

**Town of Boscawen**  
**Select Board**  
Final Minutes  
Thursday, January 14, 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, Nicole Hoyt, Sarah Gerlack, Peg Daneau, and Bruce Crawford.

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.

**Chairman Cherian motioned to approve the consent agenda as presented and the 01.07.21 minutes as amended. Seconded by Selectman Dickey. All in favor.**

**Old Business:**

Finance Director Katie Phelps brought forth amendments to be made to the 01.07.21 meeting minutes. The amendment would be to allow Town Administrator Hardy or Finance Director Phelps to use the signature stamp on behalf of the Select Board. The following transfers to be amended: The transfer of funds from the FD Equipment Capital Reserve Fund to the General Fund, the transfer of funds from the Municipal Building Capital Reserve Fund to the General Fund, and a Funds Transfer for the Solid Waste Department for budget year 2020.

**Chairman Cherian made a motion to amend the 01.07.21 minutes to allow the authorization of the signature stamp on the Capital Reserve Fund Transfers to the General Fund and the Transfer between budget lines for the budget year 2020. Seconded by Selectman Dickey. All in favor.**

**Department Head Updates:**

Finance Director Phelps presented a check for acceptance in the amount of \$750 from the Edward Thornton Fund for equipment and art supplies for the Parks and Recreation Program.

**Selectwoman Carey motioned to accept the \$750 donation from the Edward Thornton Fund for the Parks and Recreation Department. Seconded by Selectman Dickey. All in favor.**

Finance Director Phelps presents a transfer from the Fire Station Capital Reserve Fund to the General Fund in the amount of \$5,441.46.

**Chairman Cherian made a motion for the Trustees of the Trust Funds transfer \$5,441.46 from the Fire Station Capital Reserve Fund to the General Fund to reimburse the General Fund for the expenditure of the Harriman Fire Department Study and authorize the Town Administrator or Finance Director to use the signature stamp on behalf of the Select Board. Seconded by Selectman Dickey. All in favor.**

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Human Services Administrator Sarah Gerlack presented a donation for acceptance from Community Cuisine in the amount of \$300 for the 2020 Holiday Food Baskets.

**Selectwoman Carey motioned to accept the \$300 donation from Community Cuisine for the 2020 Holiday Food Baskets. Seconded by Chairman Cherian. All in favor.**

Town Clerk Nicole Hoyt presented a \$5,000 grant from the Center of Technology and Civic Life. She said this donation is specific to go towards Election expenses.

**Selectwoman Carey motioned to accept the \$5,000 grant from the Center of Technology and Civic Life and to be allocated to the Town Clerk's budget for Elections line number 4140620. Seconded by Selectman Dickey. All in favor.**

Tax Collector Hoyt presented an abatement request. The owner of the business would like the Select Board to consider abating the interest on the 2019 sewer lien. Town Administrator Hardy asked if the request for the abatement legitimate. Tax Collector Hoyt said yes the bills are legitimate and the property owner did not realize they had a lien from 2019. Chairman Cherian said he is a little skeptical on the fact they are saying they did not notice there was a lien, does not seem like a compelling reason to abate the interest. Tax Collector said she had sent notices and certified notifying the owner about the back taxes. The Select Board agreed to deny the abatement.

Tax Collector Hoyt presented another abatement for Map 183D Lot 108 a vacant property in the amount of \$841.21 in sewer bills. The reason for the abatement is for a vacant property, Penacook Boscawen Water Precinct shut off water during 2019 warrant cycle and discounted billing for water at that point.

**Chairman Cherian motioned to approve the abatement for Map 183D Lot 108 in the amount of \$841.21 and to authorize the Tax Collector to use the signature stamp on behalf of the Select Board. Seconded by Selectman Dickey. All in favor.**

Emergency Management Director Mark Varney updated the Select Board on changes regarding COVID-19. If a person has received both doses of the COVID-19 vaccine and it has been 14 days since the second dose they do not need to quarantine if they come in contact with a person with COVID-19 or after travel. If a person is within 90 days of being infected with COVID-19 they also do not need to quarantine. If they come down with symptoms and fall in those categories they will need to quarantine. EMD Varney reminded the Select Board that he will be finished in the EMD position come March 31, 2021.

Fire Chief Tim Kenney updated the Select Board that some of the Fire Fighters just received their first COVID-19 Vaccine and some of them will be receiving their second dose. He had a new member that came forth Monday which will then create a full roster. It will bring the Fire Department up to 24 members.

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Town Clerk Hoyt informed the Select Board that they are conducting an inventory check for the DMV and this should be completed by next Friday. Anyone filing for candidacy to be put on the ballot opens Wednesday and closes January 29, 2021.

Planning and Community Development Director Easler informed the Select Board that the Department has taken in a new subdivision that will be presented to the Planning Board.

