Town of Boscawen
Select Board
MEETING MINUTES
Wednesday, September 16, 2026, at 6:00 PM

In Attendance: Matt Burdick, Lorrie Carey, Joshua Crawford, Katie Phelps, Kate Merrill, Conner Bailey & Jason Killary

Guests: Kyle Poirier, Caroletta Alicea, & Stephanie Alicea

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
- Nonpublic and Public Minutes from 9/9/26
- Fund Balance Policy
- Job Description Updates: Public Works Director, Public Works Foreman, Public Works Driver/Laborer, Transfer Station Attendant, Building Inspector, Health Officer, Deputy Health Officer and PCD Director
- Supplemental Warrant Map 183D Lot 23 Sub T8
- Charitable Tax Exemption Map 183C Lot 81
- 2027 Holidays and Office Closures
- Underwood Engineers ESR #95 – 57 Commercial St (Auth KJE Signature)

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

<u>Department Head Updates:</u>

Follow Up – Road Name Change –Board

4 Stirrup Iron Road – Caroletta Alicea and Stephanie Alicea attended the meeting to follow up on their request to rename Stirrup Iron Road to Alicea Drive. Chairman Burdick stated that the Board had reviewed the request, discussed it with department heads, and received recommendations from E911. He stated that, although the Board understood the reason for the request, emergency services recommended against renaming the road after a surname, and Stirrup Iron Road has long been known by its current name. The Board stated that they would like to work with the Alicea family to identify another meaningful way to honor the family's history and contributions in town. Selectwoman Carey stated that the request followed a similar prior request and that the same recommendation had been given not to change a road name to a surname. Ms. Alicea stated that she understood the Board's decision but explained the importance of the request. She said that when she built her daughter's house next to hers, the Fire Chief required an address change because another house had been added on the road, and she stated that there had been no issues with that change or with the Police Department. She further stated that the request was not made for personal recognition, but because, to her knowledge, her family was the first family of color to live in

Boscawen. She spoke about knowing some of the town's oldest residents and said that one of those residents and her mother had encouraged her years ago to pursue the request. Ms. Alicea also stated that, through her experience as a former State Representative, she heard concerns about children leaving New Hampshire and not returning, in part because they did not know the history or roots of their communities. She felt a road name could encourage children and families to research the history of the town. For the record, Ms. Alicea clarified information from the prior public meeting at which her letter had been read into the record. She stated that her mother was a 33-year Guidance Counselor at Winnisquam School District; served as an elected State Representative for the Town of Boscawen for five terms; served on the Education Committee; was a strong advocate for children; became a specialist in assessment of intellectual functioning; and served as an elected member of the Merrimack Valley School District for 15 years, not five years. Ms. Alicea stated that she herself served for 19 years; her mother was Chair of the Police Commission; and was a member of the Zonta Club, NBCSL, NAACP, Old Home Day Committee, Women in Government, NH LEAF for Hard of Hearing, the EVE Guild, and Boscawen Congregational Church choir. She stated that her mother was a strong pioneer for women and children of color in remote areas and across economic classes. Selectwoman Carey recalled that Ms. Alicea also served on the Charter School Committee when charter schools began in New Hampshire and served on the board of the first charter school in the area for hearing-impaired students in Penacook. Ms. Alicea stated that her mother worked for all people. Ms. Alicea stated that she had not yet considered other options but was open to honoring her family in another way. Chairman Burdick stated that this gives the Board and the Alicea family an opportunity to collaborate on an appropriate way to honor the Alicea family lineage in town. Ms. Alicea stated that her father bought the old Mckerley house, moved there in 1968, and that she later knocked it down and built another house. Ms. Stephanie Alicea stated that the family also owned what is now called Apple House Furniture. Selectwoman Carey provided examples of other ways to honor the Alicea legacy, including a bench at the municipal office building or at Boscawen Town Park. She compared the discussion to the Commercial Street project, where interpretive panels are planned to recognize the history of the mills, the railroad, and the Native American presence in Boscawen so that history is not forgotten. She stated that a marker near the Alicea home may not be seen by many people, whereas recognition at the park would be more visible to the public, and suggested that the recognition could include more than a name, such as a brief story or description. The Board discussed opportunities to place benches or picnic tables as part of the park project and agreed that any recognition should be prominent, visible to the public, and available for future generations to read and understand the Alicea family lineage in Boscawen. Town Administrator Phelps recommended that the Alicea family also share their story with the Boscawen Historical Society so it can be preserved in its records. Ms. Alicea thanked the Select Board for their time, for respecting the family's lineage, and for considering another way to honor the family. The Board will continue to stay in touch with the Alicea family. No further discussion.

