

Town of Boscawen

Select Board

Final Minutes

Thursday, December 30, 2020 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, Haley Dilts-Brown, Susan Croft, Peg Daneau, Lyman Cousens, and Penny Sarcione.

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 with the minutes from December 10, 2020 as amended and accept the December 17, 2020 minutes as presented and authorize the use of the signature stamp by Town Administrator Alan Hardy. Seconded by Selectman Dickey. All in favor.

Old Business:

Amendment to the December 3rd motion for unanticipated revenue for Police Cruiser Tablets.

Selectman Dickey motioned to increase the expenditure line number 4210331 Police Computer Expenses by \$13,329.50. Seconded by Selectwoman Carey. All in favor.

An invoice was presented to the Select Board for a Police Detail from the Town of Webster for their time while the Boscawen Roundabout was being worked on. Selectwoman Carey suggested to use the Select Board donation line to cover part of the cost and the Police Department to cover the remaining balance of Police detail. Selectman Dickey and Chairman Cherian agreed with Selectwoman Carey and decided to put \$120.00 towards the invoice for the Police Detail and the remaining to be covered by the Police Department. Chief Wyman will let Finance Director Phelps know what line to charge the additional amount to.

An abatement for Map 183D Lot 16 Sublot B located at 154 North Main Street in the amount of \$48.38 was presented to the Select Board. This was previously discussed, however, no motion exists in prior minutes.

Chairman Cherian motioned to accept the abatement for Map 183D Lot 16 Sublot B located at 154 North Main Street in the amount of \$48.38 and to authorize Town Administrator Hardy to use the signature stamp on behalf of the Select Board. Seconded by Selectman Dickey. All in favor.

Department Head Updates:

Finance Director Katie Phelps presented the Select Board with an encumbrance for Town Clerk Vital Records Preservation in the amount of \$2,055 for the purpose of preserving vital records in 2021.

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Selectwoman motioned under the provisions of RSA 32:7 to encumber funds from account number 4140801- Town Clerk Vital Records Preservation for \$2,055 for the purpose of preserving vital records in 2021 and to authorize Town Administrator Hardy to use the signature stamp on behalf of the Select Board. Seconded by Selectman Dickey. All in favor.

Planning and Community Development Director Easler presented a supplemental for an intent to cut operation number 20.49.08.T Map 49 Lot 11.

Chairman Cherian motioned to approve the PA-7 Supplemental for intent to cut operation number 20.49.08.T Map 49 Lot 11 and to authorize Town Administrator Hardy to use the signature stamp on behalf of the Select Board. Seconded by Selectman Dickey. All in favor.

Emergency Management Director gave the Select Board an update on COVID-19. There were six new deaths in the State, 306 cases in the hospital with in the State, and 594 new positive COVID-19 cases. The PPE has been moved to storage and Fire Chief Kenney has his trailer back.

Fire Chief Kenney said that he and three other Fire Fighters received their first round of the COVID-19 vaccine on Saturday. Chief Kenney asked for permission from the Select Board to purchase the refurbished SCBA Compressor for the Fire Department in the amount of \$15,000. This will be reimbursed from the FD Emergency Equipment Capital Reserve Fund.

Selectman Dickey made a motion to allow Fire Chief Kenney to purchase the SCBA Equipment for the Fire Department in the amount of \$15,000. Seconded by Selectwoman Carey. All in favor.

Public Works Director Hollins said they survived the large snow storm. The side walk tractor broke down and they had to purchase parts to fix it.

Human Services Assistant Haley Dilts-Brown informed the Select Board that the Back Pack Program was awarded \$1,000 through the Edward Thornton Grant.

Selectman Dickey motioned to accept the Edward Thornton Grant in the amount of \$1,000 for the Back Pack Program. Seconded by Selectwoman Carey. All in favor.

Budget Presentations and Discussion:

Penny Sarcione presented the Parks and Recreation Budget to the Select Board. The Parks and Recreation budget has stayed the same as the 2020 budget, there were no significant changes.

Selectwoman Carey motioned to provisionally approve the Parks and Recreation Budget for 2021. Seconded by Selectman Dickey. All in favor.

Lyman Cousens presented the Old Home Day Budget to the Select Board. Due to COVID-19 the

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only forms of revenue generated were from the Golf Tournament and two BINGO games for the year. They are projecting for 2021 that they will have the Golf Tournament, Old Home Day, and Craft Fair. As of right now they do not plan to hold BINGO in 2021.

