

Town of Boscawen
Board of Selectmen
Boscawen Municipal Complex
Final Minutes
Wednesday, December 13, 2017 at 4:30pm

Present: Mark Varney, Roger Sanborn, Edward Cherian, Katie Phelps, Kevin Wyman, Ray Fisher, Dean Hollins, Kellee Jo Easler, Alan Hardy, Nicole Hoyt, Sarah Gerlack, Cheryl Mitchell.

Chair Mark Varney opened the meeting at 4:30pm, led us in the Pledge of Allegiance and a moment of silence.

Rhoda Hardy from Hilda's Pantry is looking for volunteers to hand out the Christmas food baskets on December 22, 2017 from 8am-10am.

In light of Bernie Davis resigning from the Board of Selectman. The Board has decided to appoint Edward J Cherian Jr as a Board member until the Town election in March.

MOTION: Chairman Mark Varney made a motion to appoint Edward J. Cherian Jr. the interim Selectman until the Town meeting election in March. Selectman Roger Sanborn seconded. All in favor.

Deputy Town Clerk Nicole Hoyt swore Edward Cherian in and then he took his appointed seat at the Selectman table.

MOTION: Chairman Mark Varney made a motion to accept the meeting minutes from the meeting 12/6/2017. Selectman Roger Sanborn seconded. All in favor.

MOTION: Chairman Mark Varney made a motion to accept the nonpublic minutes from 12/6/2017 RSA 91-A: 3, (c) #1. Selectman Roger Sanborn seconded. All in favor.

MOTION: Selectman Roger Sanborn made a motion to accept the nonpublic minutes from 12/6/2017RSA 91-A: 3, (c) #2. Chairman Mark Varney seconded. All in favor.

MOTION: Chairman Mark Varney made a motion to accept the nonpublic minutes from 12/6/2017 RSA 91-A: 3, (c) #3. Selectman Roger Sanborn seconded. All in favor.

MOTION: Selectman Roger Sanborn made a motion to accept the nonpublic minutes from 12/6/2017RSA 91-A: 3, (b) #4. Chairman Mark Varney seconded. All in favor.

MOTION: Chairman Mark Varney made a motion to accept the nonpublic minutes from 12/6/2017 RSA 91-A: 3, (b) public #5. Selectman Roger Sanborn seconded. All in favor.

Katie Phelps Finance - Katie presented the Board with a revised credit card purchase policy for approval.

MOTION: Chairman Mark Varney made a motion to accept the credit card policy with

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revisions. Selectman Roger Sanborn seconded. All in favor.

Katie presented the Board with an MOU for signature from Jefferson Solutions. In the past they have done our reporting for GASB for actuarial evaluation. Plodzick and Sanderson require it for auditing purposes. They will be able to start in January of 2018 and be completed in March. Katie verified with Mike Campo that this is normal practice. The estimated fees for the services will not exceed \$3700.00 due December 31, 2017. This works out to be \$1850.00 every fiscal year. This report will satisfy the requirements for GASB for a two year period. Katie needs Board approval and to have the Chairman Mark Varney sign the contract.

MOTION: Selectman Roger made a motion to accept the two year contract with Jefferson Solutions. Chairman Mark Varney seconded. All in favor.

Katie presented the Board with an encumbrance of assessing s for property reevaluations for 2018.

MOTION: Under the provision of RSA 32:7, I, Selectman Roger Sanborn made a motion to encumber funds from account number 4152312-Assesing Services, in the amount of \$10,369.55, for the 2018 Property Revaluation.

Encumbrance for police computer expense funds for a new IMC system in 2018.

MOTION: Under the provision of RSA 32:7, I, Chairman Mark Varney made a motion To encumber funds from the account number 4210331-Police Computer Expense, in the amount of \$7000.00, for a new IMC System. Selectman Roger Sanborn seconded. All in favor.

Katie presented the Board with a transfer request of \$261.91 to be reimbursed back into the General Operating Fund. The money was used for six Smoke Alarms.

MOTION: Chairman Mark Varney made a motion that the Trustee of the Trust Funds transfer \$261.91, from the Town Wide Safety Equipment to the General Fund for reimbursement. Selectman Roger Sanborn seconded. All in favor.

Katie presented the previously approved 2018 FSA agreement for the Board of Selectman to sign. Along with the laser signature card for Checkmate to get signatures from the Selectman, Treasurer and Deputy Treasurer to sign.

Ray Fisher Volunteer Fire Department – The Town has one fire hydrant on North Main Street right outside Cottage Street that has been blacked bagged and new one has been ordered.