Transfer Station Update – Public Works Director Bailey

Public Works Director Conner Bailey provided an update on the Transfer Station. He previously reported that the Town received a letter of deficiency from the New Hampshire Department of Environmental Services regarding asbestos at the Transfer Station. PWD Bailey contacted several companies and heard back from one, which came out that week to conduct testing. He received the results, which showed 10% asbestos, requiring an abatement process. PWD Bailey explained that he had been trying to find a company that could handle the work under one scope, but because the severity of the asbestos and the depth of the material in the ground are not yet known, the contractor was unable to do so. PWD Bailey will reach out to another company. The first contractor estimated the work could cost between $70,000 to $100,000. PWD Bailey stated that he wanted to bring the matter to the Board's attention so the potential cost would not be a surprise. He noted that there may not be many asbestos contractors available and that the Town may need to work with the available contractor. Selectwoman Carey asked which company was used for the Gage Street project, and Finance Director Kate Merrill stated that it was Spears Brothers. PWD Bailey will send a copy of the test results to the Board. No further discussion.

<u>Guests & Hearings:</u>

Advisory Budget Committee Application – Kyle Poirier

Town Administrator Phelps introduced Kyle Poirier, who submitted an application and expressed interest in serving on the Advisory Budget Committee. The Board reviewed his application. Selectwoman Carey asked whether Mr. Poirier had reviewed the Town's budget, and Mr. Poirier stated that he had. He said he would like to offer insight and another set of eyes. He did not have an agenda or any glaring concerns and wanted to donate his time to help the Town. Selectwoman Carey stated that if he had suggestions regarding grants or other resources available to the Town, the Board would welcome them. The Board discussed the time commitment for meetings and responsibilities of serving on the Committee. Selectman Crawford noted that, as a small business owner, Mr. Poirier likely has budget experience and experience making difficult decisions. Mr. Poirier explained that he has eight employees, manages numbers every day, is college educated, and serves as President of Concord Youth Hockey. Discussion ensued. The Board was in favor of Mr. Poirier joining the committee. He will be sworn in by the Town Clerk.

Selectwoman Carey motioned to approve Mr. Kyle Poirier as a member of the Advisory Budget Committee. Seconded by Selectman Crawford. All in favor.

<u>Department Head Updates (Cont'd):</u>

Commercial Street Update – Town Administrator Phelps

Town Administrator Phelps provided an update on the Commercial Street project. She stated that the fence installation was nearly complete and the Town is waiting on remaining administrative items. The grant period ends on September 30, 2026, after which the Town will begin the required reporting process to close out the grant.

Townwide Yard Sale – Town Administrator Phelps

Town Administrator Phelps noted that the Old Home Day Committee will hold the townwide yard sale on Saturday, October 3, 2026, from 8:00 AM to 2:00 PM at the Municipal Building, with a rain date of Sunday, October 4, 2026. Residents may add their address to the townwide map for $5 or reserve a table at the Municipal Building for $10. Applications are available on the Town website and in the Municipal Building lobby.

Commercial Street Project – Board

Selectman Crawford asked whether the fence installation was the remaining item for the Commercial Street project. Selectwoman Carey stated that the interpretive panels also need to be installed. She explained that the EPA has reviewed and approved the panels, and they will next be submitted to the Division of Historic Resources for review. The committee hopes that review will be completed quickly. Selectwoman Carey stated that the graphic artist has already been engaged to prepare the panels and that they are ready to move forward.

