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2 Boscawen Selectmen's Regular Session
3 Meeting Minutes 01.25.2017
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7 Present: Roger W. Sanborn, Bernard O. Davis, Jr., Mark E. Varney, Alan Hardy, Kevin Wyman, Dean Hollins,
8 Ray Fisher, Kellee Easler, and Katie Phelps, Nicole Hoyt, Michelle Brochu
9

10 Excused: Kevin Wyman
11

12 Chairman Sanborn opened the meeting at 4:30 PM.
13

14 Fire Chief Ray Fisher led the pledge of allegiance and a moment of silence.
15

16 **Board Action**
17

18 Minutes from 01.18.2017 were discussed. Selectmen Varney noted a grammatical error. The third paragraph
19 under Board Action that reads "Police Chief Kevin Wyman announced that the 2013 Charger had to repair the
20 radiator..." should read "the radiator had to be repaired on the Charger." Page 2, eighth paragraph under Board
21 Action that reads "Chairman Sanborn moved to accept the 2017 Town Clerk budget as presented. Selectman
22 Varney seconded the motion. The 2017 budget accepted." There was no Board action specified in that area, just
23 a motion to accept the 2017 town budget. A **motion** to accept the Minutes as amended was made by Chairman
24 Sanborn, seconded by Selectman Varney and passed by a unanimous vote. Selectman Davis abstained.
25

26 Administration/Human Services: no new information noted.
27

28 Public Works: Dean Hollins noted routine plowing and maintenance being done.
29

30 Fire: Fire Chief Ray Fisher noted nothing new to report other than the assist that they provided to Webster NH
31 this past week. There was one fatality in that occurrence.
32

33 Assessing/Finance Clerk: Katie Phelps: No new information to report on.
34

35 Planning & Community Development/Assistant: Kellee Easler made note of Veteran's credit. She handed out
36 paperwork for the Board of Selectmen to approve. She had 3 Timber Tax forms for the selectmen to also sign.
37 She noted an action letter that went out to a local motel as they were dealing with rodent issues. She hasn't had
38 a response yet.
39

40 Selectmen Sanborn questioned the timber tax forms. There is a transfer of ownership on one of the parcels and
41 the DRA communicated to Kellee Easler to note the Power of Attorney on the forms. The property has not gone
42 into probate. The Selectmen signed all forms presented.
43

44 Finance/Human Resources: Nicole Hoyt noted that she has been focusing on the budget. She has advertised for
45 the Administrative Assistant position on the website and on the NHMA website. She has not put the ad in the
46 Concord Monitor. She has received 4 or 5 calls on the position. Alan Hardy said they should go through the first
47 batch of applicants and see if they need to go back out to advertise after that review. They have a few applicants
48 that are local.
49

50 Pam Hardy has been working on the budget and getting DRA all set to go for the February 7th deadline. Pam
51 Hardy is also collecting information for the audit team in advance of their visit here. She is trying to make their

52 job easier which will save the town money. They have been scanning it and sending it to them in order to give
53 them time to work on it before they get here.

54
55 Budget Review: Alan Hardy asked the Board to turn to tab 10 in the back of the budget book. The Boscawen
56 Town Warrant. Page 3. #16, which is in red. This represents the borrowing authority he believes they need with
57 regard to the planned improvements to the Waste Water Treatment Plant for Penacook. They have targeted
58 \$750,000 for Boscawen's share. The town has excess capacity that they are paying for, but have not being using.
59 If they need to use it, it is included in the agreement. When the 38 town houses that are being built go on line
60 they will utilize the system. Alan Hardy said the biggest problem they have is the infiltration of clear water. It
61 is 70% clear water going into the system. Dean Hollins said Concord won't renegotiate because the town is
62 paying for that. Selectman Sanborn asked what authority the City of Concord has not to negotiate. Alan Hardy
63 said that they own the treatment center. This would give them the authority to act if necessary.

