

Town of Boscawen
Board of Selectmen
Boscawen Municipal Complex
Final Meeting Minutes
Wednesday, October 25, 2017 at 4:30pm

Present: Mark Varney, Bernie Davis, Roger Sanborn, Katie Phelps, Kevin Wyman, Ray Fisher, Dean Hollins, Alan Hardy, Kellee Jo Easler, Michelle Brochu, Nicole Hoyt and Linda Chandonnet.

Chair Mark Varney opened the meeting at 4:39pm, led us in the Pledge of Allegiance and a moment of silence.

MOTION: To seal the Non-Public Sessions at 4:00pm and 4:15pm per RSA 91-A:3, II (b) made by Chair Varney. Seconded by Selectman Roger Sanborn, all in favor, none opposed.

Tom Gilmore, Conservation Commission: About one month ago Mr. Gilmore stated that they would be doing a cut at the town forest. The Conservation Commission has made a decision to go with the high bid from Hopkinton Logging and Land Clearing that came in with a net gross stumpage price of \$52,000.00, based on the estimates of the Forester. From that amount, they are going to build a new road so that they can get to the rest of the forest. The estimate for the road is about \$5,600.00. The road is being built for future timber cuts. In addition they would like to do the following with the remainder of the money.

- Pay the Forester for his work of approximately \$4,000.00.
- Do some land clearing all around the Weir Farm, approximately 5 acres and have Hopkinton Logging and Land Clearing as they will have the equipment there to do this for about \$18,000.00. It would put it in a state where they would seed it down and bush hog it each year and make the area front and back of Weir Farm a nice area.
- Ask the Forester to give us a survey of the timber that's on the former Creaser Property for approximately \$3,000.00. It is the Board of Selectmen's decision to decide if they want all or some of the money for the town budget or leave it in the Town Forest or Conservation Commission Budget. If it was to be put into the Conservation Commission Budget the only other project Mr. Gilmore knows about is the purchase of the Walker Pond parcel, and at this time there's no estimate.

Mr. Gilmore said there will be additional cuts in the town forest in the coming years and the town will also receive more money in return. It's good for the forest if we do appropriate cuts by cutting down the mature trees as this allows the immature trees to grow. Mr. Gilmore asked the Board of Selectmen how they think the Conservation Committee's doing and what they are thinking of for the future. Chair Varney stated they are doing a good job, that it all sounded great and requested him to give a written list of projects on a document so they can review it and make a decision.

Chief Ray Fisher asked who will doing the sowing, Mr. Gilmore stated Hopkinton Logging and Land Clearing will do the land clearing but not the sowing and someone else will be sowing it with rye grass this fall or next spring. He added he would like something suitable for the animals and

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birds and to bush hog it and not turning it into a hay field. Mr. Gilmore left the meeting at this time.

Request for acceptance of the minutes for 10/12/2017. Mr. Hardy noted a correction of the public minutes from October 18, 2017 on line 110, on #2, #4, #9 and add “the shed out back”.

MOTION: By Mr. Bernie Davis to accept the October 18, 2017 minutes. Seconded by Roger Sanborn, all in favor, none opposed.

MOTION: To accept non-public minutes per RSA 91-A:3 II (b) made by Chair Varney. Seconded by Selectman Sanborn, all in favor, none opposed.

MOTION: To accept non-public Minutes per RSA 91-A:3 II (c) made by Chair Varney. Seconded by Selectman Sanborn, all in favor, none opposed.

MOTION: To accept non-public session per RSA 91-A:3 II (c) made by Chair Varney. Seconded by Selectman Sanborn, all in favor, none opposed.

Katie Phelps, Accountant/Human Resources Director: Mrs. Phelps received a letter from Penacook Rescue Squad asking for their appropriation to be paid, and passed it for the Board’s review and acceptance.

The Social Security Administration has published their 2018 Cost of Living Adjustment of 2% and are looking for the Boards approval for personnel costs in the 2018 budget.

MOTION: To accept the 2017 Cost of Living Adjustment of 2% made by Selectman Sanborn. Seconded by Chair Varney, all in favor, none opposed.

We received a request from Court Appointed Special Advocates of N.H. (CASA) for inclusion in the 2018 budget and they are requesting \$500.00; should we send it to the Budget Committee or vote on it here?

MOTION: To put \$500.00 into the 2018 Budget for N.H. CASA made by Chair Varney. Seconded by Selectman Sanborn, all in favor, none opposed.

The Community Action Program (CAP) is looking for 2018 appropriation of \$7,600.00 which is an increase of \$700.00 from last year.

MOTION: To ask the town to raise an appropriation of \$7,600.00 made by Selectman Sanborn. Seconded by Selectman Davis, all in favor, none opposed.

The Town of Boscawen has set the tax rate and the school and county portion have increased and

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the municipal have decreased.

