

Boscawen Selectman's Regular Session
Final Meeting Minutes • March 25, 2015
Approved April 1, 2015

Present: Craig Saltmarsh, Roger Sanborn, Bernie Davis, Nicole Hoyt, Alan Hardy, Kellee Easler, Pam Hardy, Michelle Brochu, Dean Hollins and Leslie Palmer

Chairman Saltmarsh opened the meeting at 4:42 PM.

Approval of Minutes: March 4, 2015 Public Session:

Board Action: Chairman Saltmarsh moved to approve the March 4th public minutes as amended. Selectman Sanborn seconded the motion. All in favor, the motion was approved.

Approval of Minutes: March 11, 2015 Public Session:

Board Action: Selectman Sanborn moved to approve the March 11th public minutes as written. Chairman Saltmarsh seconded the motion. All in favor, the motion was approved.

Approval of Minutes: March 18, 2015 Public Session:

Board Action: Selectman Davis moved to approve the March 18th public minutes as amended. Selectman Sanborn seconded the motion. All in favor, the motion was approved.

Approval of Minutes: February 25, 2015 Non-Public Session:

Board Action: Selectman Sanborn moved to approve the February 25th non-public minutes as written. Chairman Saltmarsh seconded the motion. All in favor, the motion was approved.

Selectman Davis questioned some of the language in the previously approved February 25th public minutes. Following a discussion of minutes, the Board agreed that the sentence "She discussed the possibility of using Town and Conservation Funds to purchase the property" should be stricken from the record. The piece of property referenced by Conservation Chairperson Deb Hinds is already owned by the Town.

Planning and Community Development Director Alan Hardy reported that the 80 Queen St property has been sold. Next, 7 Merrill Corner will be sold, followed by 124 Corn Hill Rd and 50 Jackson St.

The Board of Selectmen wishes Ethel Lorden a very happy 85th birthday on April 6th.

Town Clerk Michelle Brochu attended Election-Net training on March 24th. She also reported that Jonathan Parker from Recharged Business Solutions will soon be conducting training with staff on making updates to the new Town website.

Public Works Director Dean Hollins reported that the contractor's insurance company has settled with a homeowner on Forest Lane whose house flooded during the Forest Lane Drainage Project.

Planning and Community Development Assistant Kellee Easler presented two abatement requests for Board consideration. The assessor recommended denying the requests; the Board concurred. She also presented a timber cut and a veteran's exemption for the Selectmen's signature.

Director Hardy remarked that he has seen an increase in sales of property recently.

Board Action: Chairman Saltmarsh moved to authorize the Trustees of Trust Funds to transfer \$20,446.98 from the Information Technology Capital Reserve Fund to the General Fund to reimburse the General Fund for the following expenditures: \$19,987.00 to Cybertron for the Police Department and email server, and \$459.98 to Staples for two computer monitors for the Finance Department. Selectman Sanborn seconded the motion. All in favor, the motion was approved.

Board Action: Selectman Davis moved to authorize the transfer of \$2,500.00 from the Unassigned Fund Balance to the Town of Boscawen Building Inspector Revolving Fund as authorized by the Town Meeting approval of Warrant Article #13. Selectman Sanborn seconded the motion. All in favor, the motion was approved.

Board Action: Selectman Davis moved to authorize the transfer of \$2,500.00 from the Unassigned Fund Balance to the Town of Boscawen Special Detail Revolving Fund as authorized by the Town Meeting approval of Warrant Article #14. Selectman Sanborn seconded the motion. All in favor, the motion was approved.

Discussion followed regarding the funding of non-profit organizations as approved through Warrant Articles. In the past, the Town has not been consistent as to when it pays non-profits during the budget year; the Board felt that there should be consistency moving forward.

Board Action: Selectman Sanborn moved to approve payments to non-profit organizations as approved through Warrant Articles at Town Meeting by June 1st of each budget year. Selectman Davis seconded the motion. All in favor, the motion was approved.

Town Accountant Pam Hardy reported that she will be able to run year to date financial reports in April once the auditors have completed their year-end journal entries and DRA has approved the budget submission.

Tax Collector Nicole Hoyt discussed with the Board an option available for paperless billing of property tax and sewer bills. Currently residents can make online property tax payments through the Tax Kiosk using a debit card, credit card or electronic check. The ability to make sewer payments online will be coming soon. Tax Collector Hoyt continues to see an increase in this service and asked Selectmen to consider the option of paperless billing as well. Through

paperless billing, residents will also be able to print out a copy of their actual tax bill; currently, residents can only print out an activity report of payments made. Residents routinely ask for another copy of their tax bill, especially at tax time. If a resident chooses the paperless billing option and their email no longer works, a paper bill will be generated automatically so there is no chance of missing a bill. The add-on software required for paperless billing costs \$250.00 annually. The Board approved the request.

Board Action: Chairman Saltmarsh moved to approve the purchase of software to allow residents the option of paperless billing of their property and sewer bills at an annual cost of \$250.00. Selectman Davis seconded the motion. All in favor, the motion was approved.

Following the presentation of the paperless billing option, Chairman Saltmarsh expressed his hope that the Town would be able to reduce the amount of paper it consumes. Director Hardy indicated that he was already in talks with Cybertron regarding electronic alternatives.

Selectman Davis brought forward a resident's complaints regarding speeding on Water St and trash spilling onto the street by a vehicle traveling to the transfer station. The resident also asked for permission to put a "hidden driveway" sign at the end of his driveway. Director Hollins indicated that he would need to speak to NH DOT about that.

Selectman Sanborn brought forward a complaint from a resident who insisted that his name was removed from the Voter Checklist, preventing him from voting in the Water Precinct election. It was confirmed that his name is still on the Voter Checklist, as he is still a resident of Boscawen.

An updated job description for the Fire Chief was presented for Board approval.

Board Action: Selectman Davis moved to approve the updated job description for the Fire Chief. Selectman Sanborn seconded the motion. All in favor, the motion was approved.

Director Hardy updated Selectmen on the business located at 29 N Main St. The set of operating rules and procedures related to the business will go into effect on April 15th and will include a fine \$550 per occurrence, per day, paid by the property owner for non-compliance.

Director Hollins reported on several recent sewer backups requiring repair this past week. In the process of repairing the sewer lines, it became apparent that several older homes in the area have foundation drains tied directly into the sewer lines, which is now illegal. This will be researched further as part of the Inflow and Infiltration study to be conducted by Underwood Engineers. Director Hardy suggested sending out the Sewer User Ordinance approved last fall to all sewer users.

At 6:13 PM, Selectman Sanborn moved to adjourn, seconded by Selectman Davis. All in favor, meeting adjourned.

Respectfully submitted by Leslie M. Palmer