

Town of Boscawen
Board of Selectmen
Boscawen Municipal Complex
Final Minutes
Wednesday, December 20, 2017 at 4:30pm

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

Chair Mark Varney opened the meeting at 4:15pm, led us in the Pledge of Allegiance and a moment of silence.

Police Chief Kevin Wyman presented on behalf of the Board of Selectman, Boscawen Police Department and the residents of Boscawen Officer Glen Chislett with a Meritorious of Conduct award for his heroism for a domestic violence call. On August 14, 2017 upon arrival at the scene Glen was placed in immediate danger and responded with a calm and professional manner. Officer Chislett is honored and humbled for his recognition.

MOTION: Chairman Mark Varney made a motion to accept the meeting minutes from the meeting on 12/13/2017. Selectman Roger Sanborn seconded. All in favor.

MOTION: Chairman Mark Varney made a motion to accept the non-public minutes RSA 91-A: 3, (a) #1 from 12/13/2017. Selectman Roger Sanborn seconded. All in favor.

MOTION: Selectman Roger Sanborn made a motion to accept the non-public minutes RSA 91-A: 3, (b) #2 from 12/13/2017. Chairman Mark Varney seconded. All in favor.

MOTION: Selectman Roger Sanborn made a motion to accept the non-public minutes RSA 91-A: 3, (b) #3 from 12/13/2017. Selectman Edward Cherian seconded. All in favor.

MOTION: Selectman Roger Sanborn made a motion to accept the non-public minutes RSA 91-A: 3, (a) #4 from 12/13/2017. Selectman Edward Cherian seconded. All in favor.

MOTION: Chairman Mark Varney made a motion to accept the non-public minutes RSA 91-A: 3, (a) #5 from 12/13/2017. Selectman Roger Sanborn seconded. All in favor.

MOTION: Chairman Mark Varney made a motion to accept the non-public minutes RSA 91-A: 3, (c) #6 from 12/13/2017. Selectman Roger Sanborn seconded. All in favor.

At 4:35pm Chairman Mark Varney opened the public hearing to review the Administrative Fees for 2018. The change's documented were to the Public Works Cemetery Lot fees. Price per a lot fee (includes \$200.00 for Perpetual Care, \$175 for Corner Markers and \$100.00 for the Town) (Corner Markers may have lettering if desired). In addition to the drafted Public Hearing report the Town will be adding to the Police Department section detail hourly rate is \$55 per hour (\$17.00 for Vehicle \$38.00 for the officer) .The Town Clerk section will be adding a certified mailing fee for any returned checks. A resident from the Town asked, "What would Public Works charge for damaged Town Property?" Dean Hollins will do some research and it will be revisited at a later date.

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MOTION: Chairman Mark Varney made a motion to close the public hearing at 4:45pm. Selectman Roger Sanborn seconded. All in favor.

MOTION: Selectman Roger Sanborn made a motion to adopt the Administration Fees as amended. Chairman Mark Varney seconded. All in favor.

Kevin Wyman, Police Department – The Police fleet is down to three cruisers at the moment. With the Police truck being out of commission. They received the new cruiser back today and it will be on the road shortly.

Ray Fisher, Volunteer Fire Department – Ray presented the Board with two estimates for the pump that needs to be rebuilt in Fire Engine #2. Estimate #1 is to replace just the pump with seals instead of backings \$8271.64. Estimate #2 is to rebuild the impeller shaft assembly with a seal instead of packing, rebuild the pump transmission and rebuild tank to pump for \$14,117.64. Ray suggest that Estimate #1 is suitable for what needs to be done. The parts will need to be ordered in 2017 to avoid a cost increase of 3% come 2018.

MOTION- Chairman Mark Varney made a motion to allocate \$8271.64 from the Safety Budget and Contingency Fund for Engine #2. Selectman Roger Sanborn seconded. All in favor.

Dean Hollins, Public Works Department – The scale at the transfer station has been certified and recalibrated for the 2018 year. Dean would like to make a clarification on the CD landfill discussion that was posted in the December 6, 2017 minutes. Once the current landfill is full in 2019 that area will be capped and vented and they will replace the landfill with a concrete slab. Dean has been in contact with other towns and companies to brain storm for the best way to move forward in 2019 with hauling of the waste from the slab.

A resident had come in to the Town Office with a question for Nicole Hoyt about the bin that holds the Upholstered furniture that get disposed of. The resident voiced some concern about when it rains, snows, and freezes. Does it cost more to dispose of because it increased the weight and if there is a way to cover it that would reduce that from happening. Dean is going to look into what the price and functionality of a cover for that bin would be.

Michelle Brochu, Town Clerk – Michelle present the Board with a form from Concord Regional Solid Waste that has a list of our current representatives. They are listed as Rhoda Hardy as the representative and Dean Hollins as the alternate. Signature required to reappoint them.