- Municipal for this year is \$8.24, last year was \$8.82 and down by \$0.58
- School for this year is \$16.48, last year was \$14.60 up by \$1.88
- State of Education for this year is \$2.23, last year \$2.36 and down by \$0.13
- County Tax Rate this year \$3.02, last year was \$2.83 and up by \$0.19

Mr. Hardy added one comment that was routinely made last year was Merrimack Valley costs were not the highest in the State of New Hampshire and has requested information from the Superintendent's Office on the changes. Chair Varney concluded that the overall tax rate went from \$28.61 last year to \$29.97 this year.

Mrs. Hoyt asked the Board if they wanted to talk about the Unassigned Fund Balance Retention Policy. Mr. Hardy answered there is a policy to retain a minimum of 8% in the Unassigned Fund Balance. We have taken the most aggressive position by holding just above 8% minimum. We will have to follow our cash flow closely with Mrs. Phelps. We have to keep enough money on hand to pay our monthly bills and avoid taking out a tax anticipation note.

Kevin Wyman, Chief of Police: The Halloween Party is Monday, October 30th and Jackson Street will be shut off, from 5pm to 8pm. Chief Wyman is asking to get permission to do this for safety reasons.

Chief Wyman said they have been busy dealing with the residents of One Corn Hill Road and how it keeps adding more twists each time they have to go to the location. Mr. Hardy mentioned it's on private property so there is a process that he has to follow and he's drafting up the documents for it to be moved from the building set back, then having it inspected for proper disposal of the waste water.

One of the Police Officers received a call to go to Cumberland Farms for suspicious activity in the parking lot and when the officer went there he retrieved a car, \$300.00 worth of heroin and 15 needles. It was determined that it was a local person who's homeless and living out of his car; there are warrants out for him but now has fled the town.

Ray Fisher, Fire Chief: The Fire Department will be attending the Halloween Party on Monday, October 30th and the Town's Fire Trucks will be there also.

Chief Fisher talked about the trees in the fire station's parking lot and will have Mr. Hollins look at them and possibly take the trees down as they don't want to have to go through what they did a few years ago.

Selectman Sanborn made a remark that he cleared some of his land in Salisbury and if someone wants the trees for firewood to let him know soon.

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Michelle Brochu, Town Clerk: Had no updates at this time.

Dean Hollins, Public Works Director: Had no updates at this time.

Kellee Jo Easler, Planning and Community Development Assistant: Stated she had an Assessors Ballot and has asked Lori Martin from Avitar and the President of the N.H. Assessors Association for suggestions if they know of someone they could recommend. A signature from Chair Varney is needed.

In reference to House Bill 324 Pole Assessment; Mrs. Easler presented an editorial from the Concord Monitor and asked Chair Varney if the Board will initial it so it shows that they looked at it and asked Representative Caroletta Alicia to vote no.

In reference to the Fair Point Litigation court order to stay for the 2016 tax year from our legal, Mrs. Easler asked the Board of Selectmen to look at it and initial it. It's staying the way it is and it states we are going to work together in a big group so that it's cheaper for everyone.

In reference to the Confirmation of Renewal of Pilot Agreement of Community Bridges it is going out with the new town tax rate which is lower than last years because the Town's portion went down. They don't pay the school portion. All signatures and today's date is needed from the Board of Selectmen which they did.

Mrs. Easler has previously talked to Mrs. Brochu and Mrs. Hoyt about forming a Municipal Records Committee. This committee needs to be formed in order to have a digital process so once the minutes are finalized the recording can be destroyed. The committee would need to include the Board of Selectmen, Representative or Designee, Mrs. Brochu the Town Clerk, Cheryl Mitchell the Treasurer, Mrs. Phelps the Accountant, Mrs. Easler the Deputy Collector and Mrs. Hoyt the Tax Collector. Mrs. Phelps needs to be one of the Board of Selectmen's designees due to her accountant position. Mrs. Easler requested the Board of Selectmen to designate her.

A ZBA Appointment Application was presented to the Board to review, the way it works is the Board and 2 members of the ZBA will review the application. At the ZBA meeting on October 24th, Tracy Bartlett and Ed Cherian agreed to meet the Board to look at the application. The Board has agreed to all meet next Wednesday, November 1st at 3:30pm, to review the applicant.

The Hazard Mitigation meeting dates needs to be changed to Mondays from 3-5pm. The next meeting will be November 13th and November 27th and hopefully this will bring in more people during working hours to attend.

Mrs. Easler asked the Board to review a letter that NHDES sent, showing that they are offering free water testing of wells because it's around agricultural properties.

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The United States Environmental Protection Agency sent a certified letter regarding Municipal Satellite Sewage Collection System to be read. When Mr. Hardy asked if there is anything that the Board of Selectmen needs to do Mrs. Hollins explained the City of Concord does it. The EPA requires a permit for the operating of the waste water treatment plant, and where we are the co-applicant they can ask information from us but DES has control over it they waived it because the city of Concord does it.

