

Boscawen Selectmen's Regular Session  
Final Meeting Minutes 03.29.17  
Approved 05.03.17

**Present:** Bernard Davis Jr., Roger Sanborn, Mark Varney, Alan Hardy, Pamela Hardy, Nicole Hoyt, Kellee Easler, Ray Fisher, Dean Hollins, Kevin Wyman, and Michelle Brochu.

**Attendees:** Bruce Crawford entered the meeting at 4:40pm. Commissioners: Bruce Crawford, Eric Guay, Sean Skabo and Carol Lawson.

Chairman Varney opened the meeting at 4:35pm, led us in the Pledge of Allegiance and a moment of silence.

**Co-Administrator, Nicole Hoyt** discussed changes to the current BOS meeting format. Co-Administrator Alan Hardy suggested using the same format as the Planning Board. We will continue to request guests to be added to the meeting agenda so that they will have ample time to speak and so that the Administrators will have time to gather valuable information to aid the discussion. We understand that it may not always be possible to plan so in addition we will have a sign in sheet for any attendees that wish to address the BOS. The Chairman will invite them to speak at a convenient time with acceptance of a possible time limit.

**Board Action:** The Board of Selectman, in agreement of adopting the sign in procedure for the Selectmen Meetings do hereby make the following motion: Selectman Sanborn moved to adopt the previously mentioned policy. Selectman Davis seconded motion is passed.

The discussion continued regarding the meeting time of 4:30pm and Town Clerks availability to attend the BOS meetings. The Selectmen would prefer to keep the current office hours and excuse Michelle if she is unable to attend.

**Human Resources:** Pam Hardy has completed the MS232 Budget and it is ready for BOS signature after the meeting. Quarterly financial reports will be sent to the budget committee as a whole as soon as they are complete. Pam continues to work with the Co-Administrators and Department Heads on finding ways to improve the process for calculating employee compensation as part of the annual budget process. The proposed budget starts on January 1<sup>st</sup> of each year, but ultimately gets approved at Town Meeting in March. We will come to the BOS with proposals to refine the process later this spring. We continue to have issues with our payroll contractor and we are looking at other providers. We continue to verify that all our employees are getting properly compensated.

**Police Chief:** Kevin Wyman states there have been three drug overdoses, one fatality and an unknown death today, waiting for autopsy. Also, Central NH Regional Planning Commission is hosting a review of the NH-DOT Ten Year Plan in Concord, Thursday at 7pm at the Horseshoe Pond Meeting Room. Alan Kellee and Mark plan to attend the update.

**Public Works:** Dean Hollins states maintenance trucks need minor repairs. Keith Pratt, Underwood Engineers, Inc., has created Engineering Service Request #47 for annual reporting to the State of NH as part of the O & M Plan. Alan stated that at this time we are creating the format so it will be established for subsequent years for us to simply fill out and send in. The amount due for the service is \$2,000 and will be billed out of the Sewer Fund.

**Board Action:** Selectman Sanborn moved to approve ESR #47. Selectman Davis seconded. The motion is passed.

**Town Clerk:** Michelle Brochu has completed her research regarding over the phone registration estimates. Many towns are not offering this service as there are too many variables without all the paperwork presented. Some towns are using an online service for these estimates, however it is expensive and there is a large margin for error. The BOS concurs that registration estimates will only be done in the office effective immediately. Mark Varney requests that an announcement be put it on the Town website.

**Planning and Community Development:** Assistant Kellee Easler presented the BOS with 2 Vet 90 Exemptions, an intent to excavate, an abatement denial recommendation and a Timber Yield Tax warrant for signatures.

**Co-Administrator, Alan Hardy:** The Pastoral Properties sprinkler systems equivalencies-presentation was presented last night at the ZBA meeting.

The proposal includes a sprinkler system in the barn, all the new construction and the second floor which contains all of the bedrooms. The barn system will be installed this year, next year on the second floor and sleeping quarters. Fire Chief Ray Fisher needs to sign off on the sprinkler system design. Barn has not been insulated yet, this work will continue to be fit into the schedule.

Chairman, Mark Varney requested that department heads or a representative be present at each BOS meeting. Mark also asked for clarification on 24 hour coverage at the police department, Kevin explained that he is utilizing the officers at the departments most crucial times. This currently does not offer 24 hour coverage all 7 days of the week.

**Tax Collector:** Nicole Hoyt presented the BOS with a request for an abatement on interest and penalties for a Land Use Change Tax that was not paid in 2015 due to resident research on the lot. The Selectmen denied the request. Nicole shared that a new owner on Tremont St currently is receiving four sewer bills for the lots. She requested that we remove two of the accounts as one of the units has been removed and he will be in the process of removing a second.

**Board Action:** Selectman Davis moved to removed two of the accounts until any change in the parcel. Selectman Sanborn seconded, motion is passed.

Nicole also shared that a new owner on Tremont St. had been billed for sewer during the period it was owned by the Town because of the tax deed process. She suggested that the Town pay for the next quarterly bill out of the deeded property account line for this parcel since to the two amounts are identical.

**Board Action:** Selectman Davis moved to pay \$43.20 from the deeded property line for the next quarterly sewer billing for 23 Tremont St. Chairman Varney seconded, motion is passed.

**Motion to move into non-public session per RSA 91-A: 3, II (c) at 5:30pm made by Mark Varney, and seconded by Bernard Davis. All in favor. Roll Call: Roger Sanborn – yes, Bernie Davis – yes, Mark Varney – yes.**

**Motion to leave non-public session made by Mark Varney, and seconded by Roger Sanborn. All in favor. Roll Call: Roger Sanborn – yes, Bernie Davis – yes, Mark Varney – yes.**

**Motion to seal the non-public sessions made by Bernard Davis, and seconded by Roger Sanborn. All in favor.**

**Commissioners for Penacook/Boscawen Water Precinct:** Bruce Crawford, Sean Skabo, and Eric Guay, accompanied by Carol Lawson met with the BOS to discuss some of the issues facing the Town with the current process of translating water meter readings from the precinct to the town software for sewer.

Carol explained that she had met with Nicole the week prior and spent some time understanding the process and how involved it is. They discussed ways to improve the transfer of information even though there are two separate systems talking to each other. The Precinct currently uses Continental and the Town uses Avitar. The Town auditors would like to see a seamless transfer of information to eliminate the human error factor. This will not be possible with the current differences between entities. The BOS requested information regarding the Department of Revenue Administration's request for the Precincts MS-636.

Chairman Skabo explained that he had been playing phone tag with DRA and will be discussing the method as to how to continue with the Procedural Defect Meeting. More information will be forthcoming.

Commissioner Crawford explained that the date of the letter from the BOS and actual arrival date was three weeks apart. The BOS explained that it was the second attempt to contact the precinct.

**Motion to adjourn the meeting at 6:11pm made by Bernie Davis, and seconded by Roger Sanborn. All in favor.**

*Respectfully submitted by Nicole E. Hoyt*