

Town of Boscawen
Select Board
Final Minutes
Thursday, January 7, 2021 at 6:00pm

In attendance: Ed Cherian, Lorrie Carey, Paul Dickey, Katie Phelps, Kellee Easler, Tama Tillman, Gary Tillman, Dean Hollins, Tim Kenney, Kevin Wyman, Kearsten O'Brien, Barbara Randall, Mark Varney, Kate Merrill, Susan Croft, Peg Daneau, Terry Sturke, Donna Lane, and Luca D'Italia.

This meeting is being held under a Declaration of Emergency by the Governor and by the Board. Under RSA 91-A: 2, III (b) the requirement of a physical quorum is waived and this meeting is being held entirely remotely, and is being recorded.

Selectwoman Carey motioned to approve the consent agenda as presented. Seconded by Selectman Dickey. All in favor.

Public Hearings:

An informational document was on the website prior to the public hearings

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility projects, up to \$500,000 for housing projects, and up to \$500,000 for emergency activities. Up to \$25,000 is available per planning study grant. All projects must directly benefit a majority of low and moderate income persons.

6:02 PM Chairman Cherian opens the Public Hearing for Riverbend Community Mental Health's Proposed Improvements.

Chairman Cherian stated that the Public Hearing was for the Riverbend Community Mental Health proposed improvements. This is a proposed application to the NH Community Development Finance Authority for up to \$500,000 in 2021 Community Development Block Grant Housing and/or Public Facility funds to support rehabilitation and renovation of a residential property located at 30 Tremont Street, Boscawen, which is operated by Riverbend Community Mental Health, and houses 19 individuals with chronic mental illness. All residents are low income. Proposed improvements include, but are not limited to, remodeling client rooms, window replacement, as well as renovation of kitchens and common areas. Donna Lane said there are informational documents on the website prior to the Public Hearing. The goal that the Select Board would be addressing is a goal of safe, sanitary decent, and affordable housing for persons of all age and income groups. CDFA has made a recent decision to adjust their calendar year to mirror HUD July / June fiscal year calendar which, has caused what would have been the first round of 2021 HUD funds which, is now the third round of HUD funds. This request is from the 2020/2021 CDBG Funding. We are asking for housing funds. Chairman Cherian asked for public comment.

6:06 PM Chairman Cherian closed the Public Hearing due to no public comment.

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6:06 PM Chairman Cherian opened the Public Hearing on Residential Anti-displacement and Relocation Assistance Plan for Riverbend Community Mental Health's Proposed Improvements.

Chairman Cherian stated the Residential Anti-displacement and Relocation Assistance Plan concerning rehabilitation and renovation of residential property located at 30 Tremont Street, Boscawen, which is owned and operated by Riverbend Community Mental Health. Temporary relocation will be within the building, to a trailer on site, or to other Riverbend properties. Riverbend will pay all relocation expenses. Donna Lane said because this is HUD funds they need to follow the Residential Anti-displacement and Relocation Assistance Plan because they will be renovating rooms and moving residents around the building. It does not financially impact the residents. Town Administrator Hardy asked how much of a chance does she think they may have to move to trailers in the parking lot. She said hopefully they are not moving residents in to trailers and they can maintain in the building and have that as a backup in case. Town Administrator Hardy said that if they were to have to move the residents into trailers that the Town would supply their Life Safety Officer to support the process of keeping residents safe and make sure things are safe.

6:10 PM Chairman Cherian closed the Public Hearing.

Chairman Cherian motioned to approve the submittal of the Riverbend Community Mental Health Proposed Improvements CDBG application and authorize the Chair of the Select Board to sign the application as well as the approval to execute any documents which may be necessary to effectuate the contract and any amendments there to. Seconded by Selectwoman Carey. Chairman Cherian and Selectwoman Carey in favor. Selectman Dickey abstained.

Chairman Cherian motioned that the Select Board adopt the Residential Anti-displacement and Relocation Assistance Plan for Riverbend Community Mental Health's Proposed Improvements Project. Seconded by Selectwoman Carey. Chairman Cherian and Selectwoman Carey in favor. Selectman Dickey abstained.

Old Business:

Tama Tillman of the Trustee of the Trust Funds introduced Luca D'Italia with Independent Financials to answer any questions the Select Board had for their investments. Chairman Cherian confirmed with Mr. D'Italia that the investment was conservative and was heavy in cash and bonds. Mr. D'Italia said yes. Chairman Cherian asked if it gets re-balanced over time to keep the investments at a certain ratio. Mr. D'Italia said yes, they re-balance every quarter because that is when dividends are paid on the exchanged rated funds but they also have the ability to re-balance as needed. Selectwoman Carey asked if there were other communities like Boscawen that are using this type of portfolio mix. Mr. D'Italia said yes, similar funds use the 80/20 mix and others may stay on the more conservative side. Selectwoman Carey asked how he predicts his proposal will

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be different than what has been done in the past. Mr. D'Italia said the portfolios are very dynamic, they are very proactive. They base their allocations on a core portfolio and make moves based on where they are in the market cycle which usually proceeds the economic cycle by four to six months depending. Chairman Cherian said that the information given to them is great and sounds like a great investment plan.

