

**Town of Boscawen
Select Board
MEETING MINUTES
Thursday, August 12th, 2021, at 6:00 PM**

In Attendance: Lorrie Carey, Paul Dickey, Matthew Burdick, Alan Hardy, Kellee Jo Easler, Kate Merrill, Kearsten O'Brien, Dean Hollins, Sarah Gerlack, Norma Caporale, Tim Kenney, Nicole Hoyt, Katie Phelps, Chief Kevin Wyman, William Gatchell, Barbara Randall, Sally Fisher, Ray Fisher, and Michael Fisher

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

Roll Call: completed and guests introduced.

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

New Business:

Town Administrator Alan Hardy asked for the Select Board's signature to allow the Chair to sign the Intermunicipal Agreement for Building Inspectors between Canterbury and Boscawen.

Selectman Dickey motioned to approve the Town of Boscawen signing the Intermunicipal Agreement with Canterbury and to allow the Chair to sign on behalf of the Board. Seconded by Selectman Burdick. All in favor. None opposed.

TA Hardy presented the Select Board with the finalized Memorandum of Understanding (MOU) for the Friends of the Northern Rail Trail Kiosk and asked if the Select Board would authorize the Chair to sign.

Selectman Burdick motioned to authorize the Chair to sign the MOU for the Friends of the Northern Rail Trail Kiosk. Seconded by Selectman Dickey. All in favor. None opposed.

Town Clerk Nicole Hoyt presented a new location idea for the Veteran's quilt. The downstairs is now painted, and they could put it in between the two main windows in the clerk's office. The public would have the ability to see it displayed.

Selectman Dickey motioned to approve moving the Veteran's quilt to the downstairs main office. Seconded by Selectman Burdick. All in favor. None opposed.

TA Hardy said the DARE quilt is starting to age and suggested retiring it and donating it to the Historical Society. If anybody does, the Historical Society would have the resources to preserve it.

Selectman Dickey motioned to approve donating the DARE quilt to the Historical Society. Seconded by Selectman Burdick. All in favor. None opposed.

Budget Advisory Committee Chair Barbara Randall said there are two positions open on the Budget Advisory Committee. The committee received one application already that needs to be approved by the Select Board. The committee still needs one more member, so they are hoping to advertise.

Planning and Community Development Assistant Kearsten O'Brien asked for an approval for an intent to cut. They received the timber bond from the logger. 11 acres will be cut at Hirsh Marsh.

Selectman Burdick motioned to approve the intent to cut operation number 21.049.08T located at Map 83 Lot 62. Seconded by Chairwoman Lorrie Carey. All in favor. None opposed.

Human Services Administrator Sarah Gerlack sent the Select Board the Cold Weather Sheltering Proposal. HS Administrator Gerlack is asking for approval to move forward and talk to the business owner. It would be a 1-year trial period. They would be asking to use a room or two that would be designated and budgeted for the huge need. HS Administrator Gerlack said they can see if a citizen has been working with another Town in the last 6 months. If they are, they are required to go back there first. It would roughly save the Department around \$10,000. Selectman Dickey suggested trying it for a year with a monthly update when it opens.

Selectman Dickey motioned to move forward with the Cold Weather Sheltering Proposal. Seconded by Selectman Burdick. All in favor. None opposed.

