

Boscawen Selectmen's Regular Session
Final Meeting Minutes 12.7.2016
Approved 12.14.2016

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

Chief Kevin Wyman was excused

Attendees: Ernie Petrin, Keith Gilbert, Kenny-Lynn Dempsey, Gail Egounis, Barbara Randall, Martha Crete, Bruce Crawford, Rhoda Hardy, Will Swyers and Ed Cherian

The bidding process began at 4:00 PM for the property located at 23 Tremont Street. One bid was received in the amount of \$25,763.49.

Board Action: Chairman Sanborn moved accept the bid of \$25,763.49. Selectman Davis seconded the motion. All in favor, the motion was approved.

Chairman Sanborn opened the meeting at 4:28 PM led us in the pledge of allegiance and a moment of silence.

Kenny-Lynn Dempsey, Keith Gilbert and Ernie Petrin addressed the Board about High Street addresses on Tote Road and Lincoln Terrace. There is confusion in the numbering which delays response times. Discussion ensued. Planning and Community Development Assistant Kellee Jo Easler will compile a list of town addresses that potentially cause confusion and will follow up with E911.

Acceptance of Minutes – November 30, 2016 Public Session:

Board Action: Selectman Varney moved to accept the November 30, 2016 public minutes as amended. Chairman Sanborn seconded the motion. All in favor, the minutes are accepted as amended.

Acceptance of Minutes – November 30, 2016 Non-Public Session:

Board Action: Selectman Davis moved to accept the November 30, 2016 non-public minutes as written. Selectman Varney seconded the motion. All in favor, the minutes accepted as written.

Accountant Pamela Hardy requested to transfer \$9,307.18 from the Building and Equipment fund to the General Operating fund for electrical and lighting.

Board Action: Selectman Varney moved to transfer \$9,307.18 from the Building and Equipment Fund to the General Operating Fund for electrical and lighting. Selectman Davis 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 chairs, hammers, flashlight and Emergency Management Plan.

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

Human Resource Director, Pamela Hardy reminded department heads about the lunch meeting December 14th regarding health insurance, which is open to all staff. Pam has been working with Primex on the workers comp and liability insurance discounts that were not applied previously. Pam is working on the budgets she has received.

Town Clerk Michelle Brochu informed the Board that the fire proof cabinet she ordered was delivered in New Jersey and she is working to get it here.

Public Works Director Dean Hollins informed the Board the fuel tanks should be inspected next week to stay compliant with Department of Environmental Services. Dean included \$20,000 in his budget a DES requirement for the Operations and Maintenance plan and the Inflow and Infiltration study. Dean reminded everyone with snow in the forecast that there is no on-street parking.

Fire Chief Ray Fisher received two new outdoor lights for the fire station but received them in black instead of white. He will resolve the issue. He is working with Accountant Pamela Hardy on the stipends for the department.

Planning and Community Development Assistant Kellee Jo Easler presented two notices of Intent to Cut and will be expecting another next week. One of the notices is on the older form and Kellee is checking with Department of Revenue Administration if the older form is still acceptable.

Co-Administrator Nicole Hoyt informed the Board about the meeting for the Emergency Operations Plan meeting. She indicated that the Town would not be billed until next year. Discussion ensued and the discussion was tabled. Nicole informed the Board that Kay Bush will be turning 100 in June and is believed to be Boscawen's oldest resident. The Board will plan to present the cane to Kay in January. Nicole reminded the Board about the school board meeting on December 15th.

At this time, all members of the Budget Committee were present for an overview. The Board asked what the committee would like to see this year. Gail Egounis suggested seeing the numbers earlier would be most helpful. The Committee will meet again next week at 5:30 PM. The target date to present the full budget to the committee will be January 25th and a tentative hearing date of February 8th. Selectman Mark Varney thanked everyone on the committee for volunteering.

Co-Administrator Nicole Hoyt presented the updated cell phone policy.

Board Action: Selectman Varney moved to accept the cell phone policy as written and effective immediately. Chairman Sanborn seconded the motion. All in favor, the motion was approved.

Co-Administrator Nicole Hoyt inquired if the Board has put any thought into the cover and dedication for the Town Report. Chairman Sanborn suggested the new chicken farm for the cover. Bruce Crawford suggested the dedication be made to the volunteers for the different Boards and Committees in Town. Nicole will compile a list of what the previous years' dedications have been.

Co-Administrator Alan Hardy informed the Board that Cole Melendy from Underwood Engineering will prepare an application for the Assessment Management Plan Grant from NH-DES due on December 16, 2016 if the board wishes to apply. Alan informed the Board that this is a loan forgiveness program and not a grant. If the board is interested, a 2017 warrant article would be necessary. Alan indicated that this document, once completed, would be helpful in planning for updates to the sewer system infrastructure and recommend that the town apply for the Building Asset Management Plan Grant.

Board Action: Selectman Varney moved to move forward with the Building Asset Management Plan Grant Application. Chairman Sanborn seconded the motion. All in favor, the motion was approved.

Co-Administrator Alan Hardy reviewed the sale of 23 Tremont Street and the buyer may also have interest in Tote Road. Candace Haithwaite will handle the transaction for 23 Tremont Street. Alan updated the Board about the MTAG process and concerns about the time frame to be ready for Town Meeting. It was recommended to hold a special Town Meeting in May but there may be the option to wait until the next Town Meeting as well. Alan will explore both options and follow up. Alan indicated that an email was received inquiring about assistance with snow removal for an elderly resident and suggestions

were made on how to handle the matter. Alan reminded the Board about the Public Hearing for use of the old Police Station and 2017 Administrative Fees on December 21st. Gail Egounis suggested that Alan reach out to someone who had shown interest in the old Police Department as a courtesy.

Planning and Community Development Assistant Kellee Jo Easler informed the Board in order to prepare for the new Veteran's Credit assessors are suggesting to double the amount of the current credits. She will determine the hearing date and inform the Board next week.

Chairman Sanborn moved to a non-public session at 5:57PM, 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 6:48 pm, seconded by Selectman Davis. All in favor, the motion was approved.

Respectfully Submitted by Candace Haithwaite