

Town of Boscawen
Board of Selectmen
Boscawen Municipal Complex
Final Minutes
Wednesday, November 29, 2017 at 4:30pm

Present: Mark Varney, Roger Sanborn, Bernie Davis, Katie Phelps, Jason Killary, Ray Fisher, Dean Hollins, Kellee Jo Easler, Alan Hardy, Nicole Hoyt, Sarah Gerlack

Chair Mark Varney opened the meeting at 4:30pm, led us in the Pledge of Allegiance and a moment of silence.

MOTION: Chairman Mark Varney made a motion to accept the meeting minutes from 11/29/17 as amended. Selectman Roger Sanborn seconded. All in favor

Katie Phelps - Finance – Presented the Treasurer’s Report for October 2017 from Cheryl and has a transfer request for the Trustees of Trust Funds requesting a transfer from the town wide safety equipment fund to the general fund for a personal protective equipment bill totaling \$260.57.

MOTION: Chairman Mark Varney made a motion that the Trustees of the Trust Funds transfer \$260.57 from the Town Wide Safety Equipment Fund to the General Fund to reimburse the General Fund for the following expenditures: ULINE Invoice 92244629 – Police Dept. Safety Equipment. Selectman Roger Sanborn seconded. All in Favor

Jason Killary -Police Department – The new cruiser has been picked up and is in Northfield getting outfitted and will be on the road shortly. The dodge was traded in for \$3200.00 towards the new cruiser.

The toy program is ahead of the game and is running smoothly and is under control.
The office is getting a makeover with new furniture to make more working space.

Ray Fisher Volunteer Fire Department – Ray passed the checks out to the volunteers that he could and mailed out the rest. We lost one volunteer and may be losing two more volunteers based on the amount of their pay out which was the same formula they used in 2016. In addition to getting paid for their calls the Fire Department pays for the volunteers to have insurance, a pager, turn-out gear and anyone needing Firefighter 1 training for the total sum of \$3900.00 per volunteer firefighter. The turn-out gear gets turned back in when they are no longer volunteering for the Fire Department.

Dean Hollins, Public Works: The public works employees have been finishing up the clearing of the weeds in the cemeteries. They have started placing the salt orders, and they got their first two deliveries and will have more deliveries by the end of the week .The Park street sewer problem was all wrapped up by Friday morning .The pipe from the line to the house seems to be flowing nicely they need to work on their side as discussed with the homeowners.

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Kellee Jo Easler, Planning and Community Development: Avitar Associates of New England will be going out to 377 properties to perform the yearly data verification for accurate and equitable assessments which will involve interior and exterior inspections they will be taking calls next week for 4 four days the homeowners should have all received a letter at this point and we have been getting some negative feedback from some of the community members. Inspections are not required but for an accurate reading of their property for themselves and the Town it is strongly suggested to have it done.

Kellee presented the Board with a few land use change taxes that need to be signed. One is for a land that was subdivided last year off Knowlton Road that is about five acres and one is a property up off North Water Street. Those properties should already show a change in Avitar. Mark Stetson from Avitar will be coming in on December 6th with the NHDRA appraiser next week to go over the 2018 re-evaluation and update the Selectmen on the process. We will have more land use changes next week.

Last night the ZBA denied the Clow/Newcomb Motion for Rehearing, in regards to the Appeal of an Administrative Decision on the Dollar General Site Plan Review.. The Master Plan Transportation Committee will be having a meeting on 11/30/17 at 3pm and Bernie will be present at that meeting.

There will be a public hearing on 12/20/17 to review the Administrative Fees for 2018 and Kellee is asking the department heads to hand in anything that will be changing for 2018.

Sarah Gerlack-Administration –

Sarah Gerlack presented the Board with a request to allow Dance Depot to use the Town Hall for a one time use on December 5th for a small dance recital .The owner was also wondering if we could lower the fee for the hall usage this one time since she will only be in there for less than 2 hours.

Alan suggested that we change the policy that any use for a nonresident needs to be approved by the Board and insurance needs to be presented up front.

Our fee is \$150.00 a rental for nonprofits we general let then use it for \$25.

MOTION –Chairman Mark Varney made a motion to allow Dance Depot to use the Town Hall as long as she is using it for not for profit use and she provides proof of insurance certificate prior to the date. Selectman Roger Sanborn seconded. All in favor.