Department Head Updates:

Finance Director Katie Phelps presented the Select Board with transfer requests from the Capital Reserves. The first transfer was a transfer from the FD Equipment Capital Reserve Fund to the General Fund to reimburse the General Fund in the amount of \$15,000 for the expenditure of Industrial Protection Services, LLC.

Selectman Dickey made a motion that the Trustees of the Trust Funds transfer \$15,000 from the FD Equipment Capital Reserves Fund to the General Fund to reimburse the General Fund for the expenditure of Industrial Protection Services, LLC. Seconded by Chairman Cherian. All in favor.

The second transfer Finance Director Phelps presented to the Select Board was the transfer from the Municipal Building Capital Reserve Fund to the General Fund. This is to reimburse the general fund in the amount of \$749.95 for the expenditure of Home Depot Credit Services for shelving for the Municipal Building.

Selectwoman Carey motioned that the Trustees of the Trust Fund transfer \$749.95 from the Municipal Building Capital Reserve Fund to reimburse the general fund to reimburse the general fund for the expenditure of Home Depot Credit Services. Seconded by Selectman Dickey. All in favor.

Finance Director Phelps presented a Funds Transfer for the Solid Waste Department for budget year 2020, the budget is currently over expended because of tipping fees.

Chairman Cherian motioned to make the following funds transfer for budget year 2020: \$14,000 from account #4312140 HW Overtime and Weekend Duty to account #4324431 SW Tipping Fees. Seconded by Selectman Dickey. All in favor.

Budget Presentations and Discussion:

Chairman Cherian stated that they have provisionally approved all department budgets except for Personnel and are at a 7% increase in the operating budget. Selectwoman Carey stated that part of the increases are in Health Insurance which the Select Board felt was necessary. There is also an increase because of new positions such as Facilities Director and an Administrative Position in the Tax Collector/Town Clerk's office. There are also adjustments in the Police Budget for salaries to keep the Police Department competitive with other town's wages. Chairman Cherian asked his

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fellow Select Board Members if they would like to go forward with the 7% increase or would they like to look at the budget to make off sets to lower the increase. Selectwoman Carey said she would like to present the budget to the Budget Advisory Committee and let them make their recommendations. Selectman Dickey said he would like to see the percentage come down. Town Administrator Hardy asked the Select Board to keep in mind that the funding from the State that came back that was intended for reimbursement got allocated to tax reduction. Chairman Cherian suggested having the Department Heads go back to their budgets and see where they can make changes. Selectman Dickey agreed with Chairman Cherian. He suggested to possibly look at the meeting and travel lines on budgets to see if there was a way to lower the amounts if possible. Selectwoman Carey said the overall increase is largely health insurance, retirement, and short/long term disability at \$158,417 which, of the overall budget increase is only \$107,000 and of that amount the cause of, the increase was due to the new positions that were added this year. In fact the budget increase is very minimal. Town Administrator Hardy said the request for an increase for personnel is tied to an increased ability to bring in money. Chairman Cherian and his fellow Select Board members agreed to have the Department Heads go back and look at their budgets and make changes where they can and if they can and, present it at the Select Board meeting on January 14, 2021. Chairman Cherian would like to suggest a cap of \$15,000 for donations this year. Selectman Dickey agreed with Chairman Cherian.

Selectman Dickey motioned to create a line for non-profit donations in the amount of \$15,000. Seconded by Chairman Cherian. All in favor.

Chairman Cherian asked Fire Chief Kenney if they could start with something more modest than the \$77,000 for the fire truck in Capital Reserves. Fire Chief Kenney said you can but he cannot tell you what that cost of a fire truck will be in years to come. If they get to the end of the life of a truck and are short we will have to a warrant article for the amount they are short. The other thing is that the fire truck line is not just the fire truck it is also the forestry truck as well if it makes it another two years. Public Works Director Dean Hollins said he would be willing to potentially cut Highway Heavy Equipment to \$5,000 less. He does have two trucks that will need to be replaced within the near future. He said emissions has added about \$8,000 to \$10,000 a year to large equipment. Police Chief Kevin Wyman said he spoke with Finance Director Phelps today and dropped his capital reserves by \$5,000 in police cruisers. He put body cameras in the capital reserves and is not sure if the state will be mandating them. He has a meeting with Taser on Monday and will have a better idea if he will be able to lower his reserves for the body cameras. Town Administrator Hardy said on the Municipal Building there is a \$31,546.28 reserve for 116 North Main St and a \$30,043.14 in Municipal Buildings. They can take a chance and not build the reserves back up for those and just do the repairs that are necessary. The one municipal expense we need to continue to carry is the Municipal IT. We split the printer that services the entire fourth floor which, is due to be replaced this year.

Motion made by Selectwoman Carey to adjourn. Seconded by Selectman Dickey. All in favor.

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Respectfully submitted by Kearsten O'Brien