

Boscawen Selectmen's Regular Meeting
Final Minutes 07.05.17
Approved on 07.19.17

Present: Chair Mark Varney, Selectman Roger Sanborn, Selectman Bernard Davis, Pennie Vigue, Nicole Hoyt, Alan Hardy, Katie Phelps, Jason Killary, Dean Hollins, Kellee Easler, Mike Fisher, Michelle Brochu.

Excused: Ray Fisher and Kevin Wyman.

Selectman Varney opened the meeting at 4:31pm, led us in the Pledge of Allegiance and a moment of silence.

Attendees: Public Hearing opened at 4:35pm: Keith Pratt and Meaghan McCowen from Underwood Engineering.

Boscawen Sewer Rate Study Update & System Development Charge.

- Infiltration/Inflow: 3-year average of 66% - excessive. I/I percentage has remained relatively consistent for the past 10 years+. Continue identifying and removing sources of I/I, as this could reduce the Town's treatment costs.
- Budget: Boscawen-Assume budget items increase at 2% per year, WWTF charges increase at 6% per year, debt payments per debt schedule. \$20k per year for maintenance (sewer system repairs), 20k per year for CCTV (video in sewer lines), 30k in 2019 for I/I Planning Project. Concord charges have increased from \$1.57/100 CF to \$2.33/100CF. Increases appear to be due to WWTF expenses, not increased ratios of Boscawen flows and loads to total flows and loads. Total of \$750k assumed for Concord CIP items, CIP items=\$669k, Contingency=\$67k, Admin/Engineering=\$14k. The cost for these items could be paid in one of two ways, \$300k from reserves and a \$450k bond over 10 years or \$750k bond over 20 years.
- General Fund Contribution: Currently at \$48,000 per year, suggested increase to \$75,000 per year due to increase in Concord charges, covers cost due to inflow.
- Rates Summary: Boscawen budget only and no rate increase, shortfalls projected for 2017-2021, 2021 Reserve Balance=\$105k. 20% rate increase needed in 2018 to support Boscawen budget only, 2021 Reserve Balance=\$413k. 45% rate increase needed in 2018 to support Boscawen budget and Concord CIP, 2021 Reserve Balance=\$116k. 45% rate increase needed in 2018 to support Boscawen budget and Concord CIP, 2021 Reserve Balance=\$393k.
- Recommended System Development Charge: A system Development Charge (SDC) is a fee designed to cover the costs associated with the existing equity of the system or the incremental cost of offsite improvements needed to serve new development. Recommended charge of \$1,825/EDU. The SDC shall be charged in addition to all other existing fees charged for service. This fee will only be applied to new customers.

5:05pm Public Hearing closed and public meeting resumed at 5:08pm.

Town Clerk, Michelle Brochu: Newly preserved historical books have been completed and received by Michelle. Michelle will provide accounting with the bill for these books next month. New DMV decal plates became available on July 1, 2017. All monies collected for these plates will be donated to the cause you choose as a decal. We have officially not yet received much information for these plates.

Human Resources/Accountant, Katie Phelps: 2nd quarter reports were given to department heads. Katie also stated that one employee had a minor injury at work yesterday.

Lieutenant Jason Killary: Jason reported that Sunday, on the river, a person suffered a medical event. Extrication provided by the Boscawen Fire Department boat, this person did not survive. On Tuesday three people were taken off of the river by the Boscawen Fire Department boat. Several car break-ins were reported at the parking lot near the Dorval House and the boat ramp over the 4th of July. Jason did meet with Nicole Hoyt and Alan Hardy today in regard to parking at Jamie Welch field.

Fire Department, Mike Fisher: Mike reported that the LED lighting is all set and complete at the Fire Department. Mike mentioned what a busy weekend they had on the river, however, the boat worked very well.

Public Works Director, Dean Hollins: Dean states that the Public Works Department has been lining crosswalks for painting to be completed as soon as possible. Dean has also been speaking to the Department of Transportation District II, they have offered Public Works two pre-cast catch basins. Dean will also be on vacation next Wednesday July 12th thru July 19th.

Planning and Development Assistant, Kellee Easler: Kellee presented one abatement for the Fibre Mill, this abatement will go to the former owner, not the new home owners. Two DRA forms, PA28, presented for signatures, all signed. Kellee had a form for Forest and Lands under RSA 74:4 for 2018. Kellee also passed out the Emergency Management Plan to the selectmen and Department Heads, there is a September 2017 deadline to approve.

