Town of Boscawen
Select Board
MEETING MINUTES
Wednesday, September 2, 2026, at 6:00 PM

In Attendance: Matt Burdick, Lorrie Carey, Joshua Crawford, Kate Merrill, Kellee Easler, Tim Kenney, Jason Killary, Conner Bailey, Gary Moore & Shawn Brechtel

Guests: Suzette Stratton & Michael Brazil

Roll Call: completed and guests introduced.

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

Consent Agenda Items:

- Profit & Loss, Balance Sheet, Check Manifest & Payroll (2 Weeks)
- MS-1 – Signatures
- Nonpublic and Public Minutes from 8/19/26
- Fund Balance Policy
- Job Description Updates: Fire Chief, Deputy Fire Chief, Fire Captain, Fire Engineer, Fire Fighter, Fire Lieutenant, Code Enforcement Officer and Town Administrator
- Veterans Credit – Landowner W - $500
- Veterans Credit – Landowner P – Total Disability $4,000
- Veterans Credit – Landowner A – Total Disability $4,000
- Elderly Exemption – Landowner B – Denied
- SCC Moose Plate Grant Letter of Support – Signatures
- Green Site Services Change Order 4 – Allied Tannery Project
- Green Site Services Rev Contingency Authority 01 – Allied Tannery
- Sanborn Head Weekly Summary Report (Aug 12-Aug 21) – Allied Tannery
- FEMA Flood Risk Open House Flyer 09.29.26
- Underwood Engineers ESR 94 C&D Landfill (Auth Phelps Signature)
- Supplemental Sewer Warrants 183D34T10 & 183D102 & 183C46
- Mortgagees Notice of Sale of Real Property for Water Street

Selectwoman Lorrie Carey noted grammatical changes to the 08.19.26 Select Board public minutes.

Selectwoman Carey commented on the Moose Plate Grant Letter of Support, noting there was an appearance in the letter that insinuated she may be a related party to the land that will be put into conservation. She clarified that she was not a related party.

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

Department Head Updates:

Follow Up – Road Name Change – Dept Heads & Board

Finance Director Kate Merrill requested input from department heads regarding the proposal discussed at the prior meeting to rename Stirrup Iron Road to Alicea Road. Fire Chief Tim Kenney stated that he did not support the proposed road name change. He noted concerns that changing the name of a long-established road could create confusion for emergency services and mutual aid partners, potentially causing delays in response. He recommended obtaining input from 911 regarding the proposed change. PCD Director Kellee Easler had contacted 911 and they did not recommend changing road names to surnames. She referenced a similar situation involving Red Oak Way, where a proposed change to Lord Boscawen was not approved. Police Chief Jason Killary stated that he had reviewed the application packet submitted by the Alicea family and commented that it was well written, but he did not recommend changing the road name, citing the road's long-standing name recognition and the potential for confusion for emergency services and mutual aid providers. Selectwoman Carey asked whether residents would be required to update their driver's licenses if the road name were changed. Police Chief Killary confirmed residents would need to update their licenses. Fire Chief Kenney also referenced the prior change of South Main Street in Penacook to Village Street and stated that it created complications, including delayed notices for residents bills. Police Chief Killary discussed the history of Stirrup Iron Road, noting that the road was named for Stirrup Iron Brook. It was stated that the brook's name originated from a story involving a person crossing the river and losing a stirrup iron in the brook. Public Works Director Conner Bailey and Penacook Rescue Squad Chief Shawn Brechtel also stated that they did not recommend changing the road name. Fire Chief Kenney suggested that a bench could be considered as an alternative way to honor Ms. Alicea. Selectwoman Carey suggested that placement at the county facility could be an appropriate location. There was no further discussion.