Chief Tim Kenney introduced Mr. William Gatchell, Architect, from Harriman to talk about where they currently are with the Fire Station study, they started over a year ago. Chief Kenney said Mr. Gatchell did a background check on what they had and came up with three plans to present to the Select Board. They chose to talk about the latest one they came up with. Mr. Gatchell said they had two goals to achieve. One was working with the existing building and then outside of the building, the square footage, space needs, of what would be required to support the fire department properly and safely. A community room became a part of the process too. There are two fire EMS points in town. One is the fire station, and another is the Penacook Rescue Squad building down the road. One intention of the new plan was to consider the possible incorporation of EMS service within the fire department. They did a review of the station which concluded that the building needed some upgrades. The existing square footage of the fire department facility was less than 5,400 sq. feet or 6,200 gross sq. feet. The gross sq. footage is the total outside whereas net sq. footage is just adding the rooms themselves. Another element that is important is that Boscawen is a volunteer fire department. It is harder to find volunteer firefighters nowadays. If they are building something for the future, they need to plan for paid or per diem positions. Mr. Gatchell presented numbers showing future growth. The community room had a flat growth projection, so it was designed for a 125-person capacity. If you add the gross sq. footage of the community room is brings the total sq. footage to 14,700. The current future need is about 18,000 sq. feet for the final build out including the community room. The existing fire department site has a couple good attributes. It is centrally located, and it is accessible for response. It also uses the land occupied by the former Police Department. The site has room to build a larger facility on. Mr. Gatchell presented a diagram that showed the

existing curb cuts for the fire department. The site has one challenge involving a tree line that has a hill that is steep. They are trying to avoid digging into the slope to minimize site costs and removal of site materials. They were also trying to separate the fire department from the community space. The feedback from the Town was that a smaller higher two-story volume would fit the town center better. The spaces are color coded red, orange, green and blue. Red is the apparatus bay area for all the fire vehicles. One liability right now from a health and safety point is there is an apparatus bay and a single pair of doors that go right into the meeting space. The orange space is for housing fire gear and designed to be accessed from two sides. It helps to ensure firemen can access their gear and move quickly to their fire truck. They also have decontamination areas in the orange zone as well. The green zone is for public entry. It is a meeting room, administrative offices and first aid triage station. The blue zone is the community meeting room which includes bathrooms, a shared kitchen and storage space. The upstairs is going to be used to provide a future designated area for the firefighters. It will include a kitchenette, bunks, day room spaces and more offices. The upstairs is to support the transition to a paid service. The estimate for the total cost was broken down into elements from site work, demolition, and construction. The total base construction cost is at \$3.6 million for just the fire department. When adding the site work, contractors, bonding insurance and the escalation of construction costs, the total for construction and design is \$6.5 million. The community meeting space and everything included in the program makes the grand total \$8 million. Selectman Burdick asked if the design was based off the equipment they currently utilize and if so, how much of it is being used currently and how much is being stored. Mr. Gatchell said it includes everything that is both inside and outside that are actively used. It also includes the space to house the ambulances which aren't currently being housed in the fire station. Chief Kenney said the only addition is the military vehicle currently parked outside. They don't have any reserve pieces; every piece is a front-line piece that is supposed to respond to a fire. The only thing they are adding right now is the trailer that transports the Gator. Selectman Burdick asked if a large public crowd for a meeting would impede on their access to equipment. Chief Kenney said he's not familiar with how many parking spaces are allowed. Mr. Gatchell said the plan puts constraint on parking limits to about 30 public spaces. There will be challenges there. Some people may have to park on the road or across the street. They could also talk about pushing back the site for more parking. Selectman Burdick asked where the fire department would operate out of while demo and construction is taking place. Chief Kenney said he doesn't know but they will talk about it after they get an approval for the building.

Sally Fisher, member of the Fire Department Ladies Auxiliary, asked if there would be a kitchen included if they decided to not do the community room. Chief Kenney said for the regular fire department plan there isn't a kitchen. There also isn't a large meeting area for the lower package. Mrs. Fisher asked about the septic system. Mr. Gatchell said they must design the septic in detail, but plumbing is part of the overall number. It is presumed that a new septic system would be needed.

Chief Kenney said they talked about the cost of replacing the building. Mr. Gatchell said it is based off sq. footage. It is roughly 6,300 sq. feet x \$400 per sq. ft. The cost to replace the current station is \$2.5 million.

Fire Captain Michael Fisher asked why they are tearing down a building that they can replace or clean up. It is a brick building and has a good roof. They suggested building another story instead of replacing the current building. They are concerned with the pricing and why it was discussed with one person rather than discussed as a group. They said the fire department averages 200 calls a year.