Co-Administrator, Alan Hardy: Alan has had some resident complaints in regard to Woody Hollow co-operative. A letter has been sent to seven tenants within the park stating they will no longer provide them with a park mailbox option, as well, they do not want independent owners on the parks walkways and driveways. The owners of the park have called to have people arrested that were on park property recently, however, these 7 individual owners request and require a right of way. The Post Office has refused to cooperate with either side in this matter. This is not a "Town" issue so the "Town" will not intervene, this is a civil matter.

Alan also mentioned that Thelma Cushman has passed away. Her services will be this coming Monday at 2:00pm. Chair Mark Varney moved to waive the Town Hall usage fee for this event due to the fact that George Cushman was a long, upstanding prior staff member of this community, Roger Sanborn seconded that motion, all in favor.

A discussion ensued in regard to closing the Town Hall at the Boscawen Congregational Church and using that space for storage and not rentals. This subject will be brought to discussion again at a future date.

The Board of Selectmen meeting minute's procedure was also re-vamped. The procedure is now as follows; Wednesday evening minutes will be provided to the Selectmen and Department Heads by the close of business the following Monday for review. Any staff that need to request any changes to their portion will print out the minutes, make changes and return to Pennie Vigue that Wednesday and final minutes will be ready for approval by following Wednesday's meeting. The turnaround time for each set of minutes will now be two weeks.

Co-Administrator, Nicole Hoyt: Nicole presented a donation from Dr. Sam in the amount of \$900.00, Selectman Sanborn moved to accept the donation, Selectman Davis seconded that motion, all in favor.

There is a new sign near the adaptive swing out back of the Town Municipal Building showing that the swing was donated in remembrance of Adalyn Rose Petty. Bernie is going to look into having that mounted to the top side of the swing to keep it up and away from children, other people, etc.

Nancy Towle is putting together a schedule fee for flowers and supplies she has used to beautify some of the grounds here in Boscawen, however, the land down by the lights belongs to the state. A resolution to this discussion was not arrived at this evening.

Tom Danko has retired from the cleaning position at the Town library. The librarians are covering that position in the interim of finding a replacement.

Recently acquired Town owned property. Nicole was contacted by the former owner who would like to talk about re-purchasing the property, Nicole did relay his legal choices and Nicole and Alan will meet with him next week to discuss the matter further.

Administrative Assistant, Pennie Vigue: Pennie had seven non-public meeting minutes that needed approval. 06.14.17 RSA91-A:3II (c), Selectman Sanborn moved to accept the minutes, Selectman Davis seconded that motion, all in favor. 06.14.17 RSA91-A:3II (c), Selectman Sanborn moved to accept the minutes, Selectman Davis seconded that motion, all in favor. 06.14.17 RSA91-A:3II (a), Selectman Davis moved to accept the minutes, Selectman Sanborn seconded that motion, all in favor. 06.14.17 RSA91-A:3II (a), Selectman Varney moved to

accept the minutes, Selectman Sanborn seconded that motion, all in favor. 06.07.17 RSA91-A:3II (e), Selectman Varney moved to accept the minutes, Selectman Davis seconded that motion, all in favor. 06.07.17 RSA91-A:3II (c), Selectman Sanborn moved to accept the minutes, Selectman Davis seconded that motion, all in favor. 06.07.17 RSA91-A:3II (a), Selectman Varney moved to accept the minutes, Selectman Davis seconded that motion, all in favor.

Pennie also had one set of public minutes for approval, Selectman Varney moved to accept these minutes, Selectman Davis seconded that motion, all in favor.

Human Services Administrator, Pennie Vigue: Assisted two clients this week in regard to emergency housing situations.

Motion to move into non-public session per RSA 91-A: 3, II (c) at 6:35pm made by Roger Sanborn, and seconded by Mark Varney. All in favor. Roll Call: Roger Sanborn – yes, Bernie Davis – yes, Mark Varney – yes.

Motion to move into non-public session per RSA 91-A: 3, II (c) at 6:42pm made by Roger Sanborn, and seconded by Mark Varney. All in favor. Roll Call: Roger Sanborn – yes, Bernie Davis – yes, Mark Varney – yes.

Motion to leave non-public session at 6:42pm 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 minutes RSA 91-A:3, II (c) made by Mark Varney, and seconded by Bernard Davis. All in favor.

Motion to adjourn public session was made by Selectman Varney, seconded by Selectmen Sanborn, all in favor, adjourned at 7:31pm.

***For unedited minutes please refer to The Town of Boscawen's Website**

Respectfully submitted by Pennie G. Vigue