

Boscawen Selectmen's Regular Session
Final Meeting Minutes • September 30, 2015
Approved October 7, 2015

Present: Craig Saltmarsh, Roger Sanborn, Bernie Davis, Nicole Hoyt, Kellee Easler, Alan Hardy, Kevin Wyman, Candace Haithwaite, Pamela Hardy, Dean Hollins, Ray Fisher, and Karen Mackenzie.

Selectman Sanborn opened the meeting at 4:32 PM.

Acceptance of Minutes – September 23, 2015 Public Session

Board Action: Selectman Sanborn moved to accept the September 23th public minutes as presented. Selectman Saltmarsh seconded the motion. All in favor, the motion was approved.

Accountant Pamela Hardy presented the Board with updated policy forms from Health Trust. Chairman Saltmarsh signed the policies on behalf of the Board of Selectmen. Pam also presented a donation of \$20.00 from John Porter for the Agricultural Commission.

Board Action: Selectman Sanborn motioned to accept the donation. Chairman Saltmarsh seconded, all in favor, the motion was approved.

Fire Chief Ray Fisher reminded everyone that the firemen's annual chicken barbecue fundraiser is October 10th at the fire station.

Planning and Community Development Assistant Kellee Easler presented a warrant for a timber harvest for Merrimack County.

Board Action: The Board signed the warrant.

Co-Administrator Nicole Hoyt informed the Board of a request for Transfer Station rules and map, this information is available on the Town website. She also informed the Board that the Old Home Day Committee is on the agenda for next week. Nicole presented two trapping permits for signature. Selectman Davis signed the permits on behalf of the Board of Selectmen.

Nicole presented the Board with several policies requested by the town's auditors. A Fund Balance policy, Credit Card policy, Fraud policy and an Ethics policy put together by herself, Pam, and Alan with the assistance of the New Hampshire Municipal Association. The BOS reviewed each policy.

Board Action: Selectman Sanborn motioned to accept the Fund Balance policy. Chairman Saltmarsh seconded, all in favor, the motion was approved.

Board Action: Chairman Saltmarsh motioned to accept the Credit Card policy. Selectman Sanborn seconded, all in favor, the motion was approved.

Chairman Saltmarsh suggested that in the event that emergency personnel needed to purchase supplies but did not have access to the Town credit card that there be cash at their disposal.

Board Action: Selectman Sanborn motioned to accept the Fraud policy. Selectman Davis seconded, all in favor, the motion was approved.

Board Action: Selectman Davis motioned to accept the Ethics policy. Selectman Sanborn seconded, all in favor, the motion was approved.

Nicole mentioned that there would be a couple of additional policies in the coming weeks ahead. Nicole presented new information on flat sewer rates based on the amount of bedrooms in a home. She will bring the breakdown of the fees to the public hearing on the 21st of October. Chairman Saltmarsh requested that she prepare a policy.

Co-Administrator Alan Hardy informed the Board that he and Public Works Director Dean Hollins had met with the company for horizontal boring for water to the fire station to correct the problem with the pipes freezing. He should have an estimate soon.

Alan presented the BOS with a two year contract agreement for internet at the Municipal building at a savings of \$1,680.00. He mentioned to Ray that they are requesting us to return the Comcast equipment from the Fire Station since the department has changed their service to TDS.

Board Action: Selectman Sanborn motioned to approve the two year contract with Comcast. Selectman Davis seconded, all in favor, the motion was approved.

Alan informed the Board that the warranty on the Public Library's roof has expired. Alan and Dan from Therrian Roofing will inspect the roof. He also presented an estimate from Granite State Glass to replace the glass with the safety plate glass in four windows of the library for \$1,633.00.

Board Action: Selectman Davis motioned to approve replacing the glass window panes with safety plate glass for \$1,633.00. Chairman Saltmarsh seconded, all in favor, the motion was approved.

Alan presented the donation letter and procedures for accepting donations. The Board agreed to move forward with the donation procedures and the letters. Alan informed the Board that the Central New Hampshire Regional Planning Commission is creating a Brownfields Advisory Committee and Bruce Crawford has volunteered to be Boscawen's representative.

Board Action: Selectman Sanborn motioned to appoint Bruce Crawford as Boscawen's representative to the CNHRPC Brownfields Advisory Committee. Selectmen Davis seconded, all in favor, the motion was approved.

Police Chief Kevin Wyman reported that his department has been extremely busy and they need additional staff. Kevin would like to hire a certified police officer. The Board agreed that an additional officer is necessary for now and will need to be budgeted for next year.

At 5:44 PM, Selectman Saltmarsh moved to adjourn, seconded by Selectman Sanborn. All in favor, the motion was approved.

Respectfully Submitted by Candace Haithwaite