Town of Boscawen
Select Board
MEETING MINUTES
Wednesday, August 19, 2026, at 6:00 PM

In Attendance: Matt Burdick, Lorrie Carey, Joshua Crawford, Kate Merrill, Kellee Easler, & Conner Bailey

Guests: Stephanie Alicea, Zeke Gable, Mike Tardiff, Fred Reagan, Bill Bevans & Loren Martin

Roll Call: completed and guests introduced.

Chairman Matt Burdick called the meeting to order at 6:00pm.

<u>Consent Agenda Items:</u>

- Profit & Loss, Balance Sheet, Check Manifest & Payroll (2 Weeks)
- Public Minutes from 8/3/26 and 8/5/26
- Job Description Updates: Treasurer. Finance/HR Director and Assistant, Facilities Director, Custodian, Tax Collector and Deputy, Town Clerk and Deputy, Parks and Recreation Director, Senior Camp Counselor and Counselor
- Sanborn Head Weekly Summary Report (July 29-Aug 4) – Allied Tannery
- Sanborn Head Weekly Summary Report (Aug 5-Aug 11) – Allied Tannery
- Monadnock Environmental Report Map 183D, Lot 149, Sublot 10
- 2025 MS-535 (For Signature)
- Waiver of Municipality Liability for Private Roads
- Timber Intent #26-049-02-T Map 81B Lot 23
- Timber Warrant #26-049-01-T Map 47 Lot 32 Sublot 1

Chairman Burdick noted the Town Administrator job description update was removed from the Consent Agenda.

Selectman Josh Crawford motioned to approve the Consent Agenda as presented. Seconded by Selectwoman Lorrie Carey. All in favor.

<u>Scheduled Guests & Hearings:</u>

Road Name Change Request – Caroletta Alicea

Ms. Stephanie Alicea, read a letter into record on behalf of Ms. Caroletta Alicea regarding a petition to rename 'Stirrup Iron Road' to 'Alicea Drive'. Ms. Stephanie Alicea read into record:

"Dear Members of the Board of Selectperson(s), I'm writing to respectfully request that the Board consider renaming Stirrup Iron Road where I've lived and raised my family for decades to Alicea Drive. When I built my home on this road, I was asked whether I preferred Garrish or a Boscawen address. I chose Boscawen, and my address would have been 4 Stirrup Iron Pond Road. I asked whether 'pond' could be dropped, as my name was already long enough. The town graciously agreed. When I later built a home for my daughter nearby, her

address became 2 Stirrup Iron Road. I share this small history because it reflects how closely my family's life has been woven into this particular road and into this town. My family is called Boscawen home for many decades, per my parents, David Christopher Clark Jr. and honorable Claire Clark settled here in 1969 and spent the rest of their lives in service to this community and to the state of New Hampshire. My father founded the NH Hard of Hearing Organization and was personally responsible for bringing 'TTY' technology to Concord Hospital, giving hearing impaired residents the ability to communicate by telephone for the very first time. He also served as Associate Warden at the state of NH Prison. My mother spent 33 years as a Guidance Counselor in the Winnisquam school district, served 5 terms as a State Legislator for Boscawen on the Education Committee, and sat on the Merrimack Valley School Board for the district, to help lead the effort to build Boscawen's new nursing home. I've tried to carry that same commitment forward, serving as a State Legislator representing Boscawen from 2012 to 2018, stepped away for 2 years at the invitation of Congressman John Lewis of Georgia to help lead voter registration work. Then I returned home to run again and complete a 4th term from 2020 to 2022. Locally, I served on the Merrimack Valley School Board for 19 years as a Boy Scout Leader, served on the Old Home Day Committee, and spent many years personally helping neighbors with housing, rent, jobs, transportation, food assistance and safe shelter in times of need. I've also worked closely with our Police Department, sharing information and camera footage to help keep our community safe. This request also follows a local precedent set on this very road. Stirrup Iron Road takes its name from Stirrup Iron Brook and on the Salisbury side of the same corridor, the road is called Garrish Road, named for the Garrish family, a prominent local farming family for whom the Garrish Depot was also named in 1855. Town records also show Henry Garrish of Boscawen represented our town at NH's second provincial congress in 1775. In other words, this very road has already been used once before to honor a local prominent multi-generational family for its contributions to the town. Renaming Stirrup Iron Road to Alicea Drive would continue in that same tradition, rather than depart from it. In conclusion, to the best of my knowledge, ours was the first family of color to settle in Boscawen and many residents are unaware of both how long we have called this town home, and of the contributions our family has made over 3 generations. Renaming this road to Alicea Drive, would be a meaningful and lasting way for the town to recognize that history and to affirm Boscawen as a community that welcomes and values families of all backgrounds. Caroletta Alicea respectfully asks the Board to consider this request favorably and would be glad to provide any additional information, documentation, or testimony the Board may need. Thank you for your time and consideration. Respectfully submitted, Caroletta Alicea."