Summer Parks and Recreation Program – Selectwoman Carey

Selectwoman Carey attended a training during the prior week regarding children, daycare, and related issues. She stated that she spoke with Michelle Shepard, CEO of the Granite YMCA, regarding whether Boscawen had a parks program. Selectwoman Carey explained that the Town had a program, but that the longtime Parks and Recreation Director had retired after 27 years. Selectwoman Carey stated that Ms. Shepard indicated the Granite YMCA operates summer parks programs and would be interested in assisting Boscawen. Ms. Shepard requested that the Town provide information regarding available facilities and the number of children in the program if the Town wished to explore the option further. Selectwoman Carey stated that she believed it would be beneficial to reach out to the Granite YMCA. Chairman Burdick asked about potential costs. Selectwoman Carey stated that Ms. Shepard provided an example of another town that donated toward the program, while the YMCA managed total costs of the program and logistics, including registration, counselors, and related operations. Selectwoman Carey noted that this could provide a way to help control the Town's budget. Police Chief Killary asked whether the YMCA would charge a fee for the program. Selectwoman Carey stated that this would be an appropriate question to ask the YMCA. She also noted that the Town would charge a facility fee. The Board discussed additional questions to clarify, including the program location, hours of operation, and related details. PCD Director Easler noted that if the program were operated through a state organization, facility upgrades may be required. Selectwoman Carey suggested that Boscawen Elementary school could potentially be used as the home base for the program, with the Dorval House used as the recreation area rather than the primary base, which could reduce the need for facility upgrades. Selectwoman Carey stated that she believed a collaborative discussion between the school, the Town, and the Granite YMCA would be worthwhile. Chairman Burdick and Selectman Crawford supported gathering additional information regarding the potential YMCA summer program. Selectman Crawford suggested inviting YMCA representatives to attend a future meeting for discussion. The Board agreed to send a list of questions to the YMCA in advance so the representatives could prepare.

Peckham Industries Park Improvement Contract/Motion – PCD Director Easler
PCD Director Easler presented the final contract with Peckham Road Corp for the Town Park Improvement Project for Board approval and authorization to sign. She noted the final contract included the 9% donation from Peckham Road Corp.

Selectwoman Carey motioned to approve the contract with Peckham Road Corp for the Town Park Improvement Project. Furthermore, to authorize PCD Director Easler to sign the contract on behalf of the Board. Seconded by Selectman Crawford. All in favor.

Chairman Burdick motioned to approve the Town Park Improvement Committee to use Peckham Road Corp as the road resurfacing vendor for the duration of the Town Park Improvement project. Seconded by Selectman Crawford. All in favor.

Commercial Street Visioning Session 09/21/26 – PCD Director Easler
PCD Director Easler noted the Planning Board will be hosting a visioning session on Monday, September 21, 2026, for Commercial Street, open to all residents in Boscawen. There has been 166 surveys completed all over Boscawen including areas such as King Street, Commercial Street, and North Main Street. Central NH Regional Planning Commission (CNHRPC) will be aiding staff members in attendance. It will be held at the Town Municipal Office Building. PCD Director Easler reached out to the Boscawen Library for backup in case they have an overflow of participants.

AFMI Payment in Lieu of Taxes Agreement – PCD Director Easler
PCD Director Easler presented the AFMI Payment in Lieu of Taxes Agreement for Select Board signatures. The Board signed the agreement.

Hazard Mitigation – PCD Director Easler
PCD Director Easler mentioned Penacook Boscawen Water Precinct will be having a meeting at the Police Department on Tuesday, September 22, 2026, in the morning. No further updates.

Board of Health Update – PCD Director Easler & Board
PCD Director Easler provided Board of Health updates regarding 109 High Street, 221 Water Street, and 14 Gage Street. Regarding 109 High Street, PCD Director Easler reported that the matter was discussed with the Planning Board. She stated that there were conflicting occupancy

numbers and that the Planning Board requested that the property owner attend their October meeting to discuss the number of occupants living at the property. PCD Director Easler stated that the Town's understanding is that 12 occupants are living at the property, while the Fire Marshal's Office has approved 14 occupants. She noted that certification from the applicable state agency listed the property for 12 occupants. PCD Director Easler also reported that the new septic plan is designed for 10 occupants, which conflicts with the other occupancy information reviewed. She stated that the owner should come before the Planning Board to discuss the matter in detail and that she is reaching out to the owner to schedule the discussion. Regarding 221 Water Street, PCD Director Easler reported that the camper remains on the property. She stated that Sarah Tracy is working with the family and that she expects to have additional information the following week. Regarding 14 Gage Street, PCD Director Easler reported that a certified letter was sent and served by the Sheriff's Department. She stated that the Sheriff's Department would not serve a vacant lot or location without a building, and that after a lengthy process the letter was served during the current week. PCD Director Easler stated that once confirmation is received that the relative received the letter, the 30-day period will begin. She stated that she will then bring a memorandum to the Select Board, prepare a warrant, and proceed with the lien process.

