

**Town of Boscawen**  
**Board of Selectmen**  
Final Minutes  
Wednesday, February 13, 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 Sarah Gerlack.

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

**Selectmen Edward Cherian made a motion to approve the Consent Agenda. Selectmen Roger Sanborn seconded. All in favor.**

Town Administrator Alan Hardy presented the Board and department heads with a notice of decision from the State of NH Superior Court in the case Elaine Clow and Andrew Newcomb vs. Town of Boscawen. The appeal was upheld in the favor of the Town of Boscawen.

Planning and Community Development Director Kellee Easler received a poverty abatement request. Kellee reached out to Avitar and they do not determine the abatements for poverty and mentioned that an application be processed through the Welfare department. Welfare Administrator Sarah Gerlack will work with the homeowners to determine eligibility through the Towns Welfare application process. The Board suggested to send the homeowners a letter stating the process of claiming poverty for an abatement.

Kellee presented the Board with a tax credit for service connected total disability application for signature.

Human Resources and Finance Director Katie Phelps presented the Board with the Warrant for signature. The Warrant needs to be posted publicly by Friday.

Katie mentioned that the auditors will be here next week Februarys 19<sup>th</sup>-22<sup>nd</sup>.

Tax Collector/ Town Clerk Nicole Hoyt mentioned that Rhoda Hardy and she have been working on the final document for the Town Report.

Nicole presented the Board with an authorization form for the bank for the Municipal Agents to have ACH access to process transfers to the State of NH account from the general fund account. Nicole mentioned that this is the next step in the process of becoming a one check town and to be able to offer credit transactions to the residents. The Board has asked to table this to next week and asked if everyone involved in finance has had the opportunity to have a conversation on this matter.

**Chairman Mark Varney made a motion to approve the nonpublic from 02/09/19. Selectmen Roger Sanborn seconded.**

**Chairman Mark Varney made a motion to go into nonpublic RSA 91-A: 3, II (c). Selectman Edward Cherian seconded. All in favor.**

**Town of Boscawen**  
**Board of Selectmen**  
Final Minutes  
Wednesday, February 13, 2019 at 5:00pm

**Chairman Mark Varney made a motion to come out of nonpublic RSA 91-A: 3, II (c). Selectman Edward Cherian seconded. All in favor.**

**Chairman Mark Varney made a motion to go into nonpublic RSA 91-A: 3, II (I). Selectman Roger Sanborn seconded. All in favor.**

**Chairman Mark Varney made a motion to come out of nonpublic RSA 91-A: 3, II (I). Selectmen Edward Cherian seconded. All in favor.**

**Selectman Edward Cherian made a motion to accept the resignation of the Treasurer Paula Dill and Deputy Treasurer Cheryl Mitchell with regrets. Chairman Mark Varney seconded. All in favor.**

The Board invited the Budget Committee to come and join the meeting to review the changes in the budget. Town Administrator Alan Hardy and Finance Director Katie Phelps have worked with the Department heads on making reductions in their budgets. Procedurally the warrant will have to be presented as it stands, the Board of Selectmen recommend and the Budget Committee not recommend. If the committee changes to recommend the budget with the changes it will have to be amended at Town Meeting.

The Board will read down the revised budget showing the cuts were made.

**General Government Budget**

**Executive:**

- 4130120-Executive Overtime from \$2,000.00, revised to \$1,000.00

**Legal Expenses:**

- 4153320- Town Counsel from \$25,000.00, revised to \$20,000.00

**Town Buildings:**

- 4194440-248 King Street -1913 Library from \$8,000.00, revised to \$3,000.00
- 4194444-15 High Street –Fire Station from \$4,500, revised to \$0
- 4194446-116 N Main Street –Building Maintenance –Floors and Windows from \$2,250 to \$0

**Town Clerk Budget**

- 4140620- Overtime from \$1,500.00, revised to \$1,000.00
- 4140620-Election Cost from \$4,800.00, revised to \$3,500.00
- 4140801-Vital Records Preservation from \$5,000.00, revised to \$3,000.00

**Financial Administration Budget**

- 4150110-Treasurer Salary from \$15,000.00, revised to \$4,000.00
- 4150111-Deputy Treasurer Salary from \$7,500.00, revised to \$624.00

**Town of Boscawen**  
**Board of Selectmen**  
Final Minutes  
Wednesday, February 13, 2019 at 5:00pm

- 4150332-Equipment & Software from \$750.00, revised to \$500.00
- 4150571-Travel & Meetings from \$1,000.00, revised to \$500.00

**Tax Collector Budget**

- 4151110- Salary from \$32,823.01, revised to \$10,503.00\*
- 4151115-Overtime from \$2,500.00, revised to \$1,000.00

\*In the event Nicole will hold dual positions as Town Clerk and a Tax Collector.

**Personnel Administration Budget**

- 4155122-Shots, Drug testing from \$350.00, revised to \$200.00
- 4155572-Background Checks from \$1,000.00, revised to \$500.00

**Planning & Community Development Budget**

- 4191120-Overtime from \$1,500.00, revised to \$0
- 4191555-Regulation Ordinance Updates from \$10,000.00, revised to \$3,500.00
- 4191572-Office Equipment & Service Agreements from \$8,100.00, revised to \$6,200.00

**Police Department Budget**

- 4210581-Police Dispatch from \$25,000.00, revised to \$22,000.00

**Fire Department Budget**

- 4220110-Operating Salaries (Fire Chief/Fire Fighters) from \$130,000.00, revised to \$105,000.00

**Emergency Management Budget**

- 4290572-Vehicle Maintenance from \$1,000.00, revised to \$0

**Public Works Department Budget**

**Solid Waste**

- 4325441-Landfill Covering & Maintenance from \$32,000.00, revised to \$16,000.00

**Parks and Recreation Budget**

- 4520690-Renovations, Dorval House from \$2,000.00, revised to \$0

**Welfare Budget**

**Welfare General Assistance**

- 4442809-\$50,000.00, revised to \$45,000.00

**Old Home Day Budget**

- 4583831-\$7,500.00, revised to \$5,000.00

**Town of Boscawen**  
**Board of Selectmen**  
Final Minutes  
Wednesday, February 13, 2019 at 5:00pm

**Warrant Article #3- Contributions to the Capital Reserve Accounts (Previously Established)**

- Police Department Vehicle Contribution-\$20,000.00, revised to \$10,000.00

The Budget Committee proposed to hold an additional Public Hearing for the changes in the budget. The tentative date for the Public Hearing will be for Thursday February 21<sup>st</sup>.

From the audience Fred Egounis questioned where the funds left over from the prior's year's budget go to. Alan explained that the Unassigned Fund Balance is looked at to see if a contribution to taxes can be made for the following year's tax rate. The lower the Unassigned Fund Balance the lower the contribution.

Gail Eugounis asked about listing the municipal sewer being listed in the budget but not showing the actuals. The Board mentioned that it is listed that way due to it being a plus and minus account.

From the Audience Mike Fisher wanted to say that with these changes he feels that the Town is headed in the right direction. But believe that we still need to look at some of the increases on this year's budget. Finance Director Katie Phelps wanted to mention that the increases are not all salary increases. Human Service Administrator Sarah Gerlack also wanted to let the Town know that some of the increases in individual budgets are due to the restructuring of the departments and how more time is being spent differently. Chairman Mark Varney mentioned that there was talk about taking away the 3% COLA from the employees and the Board does not agree with that.

**Chairman Mark Varney made a motion to adjourn the meeting at 6:30pm. Selectman Roger Sanborn seconded.**

Respectfully submitted by Sarah Gerlack