

## **Town of Boscawen**

### **Board of Selectmen**

#### Final Minutes

Wednesday, November 07, 2018 at 5:00pm

In attendance: Roger Sanborn, Edward Cherian, Katie Phelps, Kevin Wyman, Ray Fisher, Dean Hollins, Kellee Easler, Alan Hardy, Nicole Hoyt and Sarah Gerlack.

Selectman Edward Cherian opened the meeting with the pledge of allegiance at 5:00pm and a moment of silence.

Human Resource/ Finance Director Katie Phelps mentioned that it is open enrollment for employees and their health insurance. Open enrollment will need to be completed by December 8<sup>th</sup> 2018. If an employee's doesn't have any changes they will not need to take any steps during the enrollment period for health insurance. Any employee that is enrolled in the Flex Spending Account will need to fill out a re-enrollment form and submit it to Katie.

Police Chief Kevin Wyman let the Board know that during the Police Department had their Drug Take Back day and they collected 33.6lbs of unused medication. The medication collected gets destroyed by the Drug Enforcement Agency.

Fire Chief Ray Fisher mentioned that the radiator for the Mack was due back today and hope to have I installed Friday.

Selectman Edward Cherian read aloud a letter of resignation from Deputy Fire Chief Mark Bailey. Mark will be instructed to turn his gear in to Corey Welcome. Ray would like to mention that he does not agree with his reasoning in the letter and takes offence to it. Ray will bring in his recommendation of the chief to the Board.

Town Clerk Nicole Hoyt wanted to thank everyone for their hard work at the Elections yesterday and she said everything went well. During the day of the election the Attorneys Generals Office came to inspect the polling facility. Everything went well and based on the mount of registered voters in Boscawen Nicole had to add two more booths.

Nicole wanted to let the Board know that due to Haylee's hire date she won't be eligible to attend the DMV training until mid-December. Nicole presented the Board with a letter for signature to the Board in order for the state to add her to the class.

#### **Guest Speaker**

Planning Board members Barbara Randall and Rhoda Hardy came to address the Board on behalf of the Planning Board to recommend Paul Dickey as a Planning Board member. Paul Dickey was in attendance and would like to be considered to be part of the Planning Board.

**Selectman Roger Sanborn made a motion to accept Paul Dickey as a Planning Board member. Selectman Edward Cherian seconded. All in favor.**

Planning and Community Development Director Kellee Easler would like to ask the Board to approve a part time position for an Assistant at 30 hours a week. The Board has asked Kellee to

**Town of Boscawen**  
**Board of Selectmen**  
Final Minutes  
Wednesday, November 07, 2018 at 5:00pm

present the job posting and job description by next week. Kellee has put together the budget for the position and it would only affect her budget by -1%.

**Selectman Edward Cherian made a motion to accept nonpublic minutes #1, #2 and # 3 from October 31<sup>st</sup> 2018. Selectman Roger Sanborn Seconded. All in favor.**

**Selectman Edward Cherian made a motion to approve nonpublic minutes from November 6<sup>th</sup> 2018. Selectman Roger Sanborn seconded. All in favor.**

Administrator Alan Hardy has proposed to the Board to prompt Kellee Easler to the Planning and Community Development Director. Kellee has been the Planning and Community Development Assistant and knows the Job well.

Alan Proposed to the Board to promote Katie Phelps to Finance and Human Resource Director.

The Board has accepted Alans proposals and Kellee and Katie will start in their new positions immediately.

Going into budget season Alan proposes to have the Municipal Office budgets presented first. Starting next week the department heads will present their budgets at the Board of Selectmen meetings at 5:30pm. Katie will let the Budget Committee know.

At this time the budget committee is made up of five members, The Board would like to see a committee of seven members. Currently Gail Egouins has not mentioned wheatear or not she will continue on the Board. The Budget Committee will need to elect a new Chairperson and to do so they will need to hold a committee meeting.

Fire Chief Ray Fisher wanted to let the Board know that he would not be at next week's meeting.

The meeting for Wednesday November 21<sup>st</sup> will be moved to Tuesday November 20<sup>th</sup> due to the holiday. The Town Offices will be closing at noon on November 21<sup>st</sup>. The Board has asked to post the change on the Town Website and Facebook page.

**Selectman Roger Sanborn made a motion to move the Board of Selectmen meeting to Tuesday 11/20/18 from 11/21/18. Selectman Edward Cherian seconded. All in favor.**

Alan mentioned that he has been notified that Ross Cunningham is take over as the Administrator of the Merrimack County facilities and is currently operating the Correctional Facility. He would like to meet with the Board and Alan will offer for him to come in to the Board meeting on 11/20 at 5pm, for a brief meet and great.

Alan presented the Board with the Briar Hydro Payment In Lieu of Tax agreement for signature. The overall increase in revenue this year was from 5%to 7%. If the net metering bill is approved the

**Town of Boscawen**  
**Board of Selectmen**  
Final Minutes  
Wednesday, November 07, 2018 at 5:00pm

Town will receive more taxes from Briar Hydro.

**Selectman Edward Cherian made a motion to approve and sign the PILOT agreement with Briar Hydro. Selectman Roger Sanborn seconded. All in favor.**

Alan mentioned that part of re-organizing the upstairs office space they are in need of finding more flat document file storage. Alan presented a plan for a four five drawer cabinets. They are not fire proof because they do not make them but they do have the mylars digitally stored. Alan is proposing that half is paid by impact fees and the other half from the building inspector revolving fund. The Board has asked to table the conversation until next week.

Alan let the Board know that the generators have been worked on. The one at the Fire Department didn't have any issues and the one at the Municipal Complex is skipping more and they will be sending him a proposal to look at the cylinders. They are concerned about the engine with the cylinders not working at their capacity.

Alan read aloud a letter for the reroofing of the municipal building. The Board would like to get a price quotes for both the standing seam and the shingles to make a decision. The roof will require to have snow guards.

Alan passed around the picture of the granite memorial for Ken Marshall that is located at the Town garden. The Board agrees it is beautiful and it is a nice tribute to Ken who was involved in the community garden.

Public Works Director Dean Hollins let he Board know that Eel Street is all paved and Corn Hill road will be tomorrow.

Alan mentioned that he and Dean have been working in the sewer ordinance and it has come back from the Department of Environmental Services with very few concerns. Once the Ordinance is finalized the Town will hold a Public Hearing to adopt it.

**Selectman Edward Cherian made a motion to go into nonpublic RSA 91-A: 3, II (c). Selectman Roger Sanborn seconded. All in favor.**

**Selectman Roger Sanborn made a motion to come out of nonpublic RSA 91-A: 3, II (c). Selectman Edward Cherian seconded. All in favor.**

**Selectman Edward Cherian made a motion to adjourn the public meeting at 6:18PM. Selectman Roger Sanborn seconded. All in favor.**

Respectfully submitted by Sarah Gerlack