Chief Kenney said that he has brought this discussion up several times at meetings and none of the volunteer firefighters speak up to say anything. The number shouldn't have been surprising because Chief Kenney had been using \$10 million as an estimated figure. They had two previous plans: one was to redo the building they had and another to add onto the building they have. The building is going to be for 30 to 50 years. They are on pace to be at 300 calls but in 10 to 15 years they will be higher. They also need to have showers, not just for fires. The current station floor is cracked. The floor drains may have washed out. Chairwoman Carey asked where it drains to and what the condition of the drain is. Mr. Gatchell said they haven't hired anyone to put a camera down to see the condition of it, but the basic assessment was that it wasn't in good condition. The building itself may not have been built to support 52,000 lbs. They are also talking about ways to have people at the fire department cover storms, 4th of July weekend and other times that are potential for increased call volumes. To do this, they need to be able to house people. There needs to be adjustments made. Chief Kenney said Penacook Rescue Squad is a separate entity but if they consolidate and move into one building, they are sharing the cost of maintenance and housing. They would have to bond the payment.

Ray Fisher said that he was in the fire department for 56 years and they still have the same amount of calls they had now that they did 20 years ago. The building is perfect, they have a kitchen, and they can house everything the town will need by adding on to the building. He doesn't think it's realistic because you can add on to the building numerous ways without tearing it down.

Mr. Gatchell said they did explore addition options. The most important thing is that any potential issues coming down the road with existing pieces is hard to estimate and replace. You can't build up because the structural codes have evolved over time. It is a wood frame building so it isn't designed to support an additional floor. Mr. Gatchell assumed that the Town Office was an all-masonry brick building. The fire department is an all-veneer brick building. The front apparatus bay is concrete block, but the back is wood frame.

Chief Kenney said USRDA offers grants for fire stations and new Town Halls for towns under 5,000 residents. They don't have an office in the State of NH so Chief Kenney will contact the State of VT.

TA Hardy said to keep in mind that the bond that was taken out for the Municipal Office will be retired in 2022. TA Hardy suggests having a discussion on how they want to do public hearings on the matter and how they want to take the information beyond here. Chief Kenney said it isn't the final plan, but the issue was the Select Board itself, even the past Select Board members, had no interest in preparing in advance for the future. He clarified that the space is available for future expansion or adding Penacook Rescue Squad, but they have not been involved with this

plan. TA Hardy suggested having a discussion on how to take the message to the public at a future board meeting.

TA Hardy said they secured the dumpster at the Town Hall and Church. The Church was aware that other people were putting materials in it. They will keep an eye on material being put in it at no cost to the individual.

Department Head Updates:

Town Clerk Hoyt said there is a resident in Town who wants to voice her concern and disain for the Penacook Boscawen Water Precinct. The issue was that between the water and sewer bill it's over \$3,000. Penacook Boscawen Water Precinct told the resident that their meter was broken for 3 years and that's why they had a \$1,300 bill. Chairwoman Carey said that would be an estimate based on previous usage. The resident had a bill of \$1,300 for water and \$1,600 for sewer. They had been getting a regular bill as well. Chairwoman Carey said the resident needs to go to a Water Precinct meeting and petition the Commissioners to abate what they owe. Town Clerk Hoyt said the Penacook Boscawen Water Precinct's isn't going to abate. Chairwoman Carey asked if they have anything in writing from the Commissioners as to why they won't abate. Chairwoman Carey suggested getting something in writing regarding the resident from the Water Precinct Commissioners. The resident didn't fill out the complaint form. Chairwoman Carey said legally the Water Precinct should be logging these complaints. Town Clerk Hoyt will call the resident to fill out a complaint form tomorrow. TA Hardy said going forward NH-DES has suggested that consumers should copy them with their complaints about service.

Chairwoman Carey motioned to authorize the Tax Collectors office to abate \$77.76 for the 2021 SO3 located at 6 Boyce Lane, Map 183D Lot 23 Sublot T6. Seconded by Selectman Burdick. All in favor. None opposed.