Ms. Stephanie Alicea summarized the materials provided to the Select Board regarding the request to rename Stirrup Iron Road, including information about family history, the road history, and recommendations previously provided for bringing the matter before the Board. Selectwoman Carey requested additional time to review the request, supporting materials, and the Town's process for naming or renaming private roads in Boscawen. Ms. Alicea stated that, based on her review of applicable RSA provisions, she understood the decision to rename a private road to be within the Select Board's authority. The Board agreed to further review the materials and consider the request at the September 16, 2026, Select Bord meeting.

E-Waste Recycling Discussion – Zeke Gable

Mr. Zeke Gable addressed the Board regarding e-waste recycling services for the Town. Mr. Gable stated that he recently began operating Re-Mine Recycling LLC, which is in the process of becoming a corporation, and described his background in electronic waste recycling, including prior work collecting and recycling items such as computers, monitors, televisions, circuit boards, and other electronics. He explained that e-waste can include materials that should not enter the landfill and may also contain recoverable metals. Selectwoman Carey introduced Public Works Director Conner Bailey and asked how the Town currently handles e-waste. Public Works Director Bailey stated that the Town currently uses a vendor that picks up most electronics, including computers, monitors, and televisions, and that the Town is charged per item. Mr. Gable described a proposed "cost and credit" model that would identify items with recoverable value and return credits to the Town, with the goal of reducing the Town's e-waste costs or potentially creating a revenue source through events or resident electronics recycling. Public Works Director Bailey stated that he did not believe the Town has an exclusive e-waste contract and confirmed that the Town does not currently receive credits from its vendor. Public Works Director Bailey asked about storage and pickup logistics. Mr. Gable stated that the Town could continue collecting materials in a container, that he could provide a cost-and-credit breakdown in advance, and that pickup timing could be coordinated. He also stated that he could provide a shipping container if preferred and could work with the Town on either the full e-waste stream or selected materials. Discussion included the types of materials accepted; Public Works Director Bailey noted that appliances such as dishwashers, washers, and dryers currently go to metal scrap, and Mr. Gable stated he could include those items if the Town preferred one vendor. Selectwoman Carey asked whether Mr. Gable could provide a written proposal. Mr. Gable agreed to prepare proposal options for Public Works Director Bailey and requested information on the Town's current e-waste volume and materials. Public Works Director Bailey agreed to provide available information. Mr. Gable will follow up with Public Works Director Bailey regarding proposal details.