Fire Truck Discussion – Fire Chief Kenney

Fire Chief Kenney reported that Bill Bevans had provided contact information for an apparatus company. Chief Kenney stated that he reviewed the company, which is located in Georgia, and noted that the review led him to another company, Bulldog Fire Apparatus, which sells apparatus out of Pennsylvania. Chief Kenney stated that the company's website listed pre-built fire apparatus for sale, rather than demonstration trucks. He explained that the company purchases apparatus chassis, builds trucks, and posts them for sale. He described the trucks as basic fire apparatus with affordable pricing. Chief Kenney said that the chassis was the same type as the Town's Engine 1, a Spartan chassis, which firefighters have found favorable. He contacted the company and discussed potential costs of purchasing a truck now compared with waiting until a later year. Chief Kenney reported that the Town could potentially save approximately $250,000 by purchasing sooner, based on estimated truck costs projected for 2029. He stated that the company provided a rough estimate and currently had a truck available in August for approximately $714,000, with another similar truck expected in October ranging from approximately $714,000 to $745,000. Chief Kenney raised concerns about upcoming 2027 emissions requirements and their potential effect on fire apparatus engines and vehicle design. He stated that Cummins, a major fire apparatus engine manufacturer, has not yet finalized how it will meet the new standards. He noted that engine costs could increase significantly and that apparatus size or cab configuration could be affected, including the possible loss of an EMS cabinet in the cab due to space constraints. Chief Kenney stated that the company purchased 24 chassis with currently approved engines that may still be built after 2027 if the chassis are already purchased and on hand. He stated that the company may purchase additional chassis if available from the manufacturer. Chief Kenney stated that purchasing a fire truck earlier than previously planned could increase the Town's near-term purchasing timeline but may reduce the overall cost. He noted that the Fire Department's maintenance budget is already over budget and that Engine 2 may have trade-in value, which would need to be determined. Chief Kenney stated that approximately $430,000 could potentially be put toward the purchase, in addition to any trade-in value, and that the remaining amount would likely require financing through a loan or lease payments. He stated that he wanted to share the information with the Board for consideration. Discussion followed. Chief Kenney stated that a similar truck is currently in service in Epping, New Hampshire, and that the Town could seek a referral from Epping. He also noted that the company sells Bosch trucks for approximately $845,000. Selectman Crawford asked Chief Kenney to confirm whether the trucks would fit in the fire station. Chief Kenney confirmed that the truck would fit. He stated that he had reviewed concerns regarding the front-end weight rating and determined that the front end was sufficient. Chairman Burdick suggested looking at the fire truck in Epping. Finance Director Merrill stated that she had contacted NHMA to determine whether the Town could make a down payment and then proceed with a lease because the Town does not currently have approval for the full purchase amount. Selectwoman Carey stated that the Board could hold a special public meeting if needed. Chief Kenney stated that he would send firefighters to look at the truck. The Board expressed interest in receiving a final number and additional details regarding the option of purchasing a truck sooner.

Emergency Operations Plan – Yr 2 Signoff – Police Chief Killary

Police Chief Killary reported that the Emergency Operations Plan had been reviewed and confirmed to remain accurate and active. He stated that he signed the plan as Chief of Police and requested the Chairman's signature. Selectwoman Carey asked whether the Penacook Boscawen Water Precinct was covered under the Emergency Operations Plan. Chief Killary explained that the Precinct has its own emergency operations plan but does not have its own Hazard Mitigation Plan. Chief Killary stated that the Precinct had been invited to participate as a stakeholder during development of the Town's Hazard Mitigation Plan but did not participate at that time. He stated that the Precinct later encountered difficulties obtaining grant funding for a generator because it did not have a hazard mitigation plan in place. The Precinct is currently working through the process to establish a plan and Police Chief Killary is serving as the Town's representative. He reported that the next Hazard Mitigation meeting is scheduled for Tuesday, September 22, 2026, at the Police Department. Chief Killary stated that the Precinct's plan would be added as an addendum to the Town's plan and would expire at the same time as the Town of Boscawen's plan. He noted that when the plans are next updated, they could be combined or separated. Selectwoman Carey asked whether the Precinct would participate in the cost of the plan. Chief Killary stated that cost participation would be discussed at that time.