Sewer 3 & 4 Debt Schedule – Town Administrator Phelps
Town Administrator Phelps reported that Underwood Engineers provided an updated estimated debt schedule for Sewer Projects 3 and 4. The updated schedule anticipates the first payment will be due in 2030 rather than 2027, which will help the Town over the next few years. Selectwoman Carey asked whether Underwood Engineers would also revisit the contract with the Town regarding the small system development charge, and TA Phelps confirmed that they will. No further discussion.

Town Park Improvement Donations for Approval – Finance Director Kate Merrill
Finance Director Merrill presented Town Park Improvement project donations for approval.

Selectwoman Carey motioned to approve the $250 donation from Mr. Bill Heinz for the Town Park Improvement project. Seconded by Chairman Burdick. All in favor.

Chairman Burdick motioned to approve the $5,000 donation from the Melanson Co. for the Town Park Improvement project. Seconded by Selectwoman Carey. All in favor.

Town Administrator Phelps asked for an update on the DPW station punch list items. Public Works Director Bailey stated that he had heard from Dan Remillard that he was expected to begin the work, but PWD Bailey had not yet seen him on site. TA Phelps stated that Mr. Remillard cannot begin the work until he provides updated insurance information to the town, which he is aware is required. No further discussion.

Police Chief Jason Killary provided an update on the Police Department. He reported that there was a serious motor vehicle accident on Queen Street the prior week, which shut down the road for an extended period of time. The accident involved serious bodily injury and remains under investigation. Chief Killary stated that additional information will be released when it becomes available. He also reported that the Police Department remains in standby mode regarding County services and that the County is still recovering from a technology issue, with systems coming back online intermittently. He stated that dispatch may be able to resume operations during the coming week; however, that would not include satellite services to the Police Department. The issue is being worked on, but there is no timeframe for full resolution. No further discussion.

Finance Director Merrill reported that Cruise Night was another successful event. She thanked the Town departments and volunteers who helped and noted that Best Septic and Franklin Savings Bank for being sponsors of the event. The event raised nearly $1,000 for Parks and Recreation, which may be used for the summer program or civic events. Finance Director Merrill stated that a debrief meeting will be held the following week to discuss improvements for future events and determine where to invest the funds. The grand prize winner was the Herbie Lovebug; second place was Wynell Staller; and third place was a Corvette. Selectwoman Carey noted that the event is organized and run by Town staff with assistance from volunteers from the Economic Development Committee. The Board, staff, and public further discussed the success of the event. Mr. Poirier stated that, as a vendor, it was the best event and that he stopped keeping count of his bacon jam sales after 50 were sold. He stated there was a lot of foot traffic and a great atmosphere. Mr. Poirier noted that the primary issue was limited space, as some cars were turned away. The Board discussed space limitations and possible improvements. Mr. Poirier suggested trying to keep vendors together and using additional spaces for cars, although he acknowledged that could be difficult. Selectwoman Carey suggested considering a cutoff date for signups due to sellouts. Discussion ensued regarding ideas for the future event. No actions taken.

Chairman Burdick opened public comment at 6:55PM.

Selectwoman Carey asked Mr. Poirier about the agenda topic he had requested for the previous Board meeting. Mr. Poirier stated that he had been considering planning an event with a political candidate, which may have included music, face painting, and other activities, as a way for the candidate to become better known in Boscawen. He stated that he ultimately decided not to pursue the discussion or event because it would have required significant time and was coming together too quickly. Town Administrator Phelps stated that the Town cannot promote political candidates and must remain bipartisan. No further discussion.

Chairman Burdick closed public comment at 6:58PM.

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

Chairman Burdick made a motion to enter nonpublic session under RSA 91-A:3 II (c) at 6:58pm. Seconded by Selectwoman Carey. 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 (c) at 8:02 PM. Seconded by Selectwoman Carey. Roll call vote – Matt-yes, Lorrie – yes, Josh – yes. Motion passed.

Selectman Crawford made a motion to seal the minutes under RSA 91-A:3 III, 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.

Selectwoman Carey motioned to adjourn at 8:02 PM. Seconded by Chairman Burdick . All in favor. Next Meeting: Wednesday, October 7, 2026, at 6:00PM.

Respectfully submitted by Hannah Gardner