TIF Committee Recommendation – Mike Tardiff CNHRPC

Central NH Regional Planning Commission representative Mike Tardiff stated that the TIF Committee met on August 11, 2026, and brought forward two recommendations for the Board's consideration. The first recommendation was to establish the Commercial Street TIF baseline effective January 1, 2027, so future increased valuation could be captured for Commercial Street-related projects, including anticipated redevelopment discussions regarding the Tannery Site and the potential gravel pit. The second recommendation was to submit a Northern Border Regional Commission Catalyst Program preapplication for Commercial Street infrastructure funding. Selectwoman Carey asked whether the Town owns Commercial Street or only holds the right-of-way. Mr. Tardiff stated he could not confirm the answer and noted that the ownership/right-of-way question should be researched further as the project moves forward. Mr. Tardiff stated the proposed preapplication would request $1,000,000 in infrastructure funds, with an estimated total project budget of $1,200,000 and a $200,000 match. He noted that Merrimack County was added to the Northern Border Regional Commission area approximately a year and a half ago, that Boscawen currently qualifies for a 20% match while other communities may have a 50% match, and that match requirements may change based on distressed-community calculations. He stated the match could ideally come from TIF funds or developer agreements. Mr. Tardiff requested Select Board approval to proceed with the preapplication, which was due by 5:00 p.m. on Friday, August 21, 2026. He stated that, if selected, the Town would be invited to submit a full application in October 2026, with a notice to proceed anticipated in the first quarter of the following year. Chairman Burdick supported moving forward with the preapplication. Selectwoman Carey referenced updated housing affordability statistics showing that the median-size house in Boscawen is approximately 6.7 times annual household income, and Mr. Tardiff stated that Boscawen has the highest such ratio in the region. The Board agreed to defer a decision on establishing the TIF baseline until the TIF Committee has additional information and concurred with moving forward with the Northern Border Regional Commission preapplication.

Chairman Burdick motioned to authorize Planning and Community Development Director Kellee Easler to proceed with submitting the Northern Borders Regional Commission preapplication for Catalyst Program. Seconded by Selectwoman Carey. All in favor.

<u>Department Head Updates:</u>

NHDES Transfer Station Update – Public Works Director Conner Bailey

Public Works Director Bailey noted that NHDES conducted a random inspection of the Town's landfill in July and identified an asbestos Orangeburg pipe. NHDES requested that the pipe be covered with a tarp to protect it from wind and water and that warning signs be posted; Public Works Director Bailey stated those measures have been completed. He stated the Town is awaiting the written inspection report for further guidance and based on recent communication with the inspector, will proceed with obtaining a asbestos contractor to remove the pipe. PCD Director Easler confirmed that the contractor must be state certified and stated she would look into the contractor used for the Gage Street project. Public Works Director Bailey stated he will review the state-certified contractor list and obtain quotes, noting the cost was not anticipated or budgeted. Selectwoman Carey asked about oversight for construction debris, and Public Works Director Bailey stated there is oversight at the Transfer Station. Finance Director Merrill asked whether the Town still accepts construction debris, and Public Works Director Bailey confirmed it does not. Public Works Director Bailey also reported that an overgrown tire pile had been addressed by the vendor, who removed the tires and installed a dirt berm to contain the area. There was no further discussion.

Credit Card Points Follow Up – Finance Director Kate Merrill

Finance Director Merrill followed up on the Town credit card reward points previously discussed earlier in the year. She reported that the Town currently has $425 available to redeem for gift cards through limited merchant options, including Amazon, Home Depot, Walmart, and Panera, and requested Board direction on how to use the points. Selectman Crawford asked whether the points could be applied as a credit toward the credit card statement. Finance Director Merrill stated that option is not currently available, although the card provider is working toward it, and noted she does not believe the points expire. Selectwoman Carey supported allowing the points to accumulate until there is a specific need. Chairman Burdick suggested the points could also be used for prizes for Town events, such as Cruise Night or Old Home Day. In response to Selectman Crawford's question, Finance Director Merrill explained that the Town earns points through Corporate Payment Systems based on credit card spending and that one reason the Town changed credit card providers was because the prior provider did not offer points. The Board agreed to keep the points rolling until there is a specific need. There was no further discussion.