**Budget Presentations and Discussion:**

Selectwoman Carey would like to remove the 1.3% COLA from the Select Board salaries since the Department Heads had removed theirs so graciously to lower their budgets.

**Selectwoman Carey motioned to decline the 1.3% COLA increase for the Select Board. Seconded by Chairman Cherian. Selectwoman Carey and Chairman Cherian in favor. Selectman Dickey opposed. Motion passes 2 to 1.**

Chairman Cherian stated that the Old Home Day Committee requested \$7,000 for fireworks and that he personally believes it should be \$5,000 or less. He asked Selectwoman Carey for her thoughts since she is the Ex-Officio for the committee. Selectwoman Carey said fireworks are expensive but also believes it is something that can be fundraised and does not need to fully come out of tax payer dollars and would concur with Chairman Cherian that it should be \$5,000 or less. Selectman Dickey agreed with donating \$5,000 or less and the having the committee fundraise the rest.

**Chairman Cherian motioned to approve the request for Old Home Day Committee for fireworks in the amount of \$4,000. Seconded by Selectman Dickey. All in favor.**

Chairman Cherian asked his fellow Select Board members if they would like to continue the donations to be by warrant or to bring the donations into the budget and set a cap on it. Selectman Dickey said he does not believe this is the year to be giving away tax payer's money. He would be in favor of letting the organizations that have asked for donations to file a warrant article and get the 25 registered voter signatures. Chairman Cherian said he thinks he can support that decision this year and try to resume donations next year. Selectwoman Carey agreed..

**Chairman Cherian motioned to zero out the 2021 donation line and notify any non-profit organization that they have the option to petition a warrant article. Seconded by Selectman Dickey. All in favor.**

Police Chief Kevin Wyman informed the Select Board that he spoke with Taser about the body cameras. They have a program that would allow the Police Department to spread out the payments for five years at \$6,000 per year. The budget would increase for 2021 by \$3,000. Selectman Dickey asked if the \$6,000 a year included the storage and body cameras or was it just for the cameras.

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Chief Wyman said it would include everything they would need to run the body cameras. Chairman Cherian said he would rather the \$3,000 be added into the Police Department Budget for 2021 rather than the capital reserves. Town Administrator Hardy asked the Select Board if they would like to add a Capital Reserve for Town Beautification. Chairman Cherian said he would like to keep the budget line for Town Beautification and not create a capital reserve. Selectman Dickey agreed.

**Chairman Cherian motioned to approve the revised 2021 Town Budget to present to the Advisory Budget Committee. Seconded by Selectwoman Carey. All in favor.**

Chairman Cherian asked his fellow Select Board members if they had any thoughts on the current Capital Reserves. Fire Chief Tim Kenney said they could lower the capital reserve to \$65,000 for the Fire Truck contribution to make sure they stay on track.

**Chairman Cherian motioned to approve the recommend total amount of \$253,200 in proposed contributions to the 2021 Capital Reserves. Seconded by Selectman Dickey. All in favor.**

**2021 Warrant:**

Finance Director Phelps presented the proposed 2021 Warrant. Chairman Cherian stated that they had just approved the 2021 Operating Budget the number on the warrant article would need to be updated. Finance Director Phelps said she will have the updated number tomorrow. Planning and Community Development Director Kellee Easler stated that Article 5 to Adopt the Solar Exemption will need to be passed this year in order for current residents receiving the exemption to keep receiving it.

**Selectman Dickey motioned to recommend Article Five to adopt the Solar Exemption. Seconded by Chairman Cherian. All in favor.**

**Chairman Cherian motioned to recommend Article Six to contribute to Town Capital Reserve Funds in the amount of \$253,200. Seconded by Selectwoman Carey. All in favor.**

**Selectman Dickey motioned to recommend Article Seven to discontinue Recreational/ Senior CRF. Seconded by Selectwoman Carey. All in favor.**

Town Administrator Hardy stated that Article Eight to establish Contingency Fund comes from the unassigned fund balance. It does not cost tax dollars and is a 1% safety valve against unplanned expenses. The law does require a report in the Town Report detailing how the funds were used.

**Selectwoman Carey motioned to recommend Article Eight to Establish a Contingency Fund in the amount of \$33,000. Seconded by Selectman Dickey. All in favor.**

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**Selectwoman Carey motioned to recommend Article 14 for Environmental Cleanup Commercial Street with the amendment of December 31, 2026. Seconded by Chairman Cherian. All in favor.**

Finance Director Phelps stated that the article numbers will change after the removal of the five non-profit warrant articles.

**Chairman Cherian made a motion to go into nonpublic RSA 91-A:3, II(b). Selectwoman Carey seconded. All in favor.**

**Chairman Cherian made a motion to come out of nonpublic RSA 91-A:3, II(b). Seconded by Selectwoman Carey. All in favor.**

**Motion made by Chair Cherian to adjourn. Seconded by Selectwoman Carey. All in favor.**

Respectfully submitted by Kearsten O'Brien