Chairman Cherian motioned to provisionally approve the Old Home Day Budget as presented. Seconded by Selectman Dickey. All in favor.

Planning and Community Development Director Easler presented the 2021 Planning and Community Development Budget to the Select Board. The Assessing budget has gone up 8.5%. The Office Clerk began in April so the budget will show a full year's worth of her salary. Assessing Assistant went down 13.9% due to shifts in duties. Intent to Cuts went up based upon 2020 actuals. In the Planning and Community Development Budget the Land Use Minutes has increased due to the actual amount of meetings there are. In the 2020 Land Use Minutes it does not reflect the creation of the new Economic Development Committee that will be established in 2021. Telephone and Communications increased due to staff and virtual meetings every month. Under Land Use Office and Service Agreements in the 2019 budget there was money left over so we paid the 2020 bill with it. It was not in the budget for 2020 but will be in 2021 budget, payable the beginning of the month. The Agricultural Commission budget went down by 15%. The Conservation budget went up to \$2,200. The Health Department Budget went down by 18%. Planning and Community Development did encumber 2020 funds for Economic Development and Land Use Office Equipment and Service Agreements for 2021.

Selectman Dickey motioned to provisionally approve the Planning and Community Development Budget for 2021. Seconded by Selectwoman Carey. All in favor.

Public Works Director Dean Hollins presented the Public Works Budget to the Select Board. Public Works Director Hollins said he has kept the Cemetery Budget the same from the last five or six years. In the Highway and Streets section there is an employee who will be coming up on their five year longevity, and also added is the 1.3% COLA. There is another employee who will hopefully be getting his CDL soon which, will then be an increase in pay for his CDL. There is an employee who will be per diem in case the department becomes shorthanded. Chairman Cherian asked what the percentage would be for the increase for the employee receiving his CDL. Public Works Director Hollins said it would be about a 7% increase. Selectwoman Carey asked if there was enough in the budget for repairs. Public Works Director Hollins said yes he believes he does. The biggest change in the Sanitation section was the equipment maintenance line and was increased by \$5,000.

Selectman Dickey motioned to provisionally approve the 2021 Public Works Budget. Seconded by Chairman Cherian. All in favor.

Police Chief Kevin Wyman presented the 2021 Police Budget to the Select Board. Police Chief Wyman said the biggest increase for the Police Department was in salaries. There is an open position and the salary was increased to entice filling the position with a certified officer. There

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was also a new hire of a certified Police Officer and that salary was increased as well. There are a couple prior year longevities that show in this coming year as an increase. Chief Wyman said some of the other salary increases were due to Officers who have been with the Town for a while and move them up a pay grade, to keep them slightly ahead of the new officers to minimize any hurt feelings. Dispatch is a 1% increase and Cruiser Maintenance was moved up by \$1,000 in case of any unforeseen maintenance that arises. Chairman Cherian said he is uncertain of the increases in salaries for all Officers and is something that should be held off for a little while. Selectwoman Carey asked if hiring a Certified Officer would reduce the training expense. Chief Wyman said no there will still be many trainings throughout the year to keep all Officers up to date on certifications. The trainings do not include the Police Academy if an Officer is not certified. Selectman Dickey asked who pays the cost of sending an Officer to the Police Academy. Chief Wyman said it is paid through penalty assessments in a percentage. The only thing the Town would pay for is the salary of the Officer while at the Police Academy. Selectwoman Carey suggested to offset some of the salary increase costs by taking a little out of Police Fuel and Police Equipment. Chief Wyman said he can take a look, his only concern with Police Fuel is if the prices increase.

Selectman Dickey provisionally approve the 2021 Police Department Budget with changes to be presented to the Select Board on January 7, 2021. Seconded by Chairman Cherian. All in favor.

Other Business:

Trustee Tama Tillman informed the Select Board that there is an account called “Rec/Senior Center” in the Capital Reserves that has fifteen cents in it. The Trustees will need a vote at Town meeting to close that account and move the money into another account. Trustee Tillman asked the Select Board for permission it invest the Capital Reserves in Fidelity Investments. Chairman Cherian asked Trustee Tillman to present to the Select Board next week the suggestions of investments. Trustee Tillman said yes. Finance Director Phelps offered to invite Certified Financial Planner, Luca D’Italia, to the meeting to discuss any questions the Board may have.

Motion made by Chairman Cherian to adjourn. Seconded by Selectman Dickey. All in favor.

Respectfully submitted by Kearsten O’Brien