

## **Town of Boscawen**

### **Board of Selectmen**

#### Final Minutes

Wednesday, January 23, 2019 at 5:00pm

In attendance: Mark Varney, Edward Cherian, Roger Sanborn, Katie Phelps, Kevin Wyman, Ray Fisher, Dean Hollins, Kellee Easler, Alan Hardy, Nicole Hoyt, and Haley Dilts-Brown.

Chairman Mark Varney opened the meeting with the pledge of allegiance at 5:00pm and a moment of silence.

Town Administrator Alan Hardy asked the Board if there is anything that needed to be removed from the Consent Agenda.

Planning and Community Development Director Kellee Easler requested to make an edit to the draft minutes from 1-16-19.

**Chairman Mark Varney made a motion to accept the Consent Agenda. Selectman Roger Sanborn seconded. All in favor.**

**Chairman Mark Varney made a motion to accept the draft minutes from 1-16-19 with the amendments presented by Kellee. Selectman Edward Cherian seconded. All in favor.**

#### **Old Business**

Town Administrator Alan Hardy wanted to discuss the uncleanliness in the Town Hall after scheduled events. Selectman Edward Cherian spoke about Old Home Day event over the weekend and described the Town Hall as untidy and filthy. Edward approves the idea of groups such as, PCC, Church, Food Pantry, and Old Home Day to use the Town Hall as storage, he feels their inventory needs to be managed properly. Also the cleaning crew that was previously discussed needs to be scheduled to deep clean the Town Hall. Chairman Mark Varney suggested an event checklist done by the renter after each event. The checklist would include that a mop, bucket, broom, and First aid kit are still supplied in Town Hall.

Planning and Community Development Director Kellee Easler reported that GMI pulled a seasonal permit for their sign. There will be a inspection on Friday 1-25-19.

Alan made a request to the Board to close the office for half hour, to hold a staff meeting to discuss a mail handling procedure. The Board approved and recommends to give the public a week notice.

Alan mentioned that he received a call from a resident concerning vehicle registration procedures in the Town Clerk's Office. Tax Collector/Town Clerk Nicole Hoyt explained there is a practice and training from DMV in place, to present your Driver License for vehicle registrations. The State Police requested to write down the driver license number on the back of the vehicle registration, of the person sitting in front of you, registering that vehicle. This helps the State Police if there is ever a fraudulent situation. Nicole clarified that the customer can refuse to provide their driver license, the State Police informed to just write "refused" on the back of registration in this case.

Human Resource and Finance Director Katie Phelps did not have anything new to discuss.

**Town of Boscawen**  
**Board of Selectmen**  
Final Minutes  
Wednesday, January 23, 2019 at 5:00pm

Police Chief Kevin Wyman let the Board know about a Chief meeting he attended, for Merrimack County in Concord today. There are 1,200 bills in house that are being reviewed.

Fire Chief Ray Fisher had nothing new to discuss.

Public Works Director Dean Hollins had nothing new to discuss. Selectman Edward Cherian thanked Public Works for the great job on snow plowing.

Tax Collector/ Town Clerk Nicole Hoyt reported she received the first quarter 2019 Sewer Bills. This is the first time with Pennichuck and Town Office working together, the sewer reading has been downloaded without the assistance from Avitar. Going forward this will make things run smoother. These bills will be mailed out by Friday.

Nicole presented the first quarter 2019 Sewer Warrant to the Board for signatures.

Alan let the Board know that High Street and the County Facility fire hydrants have been bagged and are the only two hydrants in the system that are not operational. Alan is having a release of liability letter drafted by Town Council, to allow the Boscawen Public Works staff to clean the snow from around the hydrants.

Kellee clarified a misstatement that was posted on Facebook, referencing an algae bloom. Kellee clarified that, as Health Officer, she did not respond to or sign off on any algae bloom.

Captain Mike Fisher spoke on behalf of other Fire Department members. He relayed to the Board that the members feel that the leadership was handled poorly and they did not know the new Fire Chief hiring procedure. The members feel that the communication should have been handled differently. Mike stated that the department meets every Monday and is reachable. Chairman Varney thanked Mike for the input and agrees that communication should have been handled differently.

Fire Chief Ray Fisher voiced that he attended the new Fire Chief interview. He feels that he had many great interview questions based on his personal experience and none of the questions were asked during the interviews.

Selectman Roger Sanborn thanks Mike for his input and for volunteering his time.

**Chairman Mark Varney made a motion to adjourn the public meeting at 5:30pm. Selectman Edward Cherian seconded. All in favor.**

Respectfully submitted by Haley Dilts-Brown.