need to know what got finished with that. PCD Assistant O'Brien needs to know how many people are doing the First-Aid Training. Selectman Dickey suggested the morning if it's anytime between Oct-Dec.

Chairwoman Carey said the Economic Development Committee had a presentation by Sam Niebling for a kiosk that will replace the kiosk that currently exists at the rail trail off Depot Street. The Economic Development Committee got permission from the State to have an expanded kiosk. Sam Niebling presented a design and the Committee requested that they come back with a firm quote for an added bench, so cyclists can change their shoes or rest. Mason Donovan will present it to the Select Board for their approval once the quote is finalized. His original quote was from April. One member made an offer for \$1,000 towards the kiosk. The second member made an additional donation, undisclosed. They are donating the money to the building of the kiosk. PCD Assistant O'Brien suggested having the Economic Development Committee team up with Old Home Day Committee on possibly having a developer's day in with next years Old Home Day.

Old Business:

TA Hardy read the proposal of MOU for the Northern Rail Trail. The proposal is they should keep and reuse the old kiosk. Chairwoman Carey said the Rail Trail is going to be building another kiosk at the Commercial St. end. The Economic Development Committee discussed

getting in on the action to include more information about Boscawen. TA Hardy said they will put the MOU on letter head and have it ready for signature next meeting.

TA Hardy presented the Standard Power MOU. If there is something they want to discuss on it next week, they will let TA Hardy know, if not he will put it in the consent agenda. If they go forward with the Power agreement, everyone in the Town is signed up once the process is completed, and they can opt-out. They will need to hold a public hearing.

TA Hardy said they have a Building Inspector inter-municipal agreement that allows Building Inspectors to assist each other in Boscawen, Salisbury, and Franklin. It covers conflict of interest and vacation schedules.

Building Inspector Bodien talked with Canterbury, and they have taken the step to adopting our inter-municipal agreement and it was approved at their Select Board meeting. There is no downside for Boscawen, as we drafted the original document. It gives Boscawen backup building inspectors to put out in the field when necessary. TA Hardy will put it in the consent agenda for next week for approval.

Selectman Dickey motioned to move forward on Perambulation. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to go into non-public under RSA 91A:3 II (c). Seconded by Selectman Dickey. All in favor. None opposed.

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

The Select Board returned to public session.

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

Chairwoman Carey motioned to go into non-public under RSA 91A:3 II (a). Seconded by Selectman Dickey. All in favor. None opposed.

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

The Select Board returned to public session.

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

Next Meeting:

Thursday, August 12th @ 6PM.

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

Respectfully submitted by Hannah Gardner