

Boscawen Selectman's Regular Session  
Final Meeting Minutes • March 11, 2015  
Approved March 25, 2015

Present: Craig Saltmarsh, Roger Sanborn, Bernie Davis, Nicole Hoyt, Alan Hardy, Kellee Easler, Pam Hardy, Michelle Brochu, Dean Hollins, Ray Fisher, Heather Chandler, Laura Lane and Leslie Palmer

Chairman Saltmarsh opened the meeting at 4:31 PM.

Heather Chandler and Laura Lane, representing the Neighborhood Watch, met with Selectmen to discuss meeting room space and fundraising for the group. Ms. Chandler explained that after a six month hiatus, the group is up and running again with a core group of volunteers dedicated to making it work. The group serves as a liaison with the Police Department and residents. They are looking for meeting space for their monthly meetings and asked if they could use the Town Hall on the second Thursday each month. The Board agreed that the group can use the space, based on availability, free of charge as it is a Town sponsored group. Currently, the group has no funding and would like to hold a Flea Market to raise funds through fees charged for vendor space and food and drink concessions. They asked if the group could use the Town Office field on May 9<sup>th</sup> with a rain date of May 16<sup>th</sup>. Neighborhood Watch would like to participate in Police Community events, schedule guest speakers and perhaps create a scholarship in the future with the funds raised. The Board approved the request. Chairman Saltmarsh remarked that the group has been successful in the past and that Ms. Chandler brings new ideas moving forward. He also recommended that they coordinate with the Bike Rodeo held by the Police Department.

**Board Action:** Selectman Sanborn moved to allow Neighborhood Watch to use the Town Hall on the 2<sup>nd</sup> Thursday of each month free of charge and to use the Town Office field on May 9<sup>th</sup> (rain date May 16<sup>th</sup>) for a Flea Market fundraiser. Selectman Davis seconded the motion. All in favor, the motion was approved.

Selectmen nominated a Chairman for the upcoming year.

**Board Action:** Selectman Sanborn moved to nominate Craig Saltmarsh as Chairman of the Board of Selectmen. Selectman Davis seconded the motion. All in favor, the motion was approved.

Approval of Minutes: February 25, 2015 Public Session:

**Board Action:** Chairman Saltmarsh moved to approve the February 25<sup>th</sup> public minutes as amended. Selectman Sanborn seconded the motion. All in favor, the motion was approved.

Approval of Minutes: January 28, 2015 Non-Public Session:

**Board Action:** Selectman Sanborn moved to approve the January 28<sup>th</sup> non-public minutes as written. Chairman Saltmarsh seconded the motion. All in favor, the motion was approved.

Town Clerk Michelle Brochu reported that she has created a document to be used when swearing in newly elected officials. In the future, she will have the document with her at Town Meeting so the Moderator can swear everyone in. The Moderator and Assistant Moderator will meet with the Board next week to review the recent Election and Town Meeting. Clerk Brochu also reported that work continues on the new Town website and that it is coming along nicely. The homepage is almost complete and the layers (pages reached using the links on the homepage) are being worked on currently. Recharged Business Solutions has requested the 2<sup>nd</sup> installment due in the contract.

**Action Item:** Chairman Saltmarsh will send some pictures to Clerk Brochu to include on the new website.

Town Accountant Pam Hardy reported that retro checks reflecting the 2% COLA will be given to employees next week.

Planning and Community Development Director Alan Hardy presented 2 copies of the Inflow and Infiltration Agreement with Underwood Engineers for Board approval and signature.

**Board Action:** Chairman Saltmarsh moved to approve the Inflow and Infiltration Agreement with Underwood Engineers. Selectman Sanborn seconded the motion. All in favor, the motion was approved.

Director Hardy presented the Engagement Letter for the Town Auditor, Plodzik and Sanderson, for Board approval.

**Board Action:** Chairman Saltmarsh moved to approve the audit engagement letter as proposed and authorize Director Hardy to sign it as Manager. Selectman Davis seconded the motion. All in favor, the motion was approved.

Management will meet with auditors from Plodzik and Sanderson next week prior to the Selectmen's meeting.

Administrator Nicole Hoyt reported that she spoke to a resident who recommended that the Town put out a donation jar for residents who receive Notary services for free. Following a discussion of possible uses for the donated money, the Board approved creating a donation jar with the proceeds going to the Parks and Recreation Department.

Tax Collector Hoyt reported that Lien notices will be mailed to residents this Friday. She also brought forward a request from a resident for an abatement on his sewer bill which was unusually high due to a water leak. The leak has since been fixed. Following discussion of the request, Chairman Saltmarsh recommended that the resident meet with the Board to discuss his situation further.

Public Works Director Dean Hollins reported that the landfill permit expires next year and that

NH DES will require that a new survey be conducted. He recommended that the Town use the same surveyor as in the past at a cost of approximately \$5,000. Chairman Saltmarsh agreed that the survey should be conducted soon. Director Hollins also discussed with the Board recent problems associated with loose paper recycling. NRRA is having problems with a vendor they use, so the Town may choose to haul the paper itself or continue to go through NRRA who will contract with Dumpster Depot. Costs associated with recycling paper will go up, but the Town will still come out ahead because it saves money in tipping fees.

Fire Chief Ray Fisher reported that all fire engines have been inspected this month. Mike Fisher looked into electrical usage at the fire station and narrowed down the problem of high usage to the upstairs lights in the addition which still does not make sense. He will continue to work on the issue. The Fire Department roof was shoveled off at a cost of \$600. The Annual Firefighter's Dance will be held on Saturday, April 18<sup>th</sup> from 8:00 PM to 12:00 AM. Chief Fisher discussed the possibility of creating an employment agreement for the Fire Department similar the one used by the Police Department. It costs approximately \$1,000 to train a new firefighter and he would like to see a firefighter agree to stay with the Town for a least one year from the date of certification. Chairman Saltmarsh asked if other Towns with volunteer fire departments have such an agreement. He also noted that based on experience, such agreements do not hold up in court if challenged. Town Counsel may some boiler plate language which would be useful in drafting such an agreement.

**Action item: Director Hardy will contact the Town's lawyer to see if he has some boiler plate language that can be used to draft an employment agreement.**

Selectmen and staff entered into a discussion of the Town Meeting held on March 10<sup>th</sup>, to be continued with the Moderators at next week's Board meeting.

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

*Respectfully submitted by Leslie M. Palmer*