Cruise Night Beer Tent Approval – Finance Director Merrill
Finance Director Merrill requested Board approval for a beer tent at Cruise Night. She stated that she discussed the proposal with Police Chief Jason Killary and that his concerns had been addressed with Alan's Restaurant, who would serve canned beverages. Finance Director Merrill presented a no-objection form for the Board to sign for submission to the Liquor Commission, an agreement with Alan's Restaurant, and an off-site catering approval form for the Liquor Commission. She noted that the off-site catering form allows only one signature and requested Board authorization for one Board member to sign on behalf of the Select Board. Finance Director Merrill confirmed that Alan's Restaurant has liability insurance with the Town for Cruise Night.

Selectwoman Carey motioned to approve the Cruise Night Beer Tent and furthermore, to authorize the Chairman to sign the off-site catering agreement on behalf of the Boscawen Select Board. Seconded by Selectman Crawford. All in favor.

State Primary Election Volunteers Needed – Finance Director Merrill
Finance Director Merrill, on behalf of Town Clerk Nicole Hoyt, announced that volunteers are needed for the State Primary Election on Tuesday, September 8, 2026, at Boscawen Elementary School, 1 Best Drive. Volunteers may assist with greeting voters, check-in lines, directing traffic inside the polling place, and supporting election officials. Half-day shifts are available from 6:30 a.m. to 1:00 p.m. and 1:00 p.m. to 7:30 p.m. Interested volunteers may contact the Town Clerk's Office or the main line at 603-753-9188 to sign up or learn more. Finance Director Merrill stated that the information is posted on the Town website and will confirm it is also posted on the Town's social media sites. Mr. Fred Reagan noted that coordination with Merrimack Valley School District personnel is needed before Election Day, which falls the day after Labor Day, and that there is no school on Friday, September 4. Finance Director Merrill will pass the message along.

Underwood Engineers Updated Sewer Rate Study Scope – Finance Director Merrill
Finance Director Merrill presented the ESR 89 amendment with Underwood Engineers sewer rate model update for Board approval. Discussion ensued.

Selectwoman Carey motioned to approve the ESR 89 Amendment with the sewer rate model update. Seconded by Selectman Crawford. All in favor.

Monadnock Environmental Consultants Invoice – PCD Director Easler
PCD Director Easler asked the Board where to code the Monadnock Environmental Consultants invoice for the final report evaluation approved on the Consent Agenda. Finance Director Merrill

stated there is no budgeted line for the expense and that it is related to a code enforcement action. The Board discussed possible funding sources, including contingency, which PCD Director Easler noted had been used for Gage Street. Selectwoman Carey suggested coding the invoice to health and remediation and noted that a budget line for similar expenses should be considered in the next budget cycle. Finance Director Merrill stated that a health and remediation budget had previously been proposed but removed, and that using that line would require a transfer because it would be an over-expenditure. The Board agreed to temporarily code the invoice to health and remediation.

Park Pavilion Proposal Rev. .IV and Vendor Approval – PCD Director Easler

PCD Director Easler stated that the Town Improvement Committee is bringing forward a proposal from Peckham Industries for the Park Pavilion project for the Board's review. She noted that Peckham Industries has offered a donation equal to 9% of the total project cost through its work on the project. Charlie Niebling requested that the proposal be presented to the Board for questions and review before a contract is brought forward for formal vendor approval and signature. Mr. Fred Reagan provided an update on the project and related donations.

Chairman Burdick motioned to approve the proposal for the Park Pavilion project with Peckham Industries. Seconded by Selectman Crawford. All in favor.

Finance Director Merrill noted in accordance with the Town's purchasing policy a motion will be needed by the Select Board. Chairman Burdick said the Board will take further action once a contract is received and reviewed.

GSSGI Agent to Sign – Selectman Crawford & PCD Director Easler

PCD Director Easler requested Board authorization for Selectman Crawford to sign as the Green Site Services Group, Inc (GSSGI) agent while the Town Administrator is away. She stated that the GSSGI agent is authorized to sign waste-related documents on behalf of the Board.

Chairman Burdick motioned to authorize Selectman Crawford to sign as the GSSGI agent on behalf of the Town Administrator for waste documents. Seconded by Selectwoman Carey. All in favor.