Kellee Jo Easler, Planning and Community Development - Kellee presented the Board with a Veterans Exemption to sign. The Joint Loss Mitigation Committee did a tour of the buildings it went well. A few safety problems were detected one being the sally port at the Police Station. It has signs of water damage that should be addressed in 2018 and added to the budget to create a better way for the water to drain and collect so that further damage is not caused. A revised estimate for

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the job should be brought back for Board approval. The Haz-Mit meeting staff still have work outside the meeting to do and it's been difficult to complete on top of daily business. Each department head is granted 30 minutes of meeting time with the Central NH Regional Planning Commission to go over what they are looking for. Alan doesn't believe another group meeting will be beneficial until we are able to get past the Town Meeting held in March. Boscawen's FEMA plan is not up to date and we are not the only Town in this position. Kellee is going to contact their representatives to set up a time in January for the department heads to meet with them individually. Kellee presented the Board with three warrant articles Solar Exemption, Keno and Plains Village District Ordinance that need approval on the wording for the Warrant Articles. The planning board will have a listening session on January 9, 2018 at 6pm

MOTION- Chairman Mark Varney made a motion to accept wording on the warrant article Solar Exemption, Keno and Plains Village District Ordinance. Selectman Edward Cherian seconded. All in favor.

Friday December 22, 2017 the upstairs offices will be closed from 8am-10am to help hand out the Holiday food baskets.

Nicole Hoyt, –Administration Nicole reminded the Board that we are in need of a seventh member for the 2018 Advisory Budget Committee. Bruce Crawford was the alternate and had filled the member position in 2017. Selectman Edward Cherian will continue as a member of the committee as they are an advisory board. Nicole mentioned that the committee will need to appoint a member to take the meeting minutes. Chairman Mark Varney suggested that an email go out to the Budget Committee to remind them of appointing a minute taker for their meeting. In addition the Board requested that the need for an additional member be posted on the Town website. The Moderator workshop for new officials is Saturday February 17, 2018 in Concord from 9am-1pm. Chairman Varney is interested in attending and Nicole will reach out to the Moderators to check with them as well. She will sign up those interested in attending.

Katie Phelps Finance - Katie has an updated Delegation of Deposit Authority for the Board to sign removing Pennie Vigue as the Administrative Assistant and adding Sarah Gerlack in her place as the new Administrative Assistant. Nicole Hoyt, Kellee Jo Easler and Sarah Gerlack are all the employees that have access to make bank deposits when Treasure Cheryl Mitchell is unavailable. Katie has several Encumbrances for the Board to sign.

Encumbrance for the Park and Recreation Funds-Accts #4520436/#4520684/#4520690

MOTION- Under the provisions of RSA 32:7, I, Chairman Mark Varney made a motion to encumber funds from account number 4520436- Maintenance/Equipment Purchases for \$8,742.61; account number 4520684-Park Program for \$2,571.86 and account number 4520690-Dorval House for \$2,619.10 for a combined amount of \$13,933.57 for electrical system upgrades at Jamie Welch Memorial Field in 2018. Selectman Roger Sanborn

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seconded. All in favor.

Encumbrance of Funds –Acct. FA #4150114 and FA #4150210

MOTION- Under the provisions of RSA 32:7, I, Chairman Mark Varney made a motion to encumber funds from account number 4150114- Accounting Clerk for \$3,500.00 and account number 4150210-FA Health Insurance for \$3,500.00 for the purpose of paying the salary of the Assisting Town Clerk from January 1,2018 through March 23,2018. Selectman Edward Cherian seconded. All in favor.

Encumbrance of Year-End funds from G/L Account # 4520690-Dorval House

MOTION- Under the provisions of RSA 32:7, I, Chairman Mark Varney made a motion to encumber the year-end balance of general ledger account number 4520690, in the amount of \$7,758.86, for the planned repairs to the Dorval House during 2018. Select Roger Sanborn seconded. All in favor.

Encumbrance of Public Works Funds-Acct #4312463

MOTION- Under the provisions of the RSA 32:7, I, Chairman Mark Varney made a motion to encumber funds from account number 4312463-HW Road Re-surfacing for \$127,560.42 for the purpose of reclaiming and base pavement for under one mile of road in 2018. Selectman Roger Sanborn seconded. All in favor.

Encumbrance of Cemetery Donations-Acct #3405.10

MOTION-Under the provision of SA 32:7, I, Chairman Mark Varney made a motion to encumber funds from account number 3405.10-Cemetary Donations for \$1960.16 for the purpose of planting trees for \$1000.00 and maintenance for Maplewood Cemetery in the amount of \$960.16 in 2018. Selectman Roger Sanborn seconded. All in favor.

Alan Hardy Administration - Update on the Conservation Committee and the cinder block structure in the Town Forrest. The plans are to revisit the decision in the spring when Public Works will be able to determine if the ground is safe enough to withstand heavy machinery. If it is deemed unsafe to remove nature may have to take its course. Jeff Abbe of the Conservation Committee was following up with the individual concerned.

