

Town of Boscawen

Select Board

Final Minutes

Thursday, January 28, 2021 at 6:00pm

In attendance: Ed Cherian, Lorrie Carey, Paul Dickey, Alan Hardy, Kellee Easler, Katie Phelps, Tama Tillman, Gary Tillman, Dean Hollins, Tim Kenney, Kevin Wyman, Kearsten O'Brien, Barbara Randall, Mark Varney, Kate Merrill, Nicole Hoyt, Sarah Gerlack, Haley Dilts-Brown, Rose Fife, Rhoda Hardy, Brian Fleury, Bruce Crawford, Lawre Murphy, Susan Croft, and Peg Daneau.

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.

5:04 PM Chairman Cherian turned the meeting over to Chair Randall of the Advisory Budget Committee.

Please see the draft minutes for the Advisory Budget Committee on the Town of Boscawen Website.

6:00 PM Chair Randall turned the meeting back to Chairman Cherian for the regularly scheduled Select Board meeting.

Chairman Cherian motioned to approve the consent agenda and authorize Town Administrator Hardy to use the signature stamp on behalf of the Select Board. Seconded by Selectman Dickey. All in favor.

Old Business:

Emergency Management Director Mark Varney updated the Select Board on the current MOA for the CAPNH trailer. He said he added that the trailer would be stored outside because the Town does not have a place to store the trailer inside. EMD Varney said he added that the Town of Boscawen would agree to budget \$200 a year for the general maintenance, and that CAPNH would budget \$200 a year for general maintenance. Chairman Cherian asked EMD Varney if he believed that CAPNH would have any problem with the changes. EMD Varney said he did not believe so. Selectwoman Carey asked if there was a maintenance plan for the trailer. EMD Varney said there is not a written plan but he could sit down with the new EMD when the time comes to help create one. Selectwoman Carey asked the length of time for the MOA. EMD Varney said it is until either party decides to withdraw from it with a 30 day notice. EMD Varney said he will submit it to CAPNH tomorrow.

Chairman Cherian motioned to authorize Town Administrator Hardy to use the signature stamp on behalf of the Select Board for the revised CAPNH trailer MOA, and if CAPNH has revisions the Select Board will revote on the revisions for the MOA. Seconded by Selectman Dickey. All in favor.

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New Business:

Tax Collector Nicole Hoyt presented the Select Board with the first 2021 sewer warrant to be signed or to authorize Town Administrator Hardy to use the Select Board signature stamp on. The commitment amount is \$52,106.62.

Chairman Cherian motioned to approve the sewer warrant and authorize Town Administrator Hardy to use the signature stamp on behalf of the Select Board. Seconded by Selectman Dickey. All in favor.

Finance Director Phelps presented a Trustee Transfer to the Select Board, the purchases were made for IT related items in the amount of \$640.37.

Selectwoman Carey motioned to allow the Trustees of the Trust Fund to transfer \$640.37 from the Municipal IT Capital Reserve Fund to the General Fund to reimburse the General Fund and to authorize Town Administrator Hardy to use the signature stamp on behalf of the Select Board. Seconded by Chairman Cherian. All in favor.

Employee Manual Revisions:

Chairman Cherian said the Select Board agreed to keep the four hour minimum for call in pay. The current draft of the Employee Manual revision has Department Heads earning four weeks for years one through nine, five weeks for years ten through nineteen, and six weeks twenty plus years. For non-department heads they would earn three weeks from date of hire until year nine, four weeks from years ten to nineteen, and five weeks for years twenty plus. In both cases it is after a ninety day introductory period. Selectman Dickey said he is happy to see the four hour call in procedure. He also said the three week vacation time is a good compromise. Human Resource Director Phelps did state that the revisions that were originally brought to the Select Board were created at a meeting with Department Heads and employees. Selectwoman Carey asked if all the employees were in agreement with what is in the Employee Manual currently after the Select Board edits. Human Resource Director Phelps said no the Select Board had made changes that were not in line with what had come out of the meeting with Department Heads and staff.

Selectwoman Carey asked Human Resource Director Phelps to clarify. Human Resource Director Phelps said that in the meeting all employees came to the conclusion that anyone that is hired prior to a certain date would be eligible for four weeks for years one through nine, five weeks for years ten through nineteen, and six weeks twenty plus years. Anyone hired after a certain date would come in earning less. The current Select Board edits would take time away from some employees. Human Resource Director Phelps stated we should not be taking away a current benefits from employees, however, if the Board chooses to, then employees should be given adequate time to use the benefit before it changes.

Selectman Dickey said he does not want to take time away from current employees. His thought

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was that existing employees would be grandfathered in and then anyone hired after a certain date would get three weeks of vacation to start. Human Resource Director Phelps asked the Select Board if they would be amendable to saying employees hired prior to February 4, 2021 will remain with the current vacation plan, and employees hired after February 4, 2021 would receive three weeks from their start date to fix the current perceived inequities. Chairman Cherian said he does not have an issue with that modification. Their intent was not to create new inequities within the Employee Manual. He asked Human Resource Director Phelps to fix that portion in the Employee Manual and send it to the Select Board for a last look and try to approve the manual at next week's meeting. Selectwoman Carey asked for Department Head opinions. Police Chief Kevin Wyman said he is in agreement with what Human Resource Director Phelps presented as a change. Public Works Director Dean Hollins agreed.

Department Head Updates:

Deputy Tax Collector Sarah Gerlack said that Tax Collector Hoyt and she had a meeting with Tara and her team from Pennichuck, to be able to stream line everything for sewer reads. This will allow for proper communication to come right back to the Town Office.

Police Chief Wyman updated the Select Board that they had a big repair bill for a cruiser. They had to replace the entire braking system and they called Ford and it will be a recalled and they will be reimbursed for it. Chief Wyman would like to make the payment from the Special Detail account instead of the cruiser maintenance line item. The cruiser is used for details. Finance Director Phelps said there is adequate money in the detail line.

Chairman Cherian motioned to pay the invoice to Family Car Care and Tire Center in the amount of \$3,762.82 from the Police Special Detail account. Seconded by Selectwoman Carey. All in favor.

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.

Chairman Cherian motioned to seal the nonpublic minutes. Seconded by Selectwoman Carey. All in favor.

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

Respectfully submitted by Kearsten O'Brien