Select Board Computer Expenses – Selectwoman Carey

Selectwoman Carey raised the topic of Select Board technology equipment, noting that prior Boards had Town-provided iPads and, in some cases, Town-provided cell phones, while current Board members have been using personal equipment and paying related costs. She stated that printing, ink, and computer expenses have increased, and that personal computers used for Town business are not covered by the Town's technology support contract, creating personal cost and liability concerns. Selectwoman Carey asked the Board to consider whether Town-owned devices should be provided for Select Board use. Selectman Crawford agreed and stated that Planning Board materials require significant paper, and that iPads or similar devices could reduce printing costs. The Board discussed estimating current paper usage; PCD Director Easler stated that paper is ordered through Amazon, and Finance Director Merrill stated she could research and estimate the cost. Chairman Burdick agreed that Town-owned equipment would be preferable from a liability standpoint. Selectwoman Carey suggested reconsidering funding for Board technology in the next budget cycle, noting that similar funding had previously been removed to save money, and also suggested that committee access to iPads could improve file access and reduce paper use. She recommended seeking input from Cybertron regarding equipment options. No action was taken.

Other Item(s):

Road Name Change – PCD Director Easler

PCD Director Easler commented on the road name change discussion and stated that E911 does not recommend using personal names for roads. She stated that input from the Fire and Police Departments should be heard before any decision is made. Selectwoman Carey referenced a prior road name change request from Red Oak to Lord Edward, noting that the Board consulted with Police and Fire and followed their concerns. Selectman Crawford asked whether accent marks are permitted in road names, and PCD Director Easler confirmed they are not. The Board will complete further research before making a decision.

Town Park Improvement Project Donation – Finance Director Merrill

Finance Director Merrill presented a donation in the amount of $1,000 from Jim and Kathleen Paine for the Town Park Improvement Project.

Chairman Burdick motioned to approve the donation in the amount of $1,000 from Jim and Kathleen Paine for the Town Park Improvement Project. Seconded by Selectman Crawford. All in favor.

Chairman Burdick opened public comment at 6:59PM.

416 High Street – Mr. Bill Bevans provided public comment on several topics. He asked whether the Monadnock Environmental Consultants invoice related to 7-9 Tremont Street, and PCD Director Easler clarified that it related to 20-28 Commercial Street. Mr. Bevans commented that he supports having a contracted Welfare Director focused on welfare duties and did not believe an administrative assistant position is needed at this time. He stated that, while he commends Town Administrator Phelps for her work, during his time on the Board, the assistant position had not been budgeted, and TA Phelps removed it from the 2023 budget. He suggested if a committee was not completing their administrative tasks, the committee should be reconsidered. Mr. Bevans stated he does not support the Parks Improvement project, including the use of Public Works staff to assist with the pavilion project when the selected contractor should provide the necessary crew. He stated although he supported the town’s backpack program in-house, he also supports Friends of Forgotten Children taking it over. Regarding credit card reward points, he suggested redeeming Home Depot gift cards for use by Facilities Director Gary Moore and Public Works Director Bailey for projects. Mr. Bevans asked about 7-9 Tremont Street, including whether a condemnation sign was posted and who had been notified after reading that work had been stopped. PCD Director Easler stated that the owners were aware and that the property has been condemned since 2005 by the Health Officer and Code Enforcement Officer.

Mr. Bevans asked whether the Town would provide an engineer to inspect the property, and PCD Director Easler stated that providing an engineer is not the Town's responsibility and that any engineering review of the structure is the owner's cost. Mr. Bevans commented on the fire truck cab and chassis, stating that if the purchase becomes a three-year project, his opinion is to use the remaining funds from the townspeople. He also commented on proposed solar arrays on Town buildings and recommended not proceeding with an engineering study at this time because the cost was not budgeted and funds may be needed elsewhere. He stated that the Town should stop pursuing items it is not required to do. Mr. Bevans asked whether a lien had been placed on Gage Street, and PCD Director Easler stated the lien process is underway. Discussion ensued. Mr. Bevans also stated that if Select Board laptops/iPads are purchased, the Town should use available surplus equipment and that he does not support purchasing laptops for the Select Board, as he views it as a personal expense.

