

Boscawen Selectmen's Regular Session
Final Meeting Minutes 12.21.2016
Approved 1.4.2017

Present: Bernie Davis, Jr., Roger Sanborn, Mark Varney, Nicole Hoyt, Katie Phelps, Kevin Wyman, Dean Hollins, Michelle Brochu and Candace Haithwaite

Kellee Jo Easler, and Ray Fisher were excused

Attendees: Penny Sarcione, Bruce Crawford, Elaine Clow, Barbara Randall, Mason Donovan and Elodie Reed

Chairman Sanborn opened the meeting at 4:30PM, led us in the pledge of allegiance, and a moment of silence.

At 4:34PM, Selectman Varney motioned to open the Public Hearing for the 2017 Administrative Fees, seconded by Selectman Davis.

The 2017 Administrative Fees were reviewed and discussed. Bruce Crawford inquired about adding equipment charges for the Public Works and Police Department however it was indicated that these were administrative fees. The Parks and Recreation Committee suggested an increase for the Summer Camp Program sign-up fee. The proposed increase is from \$25 per child with a maximum of \$50 per family, to \$50 per child with a maximum of \$100 per family.

Chairman Sanborn moved to close the Public Hearing, seconded by Selectman Varney.

Board Action: Selectman Varney moved to accept the 2017 Administrative Fees as presented. Selectman Davis seconded the motion. All in favor, the motion was approved.

Co-Administrator Alan Hardy introduced Mason Donovan, who presented an idea to the Board about using the Town owned property at 19 High Street. He proposed the idea of a coffee shop that would be used to actively cultivate and generate ideas; that would be a valuable resource to the community and not just a transactional business.

At 4:48PM, Selectman Varney motioned to open the Public Hearing for the Use of the 19 High Street Property, seconded by Chairman Sanborn.

Bruce Crawford commented that there has been some talk about a need for a gathering place. Elaine Clow thought a breakfast spot in town would also be beneficial. Barbara Randall inquired about a business model. Co-Administrator Alan Hardy indicated that the whole scenario will need to be presented at Town Meeting because the Town would incur the cost to get the building suitable to lease. Alan will be in touch with Mason to discuss things further. The Board suggested to the staff to find out what the building would need to bring it up to code.

At 4:56PM, Chairman Sanborn closed the Public Hearing, seconded by Selectman Varney.

Mason Donovan presented a donation in the amount of \$200 for the 1913 Library.

Board Action: Selectman Varney moved to accept the donation in the amount of \$200 for the 1913 Library and match the funds. Selectman Davis seconded the motion. All in favor, the motion was approved.

Town Clerk, Michelle Brochu presented her budget. The decrease in overtime is due to fewer elections in 2017. She would like to increase the pay rate for the Ballot Clerks and the Moderators. She is currently waiting to hear back from the Supervisors of the Checklist. Michelle plans a decrease in the Meetings and

Travel line. Michelle would like to encumber \$1,801.00 to preserve an additional historical records book.

Alan presented a motion to encumber \$1,801.00 for 2017 for records preservation.

Board Action: Selectman Varney moved to encumber \$1,801.00 for records preservation in 2017. Selectman Davis seconded the motion. All in favor, the motion was approved.

Accountant Pam Hardy presented the Finance Administration budget to include the merit increases of 2% and an increase to move an employee from part time to full time in March. Pam indicated a decrease for audits and an increase for meetings and travel.

Tax Collector Nicole Hoyt presented the Tax Collector budget to include the merit increases of 2%. She indicated an increase in equipment and supplies due to toner cost. There was also an increase to Lien Expenses due to Merrimack County recording fees in addition to an increase for Meetings and Travel. An inquiry was made about the postage being included in the budget. General office supplies such as paper and postage are under the Executive budget. Nicole stated she would provide a breakdown of postage by department at next week's meeting.

Alan briefed the Board about plans to update the aging HVAC system at the Town Office. Currently, we have saved \$130,000 in a capital reserve fund and plan to put the last \$20,000 in the reserve in a 2017 warrant article. Alan is currently working with mechanical engineers to design a new system in the attic. He will bring the proposal to the BOS and Chief Fisher as it is developed. Alan is also working with Cybertron and Chief Wyman on a new server for the municipal office. When completed, the new server will have dedicated storage capability so that our two servers can back up to each other frequently during the day. That way, if we were to lose one of the servers, there would be a "mirror" image stored in the other server. Both of these items are planned for in the capital reserve contributions proposed by the CIP Committee.

Selectman Varney inquired about the funds for the Emergency Operations Plan; will they be in the Capital Reserve Contribution this year? Alan indicated that they would not at this time as we are discussing placing them in an operating budget.

Co-Administrator Nicole Hoyt informed the Board that Dave Collins from Penacook Rescue Squad will address the Board on January 4th to go over amounts for the warrant article. Alan informed the Board the Planning Board was in support of a request from a property owner to be re-zoned from an AR zone to an R1 zone.

Alan presented for Planning and Community Development Assistant Kellee Jo Easler. He reminded the Board that the Public Hearing for adopting all Veteran's Property Tax Credit will be held on December 28th at 4:30PM. He presented to the Board pictures of a property that we have ordered vacated. Alan met with the owner and he indicated that there may be a potential buyer for the property.

Alan told the Board that Health Officer Kellee Easler would like to appoint Katie Phelps as Deputy Health Officer as of the 2017 Town Meeting. He will prepare the paperwork for the Board to review. He also indicated the last of the documents are complete for the Coldbrook to GMI ownership transition. Alan informed the Board that a property owner has challenged the taxation process here in Boscawen. Town Counsel is now handling that appeal.

Alan acquired two quotes for building work on the 1913 Library. Discussion ensued about the uses and the plans for the building. Alan requested that the Board encumber \$6,700 for repairs to the 1913 Library.

Board Action: Selectman Davis moved to encumber \$6,700 for repairs to the 1913 Library. Chairman Sanborn seconded the motion. All in favor, the motion was approved.

Nicole informed the Board of an issue with the sewer reading for 3 Birch Street. The Board requested additional information for next week's meeting. She also informed the Board about an outstanding bill for the Transfer Station in the amount of \$150 that is being disputed between family members.

Public Works Director Dean Hollins informed the Board that the gas tanks at the Town Shed had been inspected and required some minor repairs but are in otherwise good shape. He informed the Board that he would like to encumber funds for paving because of the current price being offered. Alan & Dean will draft the necessary documents for the Board to review. Dean also informed the board that as part of the grant for Commercial Street, our engineering firm has asked Dean if Boscawen is willing to commit some of the landfill space if the grant is awarded. Dean indicated that if we can get the clean-up grant, then it would make sense to commit the landfill space. Alan continues to work with Dean and Underwood Engineering on the Commercial Street clean-up project. Discussion ensued. At the end of the discussion, Alan requested that he be given authority to sign the grant application.

Board Action: Selectman Varney moved to allow Alan Hardy to sign the application on behalf of the Town. Chairman Sanborn seconded the motion. All in favor, the motion was approved.

Elaine Clow inquired about the historical value and asked if the footprint would be maintained on Commercial Street. Alan said he would like to see that the footprint be protected for future uses.

Selectman Davis requested signs be posted on the back door to the Municipal Office emergency use only.

There being no further business, Selectman Varney moved to adjourn at 6:31PM, seconded by Selectman Davis. All in favor, the motion was approved.

Respectfully Submitted by Candace Haithwaite