Police Department Updates – Police Chief Killary

Police Chief Killary provided Police Department updates. He reported that the Police Department received a $6,149 check from Franklin Savings Bank to fully fund the purchase of an electric bicycle for rail trail patrol. He also noted that the Department received additional donations from other businesses and individuals, which may be used for related gear and equipment. Chief Killary stated that Merrimack County had experienced a cyber incident that severely limited operations across multiple areas. He stated that the Police Department's cruiser and desktop systems connect with servers at the Sheriff's Department because dispatch services are provided through them. Chief Killary said that he did not have many details regarding the incident, but that the Department had lost the ability to connect with outside systems. He stated that he was unsure how long restoration would take and would keep the Board updated. Chairman Burdick stated that he understood the issue may be related to Wi-Fi and referenced a similar situation in Hillsborough the prior year that took approximately five months to restore. Chief Killary stated that the outage has made operations more difficult. He noted that accident reports must currently be completed by hand, electronic filing is not available, and staff are limited to preparing Word documents until systems are restored. Chief Killary stated that once services are restored, the Department will need to file the reports and information that could not be submitted electronically during the outage. PCD Director Easler asked whether property records could be changed. Chief Killary stated that the Town had changed property records years ago. There were no further updates.

Facilities Department Updates – Facilities Director Gary Moore

Facilities Director Moore provided updates on facilities projects. He reported that Liberty gas rates are expected to increase approximately 5% to 6% and provided an article for the Board's and public's information. Facilities Director Moore stated that work is continuing on the bathroom at the DPW building. The new toilet has been installed, a plumber is scheduled in the next few weeks, a small on-demand water heater will be installed, and a new vanity has already been purchased. He also provided photographs of the former bathroom conditions. Facilities Director Moore reported that he is meeting with electrical contractors at the park regarding wiring for the new pavilion project. He stated that the goal is to upgrade to 200-amp service and run the service from the Dorval House, and that quotes are being obtained for the work. Facilities Director Moore stated that door updates are also being planned for the Dorval House, including installation of a keypad lock so access codes can be issued and updated as needed. He also reported that work is continuing on ADA access for the rear door. Facilities Director Moore is gathering data for the Energy Committee regarding the impact of the Town's LED lighting upgrades and possible future solar panel options. Facilities Director Moore will be preparing for the upcoming election and Cruise Night. He is working to resolve telephone issues at the DPW station. He reported that new fiber lines have been installed, but the phone is still not working, and that TDS is scheduled to inspect the issue later in the week. He also reported that Police Chief Killary is experiencing issues with the fax line and that the Town is working with NUSO on that matter. The church requested that the Town remove Old Home Day items from the church. Facilities Director Moore is assisting with moving the items to the basement of the Dorval House and the basement of the Town Municipal Office Building and is coordinating the work with a vendor and Public Works Director Bailey. Facilities Director Moore said four cases of Dr. Jay's Disinfectant Wipes were donated to the Parks and Recreation Program. He stated that there are additional wipes available if any department needs them.

MS-1 Discussion – Board

The Board signed the MS-1, which summarizes the Town's inventory valuation, and it was submitted to the Department of Revenue Administration. The Board discussed that the MS-1 includes information regarding energy companies, taxable land, building values, utilities, timber, and exemptions. Selectwoman Carey noted that the Town has several exemption categories, including disabled veterans, solar, disability, and elderly exemptions. Solar exemptions were identified as the Town's largest exemption category, totaling $805,440, which was noted to be nearly three times the elderly exemption amount. There was no further discussion.

Donation for Approval – Finance Director Merrill
Finance Director Merrill presented a donation for approval for the Town Parks Improvement project in the amount of $500 from Mr. David Lynch.

Selectwoman Carey motioned to approve the donation from Mr. David Lynch in the amount of $500 for the Town Park Improvement Project. Seconded by Chairman Burdick. All in favor.

Tree Stand Request – *Finance Director Merrill*
Finance Director Merrill presented a request for approval from resident Riley Linehan. Mr. Linehan requested to place a tree stand in the Town Forest for deer hunting season, September 15, 2026, through December 15, 2026. The Board had no issues, following the town's guidelines to be out by January 1, 2027.

Selectwoman Carey motioned to approve Mr. Riley Linehan to place a tree stand in the Town Forest for deer hunting season, September 15, 2026, through December 15, 2026. Seconded by Chairman Burdick. All in favor.

