

Boscawen Selectmen's Regular Session
Final Meeting Minutes 11.30.2016
Approved 12.7.2016

Present: Bernie Davis, Jr., Roger Sanborn, Mark Varney, Alan Hardy, Nicole Hoyt, Pamela Hardy, Chief Kevin Wyman, Dean Hollins, Chief Ray Fisher, Kellee Jo Easler, Michelle Brochu and Candace Haithwaite

The bidding process began at 4:00 PM for the property located at 23 Tremont Street. No bids were received. An offer was made to purchase the property for \$25,000.

Board Action: Chairman Sanborn moved to relist 23 Tremont Street at a minimum bid of \$25,000. Selectman Davis seconded the motion. Selectman Varney abstained.

Chairman Sanborn opened the meeting at 4:29 PM led us in the pledge of allegiance and a moment of silence.

Acceptance of Minutes – November 22, 2016 Public Session:

Board Action: Selectman Varney moved to accept the November 22, 2016 public minutes as amended. Selectman Davis seconded the motion. All in favor, the minutes are accepted as amended.

Acceptance of Minutes – October 26, 2016 Public Session:

Board Action: Selectman Varney moved to accept the October 26, 2016 public minutes as amended. Chairman Sanborn seconded the motion. All in favor, the minutes are accepted as amended.

Accountant Pamela Hardy informed the Board that a lunch meeting has been scheduled for December 14th for department heads and all employees are welcome. Pam reviewed the options available for the Flexible Spending Account balance for employees. One option to allow a two month grace period or the other option to carry up to \$500 over to use at any point in the following year.

Board Action: Selectman Varney moved to allow the carryover up to \$500 be used at any point in the following year. Chairman Sanborn seconded the motion. All in favor, the motion was approved.

Accountant Pamela Hardy presented the 2017 Holiday schedule and two personal days for approval.

Board Action: Selectman Varney moved to approve the 2017 Holiday Schedule and two personal days. Chairman Sanborn seconded the motion. All in favor, the motion was approved.

Accountant Pamela Hardy requested to transfer \$3,783.13 from the Safety Equipment fund to the General Operating Fund for the Emergency Management Plan.

Board Action: Selectman Varney moved to transfer \$3,783.13 from the Safety Equipment fund to the General Operating Fund for the Emergency Management Plan. Selectman Davis seconded the motion. All in favor, the motion was approved.

Accountant Pamela Hardy reminded the Board that there are four employees eligible for the longevity increase in 2017 and department heads should budget accordingly.

Public Works Director Dean Hollins informed the Board that the new playground equipment has been installed. Co-Administrator Nicole Hoyt thanked Dean for the work his department did in helping make it happen.

Fire Chief Ray Fisher has received the letters for the Fire Station and has started to install them. Chief Fisher researched installing a keypad lock to the kitchen but has decided to keep what is currently being used. He would like to purchase a slide in poly tank for the Gator UTV and has the money in his budget. Chief Fisher will also work with Accountant Pam Hardy on the stipends for the firefighters.

Planning and Community Development Assistant Kellee Jo Easler presented an Abatement for Fairpoint from 2011 through 2015 in the amount of \$13,249.00. Kellee also informed the Board about the RSA Title III, Section 33-A:3 which requires the Town to create a Municipal Records Committee to govern the disposition of municipal records.

Board Action: Selectman Varney moved to create a Municipal Records Committee in accordance with the RSA. Selectman Davis seconded the motion. All in favor, the motion was approved.

Administrative Assistant Candace Haithwaite had two requests to use the Town Hall. A request from the Girl Scouts to use it on December 13th from 5-8 to help with recruiting at no charge, the Board agreed. The other request from the Merrimack Valley High School Key Club for a dance-a-thon fundraiser from one of the students. The Board agreed to the request with the condition that it would be chaperoned and would need an adult as the responsible party along with the \$50 deposit which would be return upon inspection of the Town Hall after the event.

Co-Administrator Nicole Hoyt presented a draft version of a cell phone policy for town employees. Discussion ensued. The Board would like an announcement made at the beginning of the meetings that cell phones be silenced and not be disruptive during a meeting. Nicole met with Accountant Pamela Hardy about meeting with the Budget Committee. Based on the dates by regulations the best day to meet would be Wednesday, January 25th and have the Hearing on February 8th. This will allow enough time to coincide with the Town Meeting schedule. Discussion took place on potential ways to more easily communicate with the Budget committee. Co-Administrator Alan Hardy recommended having the Budget Committee come in on December 7th at 5:30. Nicole informed the Board that the budget will be presented to them on January 18th at 5:30.

Co-Administrator Alan Hardy presented letters for the Board to sign for the residents of The Acre regarding speed. Alan also informed the Board about some interested in the old Police Station building on High Street. There will be a Public Hearing on December 21st to entertain proposals for the use of the building.

Chairman Sanborn moved to a non-public session at 5:35pm, seconded by Selectman Davis. All in favor. The motion was approved.

Upon exiting non-public session, there being no further business, Chairman Sanborn moved to adjourn at 6:12pm, seconded by Selectman Davis. All in favor, the motion was approved.