225 Water Street – Ms. Loren Martin provided public comment on several topics. Regarding credit card reward points, she stated that rewards are beneficial and suggested researching card options that allow points to be applied toward statement balances. Finance Director Merrill stated that many card options previously reviewed required employee Social Security numbers, while only certain cards allow use of the Town's EIN; Ms. Martin stated she would share any possible alternatives with Finance Director Merrill. Ms. Martin also commented on technology use, noting that many departments, boards, and committees use personal computers for Town-related work and that connections to Town printers or the Town network may raise security concerns. She suggested exploring shared Town-owned equipment or a central workstation available for boards, committees, and staff, including possible technology needs for the Supervisors of the Checklist due to annual voter verification requirements. Selectwoman Carey stated that Town Clerk Nicole Hoyt has been looking into grant options for iPads for the Supervisors of the Checklist. Discussion ensued regarding cost-effective equipment options and network security. Ms. Martin stated she would follow up with Town Administrator Katie Phelps about posting voter verification information on the Town website. Selectwoman Carey asked that flags be located for volunteers directing voters to the polls. Ms. Martin thanked everyone for the Old Home Day star cutouts. There was no further discussion.

Chairman Burdick closed public comment at 7:21PM.

<u>**Non-Public Session(s):**</u>

Chairman Burdick made a motion to enter nonpublic session under RSA 91-A:3 II (c) at 7:25pm. Seconded by Selectman Crawford. Roll call vote – Matt-yes, Lorrie – yes, Josh – yes. Motion passed.

Selectwoman Carey made a motion to exit nonpublic session under RSA 91-A:3 II (c) at 7:36 pm. Seconded by Selectwoman Carey. Roll call vote – Matt-yes, Lorrie – yes, Josh – yes. Motion passed.

Chairman Burdick made a motion to enter nonpublic session under RSA 91-A:3 II (a) at 7:36pm. Seconded by Selectman Crawford. Roll call vote – Matt-yes, Lorrie – yes, Josh – yes. Motion passed.

Chairman Burdick made a motion to exit nonpublic session under RSA 91-A:3 II (a) at 7:47 pm. Seconded by Selectwoman Carey. Roll call vote – Matt-yes, Lorrie – yes, Josh – yes. Motion passed.

Selectwoman Carey made a motion to enter nonpublic session under RSA 91-A:3 II (l) at 7:48pm. Seconded by Chairman Burdick. Roll call vote – Matt-yes, Lorrie – yes, Josh – yes. Motion passed.

Chairman Burdick made a motion to exit nonpublic session under RSA 91-A:3 II (l) at 8:22 pm. Seconded by Selectwoman Carey. Roll call vote – Matt-yes, Lorrie – yes, Josh – yes. Motion passed.

Selectwoman Carey made a motion to seal the first nonpublic minutes under RSA 91-A:3 III (c), because it has been determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Seconded by Chairman Burdick. Roll call vote – Matt-yes, Lorrie – yes, Josh – yes. Motion passed.

Chairman Burdick made a motion to seal the second nonpublic minutes under RSA 91-A:3 III (a), because it has been determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Seconded by Selectwoman Carey. Roll call vote – Matt-yes, Lorrie – yes, Josh – yes. Motion passed.

Selectwoman Carey made a motion to seal the third nonpublic minutes under RSA 91-A:3 III (l), because it has been determined that divulgence of this information likely render a proposed action ineffective. Seconded by Selectwoman Carey. Roll call vote – Matt-yes, Lorrie – yes, Josh – yes. Motion passed.

Next Meeting: Wednesday, September 2, 2026, at 6:00PM.

Chairman Burdick motioned to adjourn at 8:25PM. Seconded by Selectman Crawford. All in favor.

Respectfully submitted by Hannah Gardner