Follow-Up – Paving on Class VI – Merrill Corner Rd – Select Board
The Board discussed the matter of 25 Merrill Corner Road with resident Michael Brazil regarding paving on Merrill Corner Road, a Class VI road owned by the Town but not maintained by the Town. Selectman Crawford summarized the issue, stating that Merrill Corner Road had been paved without authorization from the Town by Mr. Michael Brazil. He stated that the Board needed to determine how to address the matter and noted concern that if the Town began maintaining the road, it could create broader maintenance obligations. Mr. Brazil stated that he had submitted a written response and was present to hear the Board's comments. Selectwoman Carey stated that the Board had requested information from Mr. Brazil, including a description of all design and construction work performed, the dates the work was completed, the names of engineers, contractors, or individuals who performed design or construction work, copies of any plans, permits, or approvals he believed authorized the work, and information regarding any changes to drainage, grading, or roadway width resulting from the paving. Mr. Brazil stated that he did not have those documents with him and stood by his written response. He stated that the road is open to the public to inspect. Selectwoman Carey stated that the Select Board advised Mr. Brazil in writing in 2024, after the Director of Public Works advised him in person at the Merrill Corner Road construction site, that paving was not allowed on a Class VI road. She stated that the Director of Public Works stopped the paving operation at that time and that the Select Board followed up with a letter to Mr. Brazil citing RSA 231:21. She noted that the statute was also referenced in the Select Board's June 17, 2026, letter after no action had been taken to remedy the unauthorized paving. Selectwoman Carey stated that, to the Board's knowledge, no corrections had been made to the road. She also stated that the deed identifies the property as being located on a Class VI road and that the Town has no duty to

maintain the road. Selectwoman Carey stated that Class VI highways are public highways not maintained by municipalities and are governed by New Hampshire law. She stated that under RSA 231:21, municipalities are generally not obligated to maintain or repair Class VI highways, and that the authority to regulate, alter, improve, repair, or otherwise manage public highways rests with the municipality through its governing body and authorized officials. Selectwoman Carey stated that on June 17, 2026, the Select Board requested the information described above from Mr. Brazil regarding the unauthorized paving. She stated that, to date, the requested information had not been received. She further stated that Mr. Brazil had requested additional time after previously being given time to address the matter, and that the Board granted an extension on July 7, 2026, in response to his letter. Selectwoman Carey stated that the Board also offered Mr. Brazil an opportunity to meet with the Board to discuss the matter. Selectwoman Carey stated that the Town received a letter from Mr. Brazil on August 24, 2026, in which he raised a statute of limitations defense and referenced conversations among individuals rather than public votes or Select Board action. She stated that Mr. Brazil did not feel obligated to comply with the Town's request, did not meet with the Board, did not provide the requested documents, and did not retroactively seek authority for the work performed. Selectwoman Carey stated that this undermined Mr. Brazil's suggestion that the Select Board took too long to act. Selectwoman Carey stated that under Title LII, Actions, Process, and Service of Process, Section 508, certain construction actions may be addressed within eight years. She stated that no statute of limitations had been breached and that the Select Board had requested information that Mr. Brazil had not provided. Mr. Brazil disputed that corrective action was required and requested that the Town identify its legal and factual basis in writing. Selectwoman Carey stated that the Town had provided that information in its letter to him. Selectman Crawford asked Mr. Brazil why he paved the road. Mr. Brazil declined to comment and stated that he did not concede anything and that the Town should move forward with litigation. Selectwoman Carey asked whether there was an additional dwelling unit on the property. Mr. Brazil stated that there was not. Selectwoman Carey asked whether Mr. Brazil had a building permit. Mr. Brazil stated that the permit had expired but that he planned to renew it and that it was for installation work. PCD Director Easler stated that the permit expired on August 12th and that work cannot continue until a new building permit is issued.

No public comment.

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

Chairman Burdick made a motion to enter nonpublic session under RSA 91-A:3 II (c) at 7:01pm. Seconded by Selectwoman Carey. Roll call vote – Matt-yes, Lorrie – yes, Josh – yes. Motion passed.

Josh Crawford made a motion to exit nonpublic session under RSA 91-A:3 II (c) at 7:18pm. Seconded by Lorrie Carey. Roll call vote – Matt-yes, Lorrie – yes, Josh – yes. Motion passed.

Josh Crawford made a motion to seal the minutes, as it would affect the reputation of a person, other than a member of the board, seconded by Lorrie Carey. Roll call vote – Matt-yes, Lorrie – yes, Josh – yes. Motion passed.

Next Meeting: Wednesday, September 9, 2026, at 5:30PM (Work Session).

Josh Crawford motioned to adjourn at 7:30PM. Seconded by Lorrie Carey. All in favor.

Respectfully submitted by Hannah Gardner