64
65 Alan Hardy made the Board aware of an option that he and Dean Hollins had been discussing. As of today they
66 have approximately \$304,000 in the sewer enterprise fund. If they can work it out, they are currently paying
67 \$48,000 a quarter to the City of Concord for the use of their services. But if the costs of these improvements
68 could be added to the quarterly payment, they could be paying that number out of the enterprise fund on a quarterly
69 basis. If we can work out the details, it wouldn't require bonding. In prior administration they were upside down
70 as far as their rate went and we were operating at a benefit to the consumer but at an expense to the town. We are
71 in the process of the 2nd rate study so we can keep the money going out slightly less than the money coming in.
72 What comes in for payment against the services, we are running a little ahead. When you look at the Public
73 Works budget, there is a \$48,000 contribution that the town makes annually and that is the value of the capacity
74 that we are not using. We would like to move forward with the idea and try to negotiate with the City of Concord
75 without bonding. That would save the town quite a bit in the long run. We will need a bond if we do more of the
76 sewer separation project and the capping of the landfill. Alan Hardy asked the BOS if that made sense to them
77 and they concurred. It was noted 4th line of #16"necessary work such as" .that would allow them to move
78 forward. We are now in a process where DRA would need to sign off on the warrant articles to ensure they are
79 legal.

80
81 Police: excused.

82
83 Town Clerk: Michele Brochu had no new items to report on.

84
85 New Business/General: Selectman Varney asked about 'the manufactured home park' at 149 North Main Street.
86 Alan Hardy said the new owner came in to the office today. The new owner's goal is to reconfigure the park.
87 The house in the front would go and they would add diagonal parking up one side and down the other. They
88 intend to relocate the water lines. The owner is hoping to get one more unit in there. Kellee Easler said there
89 would be 5 units on each side. She said the owner will be talking to Dean Hollins about the roads. The owner
90 wants to clean up the site. Alan Hardy said they will be losing the rest of the nonproductive buildings. The new
91 owner is talking about a coin operated laundromat. We have shut down 4 Kesevan Drive. We may have to
92 condemn the unit without a plan to renovate it. Selectman Sanborn asked about when they change the
93 configuration of where the manufactured homes are, would the owner need to come forward to the Board for that.
94 Alan Hardy said that they need to do a new site plan for the property with the Planning Board. There is a provision
95 in law, (RSA 205-D), that says you have to put a foundation down and restraints down, (2006 HUD), to hold the
96 manufactured homes down. He believes its RSA 31:116 that says an existing park doesn't need to utilize
97 foundations and that is currently being reviewed. Selectman Sanborn asked about concrete pads. Alan Hardy
98 explained that is what is meant by foundations. Kellee Easler said he wants to put in brand new units to replace
99 the old units. Fire Chief Fisher said he believed we can have him put pads down. Alan Hardy noted that 19 Gage
100 Street is a good example of a higher end manufactured home and well installed unit on a slab. There is also a
101 new unit two down from that. That park owner's goal is to have relatively new units. Every new unit, to date,
102 has utilized a pad. He supports the use of concrete pads. All of the new units in Bailey's Park have been installed

103 on slabs. Selectmen Varney asked about the enclosure for the water connection box. Alan Hardy explained that
104 the parks haven't always done what the Water Precinct required. Peter did say in the recent installation they have
105 been put in. Nicole Hoyt noted that the taxes are current. Selectmen Sanborn asked about setbacks. He assumed
106 the manufactured homes are on the property lines. Alan Hardy stated that some are, yes, but some are not. The
107 Ordinance does have provisions for following the grand fathered location for the buildings. That remains to be
108 seen if the park is surveyed. The new owner doesn't know where his boundaries are. Kellee Easler noted that
109 the side setbacks are 10 feet. Alan Hardy wants the owner to do a new site plan so things do fall into conformity.
110 Kellee Easler said it sounds like the property owner would like to do it in sections. Nicole Hoyt said the owner
111 came in to see Michele Brochu today to get a permit to bring things to the dump.