Dean Hollins Public Works Department - Dean has met with Comcast to finalize the transfer of the 36 Marlborough Rd. building that Comcast was leasing from the Town. It is officially the Town

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of Boscawen's and the lock will be getting changed this week.
While working on his budget for 2018 Dean was reminded that in 2019 the landfill we be closed and he is working on a plan for 2019.

Kevin Wyman Police Department – Kevin Wyman has no new business. He will be presenting the Police Department's budget this evening.

Kellee Jo Easler, Planning and Community Development - Kellee presented the Board with a Timber sale tax warrant for signatures for 307 High Street. The Hazards Mitigation meeting is Monday December 18th. There are quite a few updates that are needed and Kellee has asked that the department heads take a look and update their sections. Kellee has been in contact with Mark Stetson and legal inquiring about the exemptions on solar panels .Mark is recommending that the Town needs to amend the exemption to make it clear on who does and does not qualify. Ed Cherian inquired about how it works if a resident leases or if it's residential vs commercial property. Kellee said she will check on that with Mark from Avitar. Kellee will need to send out public notices shortly.

Alan Hardy Administration - The generators at the Municipal building and the fire station came back and the batteries need to be replaced as they both are over 4 years old. Alan asked Dean Hollins that when he goes down to Concord, could he grab two It will be cheaper for us to replace the batteries than have the contractor do it. We will also need to change the thermostat on that generator as well, we have already replaced the thermostat on the fire department one. Power up Generator Service Company will send us a quote for investigating the skip in the municipal complex generator.

The selectman received a letter from a concerned citizen inquiring about the cinder block structure in the Town forest. Jeff Abby from Conservation has previously been in contact with the citizen.

Nicole Hoyt –Administration – Nicole has only received a few requests for funds from non-profits for the 2018 budget. The cutoff date for these requests will be at the Town Public Hearing. Nancy Clark's term had expired on the Recycling Committee and would like to continue. The Board approved and signed the appointment letter for Nancy to continue on the Recycling Committee. The Town report had been started in the summer and Nicole continues to work on it .We had some recommendations for the cover photo and heard from the public and from the Board and a decision will be voted upon. Nicole passed around a portion of the Webster Board of Selectmen meeting draft minutes where they had recognized one of our very own Boscawen Police Officers, Jon Adinolfo for saving a life while serving as a Webster Police Officer.

Budget Discussion

Library Budget – The library had a decrease in their budget of \$800.00 for 2018.

MOTION: Selectman Mark Varney made a motion to accept the 2018 Library budget as

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presented. Chairman Roger Sanborn seconded. All in favor.

Police Budget- Chief Kevin Wyman presented the Police had an increase in their 2018 budget due to a few key components. Increase in longevity to keep our current officers with a competitive salary close to our surrounding town's salaries.\$8000.00 for a new computer software system, IMC Live that will allow access to more records and not just the Boscawen area this is the second half of a two part payment with IMC to finalize final payment. The yearly cost will be \$3100.00 every year after 2018.

MOTION: Chairman Mark Varney made a motion to accept the Police Budget as presented for 2018. Selectman Roger Sanborn seconded. All in favor.

Fire Department: Chief Ray Fisher presented the Fire Department 2018 Budget. The budget went down for turn out gear and went up for dispatch. There will be things the Fire Department will need in 2018 that have been budgeted.

MOTION: Chairman Mark Varney made a motion to accept the Fire Department Budget as presented for 2018. Selectman Roger Sanborn seconded. All in favor.

Planning and Community Development Budget- Co-Administrator Alan Hardy presented the Planning and Community Development budget for 2018. The budget line for Assessing expense increased in the compensation line for wages due to an increase in total time allocated to the assessing process. The Planning and Community Development budget went slightly up for salary, public advertising, printing and mapping, etc. The Health Department went up for training related travel. Agricultural Commission expenses are proposed to be down slightly for 2018. The Conservation Commission budget is not requested to change in 2018.

MOTION: Chairman Mark Varney made a motion to accept the Planning and Community Development Budget as presented for 2018. Selectman Roger Sanborn seconded. All in favor.

MOTION: Chairman Mark Varney made a motion to go into a non-public at 6:10pm. Selectman Roger Sanborn seconded. All in favor

MOTION: Chairman Mark Varney made a motion to come out of the non-public meeting at 6:45pm. Selectman Roger Sanborn seconded. All in favor

MOTION: Chairman Mark Varney made a motion to seal the non-public meeting minutes. Selectman Roger Sanborn seconded. All in favor

MOTION: Chairman Mark Varney made a motion to adjourn the meeting at 6:45pm. Selectman Roger Sanborn seconded. All in favor.