

Boscawen Selectmen's Regular Session
Final Meeting Minutes 01.11.2017
Approved 01.18.17

Roger W. Sanborn, Bernard O. Davis, Jr., Mark E. Varney, Alan Hardy, Nicole Hoyt, Kevin Wyman, Dean Hollins, Ray Fisher, Kellee Easler, and Katie Phelps.

Michelle Brochu and Pam Hardy were excused.

Attendees: Caroletta Alicea, Beverly Drouin, Kathy Reed, Sue Kilgus, Polly Dawson, Doddy Fisher, Mike Fisher, Lawrie Murphy, David Silver, Bill Heinz, and Barbara Randall.

House Representative Caroletta Alicea updated the Board that the Right to Work act and the National Concealed Carry Reciprocity bills were passed.

On January 4th the Merrimack County Nursing Home had a surprise inspection and no deficiencies were found. Caroletta stated that Matt Lagos is doing a wonderful job as the Interim Administrator at MCNH.

She also stated that her committee Children and Family Law had been dismantled due to lack of productivity. She was transferred to serve as clerk for the Criminal Justice Committee. Although the first day of session Children and Family Law was voted to be reinstated and she will now serve as clerk for this committee. As of 1-11-17 only four bills were before them where there is typically nearly 200 bills.

Caroletta thanked the Board and Administrators for their attendance at the school board meetings. She announced that the School Board Budget hearing date is set for January 31, 2017. School budget remains level and after some cuts in benefits.

Beverly Drouin and Kathy Reed, representing Boscawen Congregational Church, addressed the Board seeking clarification as to the issue with the stairwell connecting the church to the Town Hall. Life Safety Officer Ray Fisher stated that it is imperative to close this stairwell off immediately. This area is not up to the NFPA 101 Life Safety Code, (Federal and State) and must be closed off at this time. Beverly stated that they will have the church check with their insurance company. In addition they will contact all members of the church to let them know about the change. They also requested time to remove the items in the closet at the top of the stairs before the door is closed permanently. Beverly stated that the church will be holding a congregational meeting on January 22. Ray suggested the best option for easy access from the church to the Town Hall would be an elevator.

Beverly and Kathy are also requesting keys for the Town Hall. The Town has changed the locks and is currently signing out keys that cannot be duplicated. The request is for one key for the lock box that is located in the church and the second key going to Trustee Art Bigelow, as he takes care of the church's furnace. The Boscawen Congregational Church Food Pantry has a key to access the restrooms in the Town Hall on food pick-up days. The Selectmen approved one key to the church lock box and one key to Trustee Art Bigelow as Rhoda Hardy has been issued a key for the Food Pantry's use.

Boscawen Old Home Day Committee members Sue Kilgus and Polly Dawson addressed the Board regarding Town Hall keys as well. They are requesting two keys for committee members Sue Kilgus and Matt Lampron. They both work outside of Boscawen and cannot make it to the office before closing on Friday. This will allow them to prepare for the Old Home Day Bingo get-together. The Selectmen approved one key to Sue Kilgus and one to Matt Lampron. Polly and Sue suggested hiring a cleaning

crew to come in and professionally clean the Town Hall and offered to provide the office with a list of duties to be completed after each function at the hall.

Library Trustee Lawrie Murphy presented the Library budget. There is 5% increase in the salary line item consisting of merit increases and increased support staffing hours. Overall the bottom line is at a 2% increase.

Board Action: Selectman Varney moved to accept the library budget as presented. Selectman Davis seconded. All in favor; library budget accepted.

Boscawen resident David Silver addressed the Board regarding his ongoing issue with the Penacook-Boscawen Water Precinct. David has acquired bills totaling over \$1,000 from the precinct for fire protection. David holds the position that these black hydrants on his street would not be sufficient to put out a house fire. The Fire Department and the Water Precinct have tested these hydrants and the flow is at 90 gallons per minute up the hill. The Selectmen reminded David that the precinct is an unregulated utility and the Board does not have any jurisdiction over them. David has involved legal services and the Board suggests he continues along this path. Fire Chief Ray Fisher is interested in a letter David received from the Attorney General's office and would like to send them a rebuttal.

Bill Heinz, from Essex Hydro, addressed the Board regarding Commercial Street. He inquired about putting up a fence and signage to keep the public away from the river. They are concerned with abating any liability on their behalf. Alan stated that the Planning Board did not make this a requirement of the developer. He also stated that signage would be the best way to accomplish their objective.

Acceptance of Minutes – January 4, 2017 Public Session:

Board Action: Selectman Varney moved to accept the minutes as amended. Selectman Davis seconded the motion. All in favor; Minutes accepted.

Police Chief Kevin Wyman shared that he looked at two different companies for new portable radios for the department. He found a new frequency compatible model from Kenwood that cost \$1,300 per unit. He would like to use impact fees available to the Police Department to purchase three new radios from Kenwood.

Board Action: Selectman Varney motioned to use impact fees in the amount up to \$4,059 to purchase three new portable radios in addition to the departments existing radios. Selectman Davis seconded the motion. All in favor; motion passed.