Nicole Hoyt –Administration –

Old Home Day Committee member's background checks have all been done and have passed. Matt Lampron and Sue Kilgus are due to be reappointed

The printer that is in the downstairs office is in need of replacement we waited too long it should have been replaced last year. Phil Tucker from Twin River will not be able to continue to get parts for the current printer after the New Year. Nicole has a quote from May for Toshiba eStudio 3005AC studio also has color and fax option. To do this right now we would remove it out of contingency. Cash price \$7152.00 that is after the 75% discount that we get has been applied. The warranty on the new printer is one year for parts and 90 days for labor for the service agreement for

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the year we don't lose any money on that.

Alan stated that the only thing we would have to carry over for the new budget in 2018 would be the service agreement's we take the value of the existing agreement and put it in the new agreement. We would take the printer out of 2018's budget completely we just have the service agreement. Nicole did not ask what the difference in the service agreement would be and will check into that. All computers will be able to be linked to the new printer and once the ink is all out of the smaller colored printers we would be done using those. The cartridge's for the smaller colored printers are costly.

MOTION: Chairman Mark Varney makes a motion to authorize the expenditures of \$7152.00 for the new printer and authorize Nicole Hoyt and Alan Hardy to look at the service contracts and consider the one that is feasible and the printer will be paid for out of contingency. Selectman Roger Sanborn seconded. All in favor

We got offer again from RC Brayshaw to design and do a color cover for this year's Town report at no charge. It's that time of year again where we have to decide on a cover and a dedication but most often it has been different .We have had some conversation about the dedication and are looking for recommendations.

Nicole thought it would be nice to have the fire truck on the cover for its 100 year of service. A few local families we named as possible suggestions for dedications and for a possible duel dedication. The decision did not need to make that night but the time is here.

Alan Hardy - Administration- There was discussion some time ago about what would happen when we closed down the back parking for the winter we did not plan the move of events from the Town Hall to the library and this facility was not set up for parking for the number of vehicles that we have around the building. During the winter we close the back parking because of the ice and snow to the back entrance. When the library has events we are going to have a problem with parking in the front of the building. Alan suggest that take two parking spots out front and make them Town Office parking only and get signs to mark them. Mark Varney was questioning if two spots would be enough for the public when they visit the town offices for events, Bernie suggested they can park on the side of the building near the police station that entrance is now lite and will be properly taking care of during the winter.

Nicole is wondering the days that the library has their Bone Builders there is not enough parking and when the snow starts falling and the snow banks start piling up there is nowhere to park and some residents park on the grass near the flag pole. Varney was wondering what the cost would be to cover the back stairs so we could use the back stairs and the back parking spots during the winter if we could open the parking spots out back for the winter that would help .Dean said that in the winter they will not go out back with the salt truck when there are cars parked there because there is not enough room for the truck .Alan said he will get a quote for covering the back stairs .Nicole asked if we could expand the parking lot any Alan said he was going to suggest that in the spring as an option .

Alan purposed to have an estimated proposal cost for the new parking spots. Chairman Mark

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Varney asked to have a proposal done for covering the back steps as well for later on.

Nicole let the board know that for the 2017 property tax 2 that \$1,417,676.85 has been taking in it came in really fast. Any volunteers to present budgets next Wednesday for department heads Alan will present the planning budget and Katie will call Lawre Murphy regarding the Library budget.

MOTION – Chairman Mark Varney made a motion to reserve eight parking spots from the front door of the Town office to the west end of the building to be marked for Town office business only. Selectman Roger Sanborn seconded that. All in favor.

New business – Mark Varney asked Alan if the new vehicle has the new decals. They do not as of yet but Alan is getting them done.

MOTION: Chairman Mark Varney made a motion to exit the public meeting and go into the nonpublic at 5:25. Seconded by Selectman Bernie Davis. All in favor.

MOTION: Chairman Mark Varney made a motion to return to public meeting at 6pm. Selectman Bernie Davis seconded. All in favor.

MOTION: Chairman Mark Varney made a motion to seal the nonpublic minutes. Selectman Roger Sanborn seconded. All in favor

MOTION: Chairman Mark Varney made a motion to adjourn at 6:02pm. Selectman Bernie Davis seconded. All in favor.

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