On October 24th, Mrs. Easler went to a conference for the N.H. Healthy Homeowners and spoke with 2 people from the United States Department of Agriculture (USDA) Rural Development. They do loans and grants and because they cannot advertise, they go to different conferences and offer their assistance. USDA assist the elderly of age 62 and up with all different loan programs and grant amounts of up to \$7,500.00. Some are based on income and it can help residents with things such as weatherization projects. The person Mrs. Easler had talked to is Daphne Feeney, who would be happy to talk with the Board of Selectmen, Tax Collector and Welfare Officer to give an understanding of what it is. Mrs. Easler asked the Board if this could be brought to the Board of Selectmen's Meeting as it's a great opportunity for our residents. With many applications that are coming up now for different things this might be a good time to have more resources for the people in our community. The Board of Selectmen agreed to review the information and Kellee will invite USDARD to come speak at an upcoming Board of Selectmen's meeting.

Alan Hardy, Planning and Community Development Director: Avitar's 5 year assessing contract always ends with revaluation in the 5th year which is 2018. We came up with the assessing budget and came up with an annual assessment of \$32,202.00. The excess money each year have been encumbered so going into next year all we'll need for the \$74,000.00 revaluation is \$33,000.00. That amount will be in the Planning and Community Development budget. Director Hardy requested signatures from the Board members for the revaluation contract.

MOTION: Selectman Sanborn made a motion to approve the Avitar 2018 revaluation contract as presented. Seconded by Chair Varney, all in favor, none opposed.

Mr. Hardy stated that we continue to have problems finding volunteers for all of our land-use boards. Selectman Sanborn became our first Ex-Officio Member representing the Board of Selectman on the ZBA. At that time, we did not create the Alternate Ex-Officio position. The Alternate Ex-Officio is the only person who can replace the Board of Selectman's Representative if that is required. I would like to recommend that Chair Varney fill the role of Alternate Ex-Officio to the ZBA. Selectman Sanborn agreed and thought it was a great idea.

MOTION: Selectman Sanborn made a motion to appoint Chair Varney as the Alternate Ex-Officio on the ZBA. Seconded by Selectman Davis, all in favor, none opposed.

Nicole Hoyt, Co-Administrator: Received a letter from Troop 292 of Hooksett, that Jacob Arseneau

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of Boscawen has attained the rank of Eagle Scout. He will be presented with the new rank on Friday, December 1st at 6:00pm. They are asking either representative to attend or a letter to be sent and read for that evening. It was agreed by the Board a letter should be written and Selectman Sanborn will plan to attend.

Mrs. Hoyt has a request from Rhoda Hardy regarding Thanksgiving Baskets. After the Holiday Fair on November 4th she is asking to use the stage portion at the town hall to store the basket items until they are put together. Mrs. Hardy `stated she will keep the items as compact as possible and requests approval from the Board. Chair Varney approved the request.

Mrs. Hoyt announced that Mrs. Hardy is welcoming any and all volunteers to help with the Baskets.

Mrs. Hardy is also planning a Food Drive on November 11th called "Day at the Dump for Apples and Potatoes". This is a day when trash can be brought to the dump as well as donations for a 5 lb. bag of Potatoes or Apples. She has talked to Mr. Hollins already at the Transfer Station and he is good with her plans and would like to ask the Board if they had any concerns, and all Board members agreed with the Food Drive.

Mrs. Hoyt talked about the tax rate and that Mrs. Easler has put the all the numbers together today for the Board and is asking them to sign it. She stated the tax bills for the residents will be mailed no later than Friday, October 27th.

Mrs. Hoyt is working on the Town Report and noticed that 5 Committee Members of the Old Home Day Committee are expiring, and asked the Board if they should let them expire next year or for them to stay on and have the background checks done now. Chair Varney stated he thinks the first step is the Board should have a meeting with the Old Home Day Executive Committee which includes Polly Dawson and Matt Lampron to discern which members will be working with children. Mrs. Hoyt will find out when they can all meet and will also bring the copies of N.H Statute.

Mrs. Hoyt mentioned she attended the Tax Collectors Conference last week and received valuable information. Nicole thanked the Board for allowing her to attend at a time when we are working with minimal staff. One thing she found interesting is currently once we deed a property we do inspections but they really suggest that before you sign a waiver that it's hazardous or not valuable enough, they suggest you do the inspection as soon as you have the deeded list. These are the ones that are looking to going to deed and if we have the manpower to do it, only because we have repeat offenders. If no one wants to comply they may have a warrant possibility.

Linda Chandonnet, Planning and Community Development: Had 6 yard sales to report for the month October at this time.

**MOTION: Chair Varney made a motion to adjourn the public meeting at 5:35pm.
Seconded by Selectman Sanborn, all in favor, none opposed.**

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MOTION: To enter non-public session per RSA 91-A:3 II (b) made by Chair Varney.
Seconded by Selectman Sanborn, all in favor, none opposed.

The Board of Selectmen then entered Non-Public Session at 5:35pm.

The Board of Selectmen returned from Non-Public Session at 6:40pm.

MOTION: To seal the Non-Public Session held under RSA 91-A3, II (b) made by Selectman Davis. Seconded by Selectman Sanborn, all in favor, none opposed.

***For unedited minutes please refer to The Town of Boscawen's Website**
Respectfully submitted by Linda Chandonnet