Public Works Director Dean Hollins shared that new hire Cody Smith started work this week and things are going well.

Ray inquired if there were impact fees available for the Fire Department. Co-Administrator Alan Hardy will look into this possibility. Ray has completed signing-out keys for his department and will submit the list to the office next week. He then proceeded to present the Fire Department budget. The increase shown is the Board approved 2% merit increase. He explained that the budget looks over-inflated because of the fire watch for Winthrop Carter is included in his departmental numbers. Alan explained that we could move this to a revolving fund like the Police Department has for detail work, however, this would be done for the 2018 budget and with the approval of Town Meeting. Ray mentioned that he is still working on the stipend policy.

Board Action: Selectman Varney moved to accept the Fire Department budget as presented. Chairman Sanborn seconded it. All in favor; Fire Department budget accepted.

Co-Administrator Hardy presented the Executive Department – General Government, which includes Executive Expenses, Legal Expenses, Town Buildings and Insurance. After he went through the details of the sub-accounts for these budgets, Alan went on to explain proposed Warrant Article 10, Contingency. This line item is set at \$33,000.00, is only to be used in an emergency and has not been used for the last two years that the Contingency Fund has been requested. When these budgets are put together without the Contingency Fund, the budget is down 1.17% or \$4,056.86.

Board Action: Selectman Varney moved to accept the General Government Budgets as presented. Selectman Davis seconded the motion. All in favor; the General Government Budgets were accepted as presented.

Co-Administrator Nicole Hoyt presented a request from Supervisor of the Checklist Doddy Fisher. The request is to increase the stipends for the Supervisors: Chair from \$400 to \$550, Clerks from \$150 to \$300. In addition an increase from \$50 per election to \$100 per election.

Nicole stated that the Loudon Town Clerk and the Loudon Supervisor of the Checklist were putting together some information regarding their compensation policy. She suggested tabling the discussion until Town Clerk Michelle Brochu has received the additional information and can present it to the Board.

Alan spoke to the Board regarding the budgets that were presented in prior weeks. These budgets were not formerly accepted at the time of presentation. He went through each of them to gain approval.

The Financial Budget was presented.

Board Action: Selectman Varney moved to accept the Financial Budget as presented. Selectman Davis seconded the motion. All in favor; the Financial Budget was accepted as presented.

The Tax Collector's Budget was presented.

Board Action: Selectman Davis moved to accept the Tax Collector budget as presented. Selectman Varney seconded the motion. All in favor; the Tax Collector's budget was accepted as presented.

The Personal Administration Budget was presented.

Board Action: Selectman Varney moved to accept the Personal Administration budget as presented. Selectman Davis seconded the motion. All in favor; the Personal Administration Budget was accepted as presented.

The Planning and Community Development budget was presented.

Board Action: Selectman Davis moved to accept the Planning and Community Development budget as presented. Selectman Varney seconded the motion. All in favor; the Planning and Community Development budget accepted.

The Emergency Management budget presented.

Board Action: Selectman Varney moved to accept the Emergency Management budget as presented. Selectman Davis seconded the motion. All in favor; Emergency Management budget accepted as presented.

The Parks and Recreation budget was presented.

Board Action: Selectman Varney moved to accept the Parks and Recreation budget as presented. Chairman Sanborn seconded the motion. All in favor; the Parks and Recreation budget was accepted.

The Welfare Budget was presented.

Board Action: Selectman Davis moved to accept the Welfare Budget as presented. Selectman Varney seconded the motion. All in favor; the Welfare Budget was accepted.

Alan noted that this completes the individual department presentations to the Board of Selectmen. Each member of the Board of Selectmen now has a binder with all the budgets included along with supporting documentation. Each member of the Budget Committee will have the same binder as will the Department Heads. If everyone looks in their binders behind tab 4, they can see all of the departments together in one report. This report makes up the proposed budget for 2017. This total, does not include the individual or special warrant articles that will be proposed. Also, as noted above, the Town Clerk's budget is being amended, so there will be some changes in that budget for next Wednesday's BOS meeting.

The total budget as presented to the Board of Selectmen will be up approximately 2.33% as compared to the 2016 budget. Once the Town Clerk's Budget is approved by the Board of Selectmen, we will be able to finalize the budget.

Chairman Sanborn moved to go into non-public at 7:12PM. Selectman Davis seconded. Roll call; all in the affirmative.

Chairman Sanborn moved to come out of non-public and return to regular session at 7:31PM, Selectmen Varney seconded. Roll call; all in the affirmative. Selectman Varney moved to seal the non-public minutes. Seconded by Chairman Sanborn.

Board Action: Selectman Davis moved to approve the non-public minutes of December 28, 2016. Seconded by Selectman Varney. All in favor, minutes approved.

Board Action: Selectman Davis moved to approve the non-public minutes of January 4, 2017. Seconded by Selectman Varney. All in favor, minutes approved.

There being no new business, Selectman Varney moved to adjourn the meeting. Seconded by Chairman Sanborn. Meeting adjourned at 7:35PM.

Respectfully submitted by Nicole E. Hoyt