112
113 Alan Hardy answered Selectmen Davis's question regarding the church. The congregation didn't receive
114 information about the stairwell until the week the town said to shut it down. Ron Reed and Alan Hardy have been
115 discussing historical information. It doesn't mean that he may not come back before the Board of Selectmen.
116 Alan Hardy said it's a matter of the Board of Selectmen supporting the decision of Alan Hardy, as Building
117 Inspector, and Ray Fisher, as the Fire Chief and Life Safety Officer based upon the Primex inspection of town
118 buildings. The stair case is fully below the 'horizontal plane' separating the two properties. Even the 1937
119 document understood this. Alan Hardy said if the church challenged their decision, Alan Hardy's decision is
120 appealed to the Zoning Board of Adjustment and Fire Chief Ray Fisher's decision is appealed to the State Fire
121 Marshall's office. Alan Hardy said he is confident they will be upheld as the stairwell cannot be brought up to
122 code. Selectmen Varney noted that the Church was told two weeks ago that the Board of Selectmen shut them
123 down. He said they unlock that door when they have a meeting.

124
125 Nicole Hoyt said that the church said it would be secured. Selectmen Varney said they need to lock the town end
126 of it. Nicole Hoyt asked about installing a closet.

127
128 A **motion** to secure the bottom end of the stair case to the town hall was made by Selectmen Varney, seconded
129 by Chairman Sanborn and passed by a unanimous vote.

130
131 Fire Chief Ray Fisher said that the Selectmen cannot do that. There are Life Safety code issues. You can lock
132 the door from the inside, go up the stairs and put a lock up there. Alan Hardy noted that the choir robes are on
133 the other side of that door. Nicole Hoyt said that the town should give them a deadline. Either the door gets
134 locked or the closet gets built. Fire Chief Fisher said the motion needs to be rescinded. Selectmen Davis said
135 there is a half knee wall there can they do something different with. Fire Chief Fisher suggested putting a lock
136 on the inside of the church door and let them ask to have access to their storage for their choir robes. Selectmen
137 Davis said he can't do that upstairs because that's not the town's. Alan Hardy said if they decked it out as
138 proposed they are not violating the horizontal plane. He noted that it is much safer to deck it out. Chairman
139 Sanborn said they need to be notified that's what they will be doing. Selectmen Davis said he can take care of
140 that. A motion to withdraw the original **motion** was made by Selectmen Varney, seconded by Chairman Sanborn,
141 and passed by a unanimous vote. A new **motion** was made by Selectmen Varney to have Selectmen Davis put a
142 ceiling in at the top of the stairs to close off the stair case to eliminate the use, seconded by Chairman Sanborn
143 with the caveat that they communicate with Ron to let them know what they will be doing effective this weekend,
144 was passed by a unanimous vote.

145
146 Nicole Hoyt noted there were issues with the key for the trappers again. They received an email, and she
147 referenced the Minutes of that week where Alan Hardy asked for the 3 requests for keys for the town hall. There
148 was no motion. No action was taken. Selectmen Varney said he thought they decided to take no action. Nicole
149 Hoyt said that she will contact them and tell him that keys are not being issued at this point. Nicole Hoyt asked
150 Selectmen Davis how the parking lot at the town hall/church was taken care of on icy mornings. Dean Hollins
151 noted that they salt the parking lot. Nicole Hoyt said someone from Bone Builders slipped so they canceled the
152 builders for last Friday and she didn't know what to tell her. They slipped at the doorways as both doorways
153 were icy. Alan Hardy noted that there were no discussions about closing down town hall when other buildings

154 were being closed. Dean Hollins noted that they don't salt until the storm is over. Michele Brochu said the person
155 was here before 9:00 am to get the key.

156
157 A **motion** to close the meeting at 5:32 PM was made by selectmen Varney, seconded by Chairman Sanborn and
158 passed by a unanimous vote.

159
160
161 *Respectfully submitted by Rose M. Fife*