New Business- Chairman Mark Varney has had some complaints that there have been vehicles speeding on King Street and that vehicles are not stopping for pedestrians at the cross walks. In discussion the Board has asked for more Police presence to monitor King Street and painting of the crosswalks.

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Budget Discussion

Fire Chief Ray Fisher had an update for the fire budget that was approved at 12/13/17 meeting. In section # 4220700 FD Equipment. Capital Improvements Program contributions for \$10,000.00 for SCBA'S which will be purchased starting in 2018.

MOTION- Selectman Roger Sanborn made a motion to approve the Fire Department budget with Amendment's budget #4220700 Fire Department Equipment. Chairman Mark Varney seconded. All in favor.

Town Clerks budget-The Election Budget went up for 2018 with holding three elections in this upcoming year with the total cost being \$5,600.00. The printing of the Town reports is down 15%. The total increase for the Town Clerk for 2018 will be will be 6%.

MOTION- Chairman Mark Varney made a motion to accept the Town Clerks 2018 budget. Selectman Roger Sanborn seconded. All in favor.

General Government Budget -The Executive budget for 2018 will include two new cell phones one, for Administration and one for Welfare. The Fire Department's cell phone plan also be integrated into the main plan. Public Works cell phone plan will continue with its current carrier due to service area.

Legal had a budget change in litigation from \$5,000.00 in 2017 to \$15,000.00 in 2018. Which also includes pre-litigation cost. The Town building up keep budget has increased due to a few repairs needed for the Town Hall. The 1913 Library is continuing to have work done to the pipes and boiler. The Fire Station remains unchanged. For the 116 N Main Street building budget the utilities were able to decrease for the 2018 budget down \$10,000.00 from 2017. There is some building maintenance that will need to be done like windows and floors will need to be cleaned. The estimated price for an additional parking lot at the Town Offices is \$5,500.00. Dean Hollins is going to get a more detailed price.

MOTION- Selectman Roger Sanborn made a motion to approve the 2018 General Government Budget. Selectman Edward Cherian seconded. All in favor.

Emergency Management Budget-The Pay roll lines were impacted \$43.81 and \$21.91 for the 2% increase. The expense stayed the same and the total increase for the department is \$65.72 as a 1% total increase for 2018.

MOTION- Selectman Roger Sanborn made a motion to approve the 2018 Emergency Management budget. Selectman Edward Cherian seconded. Two approve 1 abstained.

Welfare Budget-There is a 3% reduction for the Welfare Administration due to change in staff and starting salary. The General Assistance Welfare budget will remain the same. CAP has requested

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for their yearly donation of \$7,600.00 for 2018 which is an increase of \$700.00 from 2017. We would like to extend an invite to CAP to come to the Budget Committee Hearing. There is an increase in the Welfare Budget for 2018 is \$318.00.

MOTION-Chairman Mark Varney made a motion to approve the 2018 Welfare Budget. Selectman Roger Sanborn seconded. All in favor.

Financial Budget -With the anticipation for a new Treasurer in 2018 we increased the budget by 9% to \$4,000.00. The Deputy Treasurer Salary has the 2% increase BOS approved. Accountant salary has gone down 18%. Accountant Clerk salary has a decrease of 43% due to time spent on that position. The over time was increased for 2018 due to it going from a salary employee to an hourly employee. Annual Audit Services has an increase of 16% for auditing. There is an overall decrease in budget by 9%.

MOTION-Chairman Mark Varney made a motion to approve the 2018 Financial Administration Budget. Selectman Edward Cherian seconded. All in favor.

Traditionally through the budget the Town donates \$5,000.00 of tax money a year to the Old Home Day Committee for fireworks. At this point in time the OHD reserve has \$27,000.00 in it and is not in need of the \$5,000.00 donation at this time. A budget will have to set up for OHD as well.

MOTION- Chairman Mark Varney makes a motion to move forward to eliminate the \$5,000.00 donation when the budget for Old Home Day is presented and have that money taking out of their reserve. Selectman Roger Sanborn seconded. All in favor.

There will be no Board of Selectman meeting December 27, 2017

Bruce Crawford spoke from the audience about the missing a Central Regional NH Planning Commissioner and is looking for a Board Member to attend a meeting four times a year for two hours. This is an appointed position by the BOS. Selectman Edward Cherian volunteered for the position.

MOTION – Chairman Mark Varney made a motion to appoint Selectman Edward Cherian as the second Commissioner of the Central Regional NH Planning. Selectman Roger Sanborn seconded. All in favor.

MOTION: Chairman Mark Varney made a motion to go into a non-public at 7pm. Selectman Roger Sanborn seconded. All in favor

MOTION: Chairman Mark Varney made a motion to come out of the non-public meeting at 7:25pm. Selectman Roger Sanborn seconded. All in favor

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

MOTION: Selectman Edward Cherian made a motion to adjourn the meeting at 7:25pm. Selectman Roger Sanborn seconded. All in favor.