Chairwoman Carey motioned to move the Tax Collector's Sewer Warrant for \$54,030.27 with an interest rate of 8% on all sums not paid, further ordering you to pay the same when collected to the Treasurer of the Town on or before the 10th of the following month after collection. Seconded by Selectman Burdick. All in favor. None opposed.

Finance Director Katie Phelps sent out a draft for public notice to the Select Board for the ARPA money. FD Phelps suggested having a public hearing on September 2nd. The Board agreed with that date for the public hearing.

FD Phelps said Finance Assistant Kate Merrill sent out job descriptions that came back from legal review. If there is no further input, she needs a motion to approve with changes.

Selectman Dickey motioned to accept the suggestions made by legal on the first batch of job descriptions. Seconded by Selectman Burdick. All in favor. None opposed.

Human Services Administrator Gerlack said the food drive for the backpack program is doing well. It runs until the end of the month, so people still have time to contribute. There is a collection site at Franklin Savings Bank and Elektrisola. Haley has been working with the

Capital Region Food Bank. They will be starting with them to get some of their food for the backpack program. It is all donations. The Select Board will bring suggestions next week for the Welfare policy.

Police Chief Kevin Wyman informed the Select Board that the part for the radar trailer will be coming in hopefully in the next two weeks.

Public Works Director Dean Hollins said they hauled sand this week. They started roadside mowing but nothing else to report.

Parks and Rec Director Penny Sarcione said they are all set for next week's movie night on August 18th. Little Davey and the Rolling 88s is going to come play an hour before the movie around 6:30pm. There will also be an ice cream truck coming. They have a projector and screen from Taylor Rental. The movie voted was UP. They have had 20 kids a day at the summer camp. They did tie-dye for fun day Friday and this week they are going to get freeze pops. They have a giraffe that sprays water and a water slide so the kids can stay cool. They are going to donate extra water to the Police Station and the clerk's office. The AED needs to be pulled out so it will be stored at the Police Station.

Chief Kenney said they are planning for Old Home Day and the 5k run. They met last night about the two association funds. They will work on a vote and getting the paperwork done. The new fire truck is still in the assembly line. It is due to be completed at the end of August, but they won't have it at the fire department until mid-September.

PCD Kellee Easler said the MS-1 is due September 1st. The Select Board will need to sign it at the next meeting, August 26th. They still have software updates that need to be completed first. PCD Easler is working on the HB-79, the legislative changes they had to 128. They need to meet yearly and there's trainings that need to be done. The Health Officer's Association and NH DHHS are working together to do trainings. There will be more information at the end of fall closer to winter.

Old Business:

Circle Committee Update:

PCD Easler met with Chair John Keegan on the new Beautification Committee and what it will involve. The Circle Committee will end at the end of September. They are working on the new rules and procedures. They will have more information in the future. The Circle members are going to be planting mums in the next few weeks. The maintenance for the Circle roundabout is manageable.

EPA Grant: TA Hardy said the process starts at 12:01 am on October 1st. This means the hiring process of contractors and materials. No money can be spent prior to October 1st. Selectman Dickey asked how long it will take. TA Hardy said Central NH Regional Planning Commission is going to handle a lot of the work. There will be conversation to get things in place, but they can't spend any money. TA Hardy thinks they will be in there in the fall but during the winter, it

is unsure how long we will be able to work. TA Hardy doesn't think they can expedite the process shorter than 30 days. Chairwoman Carey suggested seeing how tight they can get the timeline. TA Hardy said Jim Colby, Colby Lumber offered to donate pallets if the town wants to sell the bricks and we need pallets.

TA Hardy said once the Dorval House shuts down, they will send in a volunteer team to see what they can do to repair and paint it.

TA Hardy said the Sub Committee met at Hannah Dustin and they are looking into informational signage. They are figuring out where to put it and may be asking the State of NH DOT to give up a piece of land below the parking ride, where the walkway goes down to the beach.

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.

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

Next Meeting:

Thursday, August 26th @ 6PM.

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

Respectfully submitted by Hannah Gardner