

**Town of Boscawen**  
**Board of Selectmen**  
Final Minutes  
Wednesday, December 05, 2018 at 5:00pm

In attendance: Mark Varney, Roger Sanborn, Edward Cherian, Katie Phelps, Kevin Wyman, Ray Fisher, Dean Hollins, Kellee Easler, Alan Hardy, Nicole Hoyt, Shawn Brechtel, David Collins, Barbara Chellis, Beth Heyward, Vernon John, Penny Sarcione, Mike Fisher, and Haley Dilts-Brown.

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

**Speaker**

Shawn Brechtel and David Collins from the Penacook Rescue Squad presented the board with a fact sheet regarding the service that PRS provides.

PRS is in their 63<sup>rd</sup> year of service to Boscawen and the surrounding communities. Each provider on staff is dedicated and has an average of 10 year of service to PRS. Currently they are staffed at approximately 95% paramedic coverage. However they have 3 providers that have graduated from paramedic school in October. Upon receiving their license, PRS will be staffed at a 100% paramedic coverage, 24 hours per day, and 365 per year. Shawn spoke about the decrease in volunteerism over the past 20 years, and paying providers per diem guarantees there is coverage for medical service to the Town.

He also shared what the Town is paying for when they support PRS. Competing with departments that have benefits. PRS was day time coverage only to full time. Currently there is one administrative staff position at 20 hours per week. No administrative staff has been added.

In FY2018 billing is down across the country and for PRS it as a rate of 44% for the department. Billing is extremely difficult, considering demographics, Medicaid, and Medicare.

PRS provides auto extrication, ALS (Advanced Life Support), and EMS (Emergency Medical Support). They also are very active in the community, assisting with Boscawen Old Home Day, and Boscawen Police Department Halloween party. They also provided medical coverage for the NH Veterans Cemetery at no cost. They provided Stop the Bleed Training at Boscawen Elementary School, in conjunction with the Police Department and Emergency Management. CPR and First Aid certification for the counselors for the Parks and Recreation program, and the Police Department. In addition under the PRS medical license the PD is trained and able to carry and administer Narcan.

Working the numbers for tax payer contribution per call volume, the numbers for similar services are as follows. Calex \$750, Tri Town \$408, Linwood \$214, and PRS \$173 per call. Currently PRS has served on 834 calls, of which 563 were Boscawen.

Chairman Mark Varney asked if there is any amount of the over \$400,000 that is set aside for capital improvements. Shawn and David answered that the issue is in uncollected billing revenue. PRS's fiscal year runs from April 1<sup>st</sup> to March 31<sup>st</sup> this makes it very difficult to guestimate what they will receive in billing revenue. What seems to be an overage when you do the math is the unknown of what revenue is coming in when Medicaid continues to pay less. The anticipated payroll expenses for 2019 are \$440,000 and there continues to be equipment and ambulance maintenance cost as well.

The Town continues to grow and the emergency service needs growth as well. The Town is looking at all possibilities in regards to all emergency services. The Salisbury Board of Selectmen have been contacted by

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PRS to participate however have not heard back from them.

Town Administrator would like to get a hard number to be able to put together the warrant for Town Meeting. In addition he asked when the best time for PRS to receive support from the Town is. Currently we bill for Tax revenue twice per year. At this time we will continue to send support in two disbursements.

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

Human Resource and Finance Director Katie Phelps presented the Board with a Transfer from the Information Technology Capital Reserve Fund.

**Selectman Roger Sanborn made a motion that the Trustees of the Trust Funds transfer \$1,340.00 from the information Technology Capital Reserve Funder to the General Fund to reimburse the General Fund for Cybertron, Inc. (Invoice 20180529) \$1,340.00. Chairman Mark Varney seconded. All in favor.**

Katie presented the Board with a Transfer from the Police Cruiser Capital Reserve Fund.

**Selectman Roger Sanborn made a motion that the Trustees of the Trust Funds transfer \$10,000.00 from the Police Cruiser Capital Reserve Fund to the General Fund to reimburse the General Fund for the following: Ossipee Mountain Electronics, Inc.- New Cruiser Equipment \$10,000.00. Selectman Edward Cherian seconded. All in favor.**

Katie presented the Board with a transfer from the Town Wide Safety Equipment Capital Reserve Fund.

**Selectman Roger Sanborn made a motion that the Trustees of the Trust Funds transfer \$2,791.21 from the Town Wide Equipment Capital Reserve Fund to the General Fund to reimburse the General Fund for the following expenditures: Rowells Services (Eye Wash Station/Sink in PD) \$358.75, Warren Electrical, INC (Invoice 6978- Town Hall Lights) \$468.50, Warren Electrical, Inc (Invoice 6977- Town Hall Lights) \$1680.00, Joe Kings Shoe Shop (Chuck Bodien/ Rose Fife boots) \$283.96. Chairman Mark Varney seconded. All in favor.**

Katie presented the Board with Signature Cards for Franklin Savings Bank to place Cheryl Mitchell as Deputy Treasure on the accounts.

Police Chief Kevin Wyman reported to the Board that 1 Corn Hill Rd is on the market.

Fire Chief Ray Fisher presented the Board with a \$15,000.00 purchase for an exhaust system to be installed at the Fire Station.

**Chairman Mark Varney motioned to allocate \$15,000.00 for the exhaust system. Selectman**

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**Roger Sanborn seconded. All in favor.**

Ray presented the Board with an \$860.00 per year virus protection software for the department.

**Selectman Roger Sanborn made a motion to authorize the \$860.00 per year virus protection software. Chairman Mark Varney seconded. All in favor.**

Ray expressed his feelings about his position being posted without prior discussion. Ray publicly announced his retirement on Oct 3<sup>rd</sup>.

Public Works Director Dean Hollins did not present anything at this time. Stating same old stuff.

Tax Collector/Town Clerk Nicole Hoyt reported to the Board 90% of the Taxes for the second half of the year have been paid. Nicole presented the Board with the 4<sup>th</sup> quarter sewer warrant to be signed.

Nicole wanted to let the Board know about the DMV Press Release. DMV will be open the second Saturday of each month for Real ID transactions only.

The Elections for March will be published in the Newsvine for the following open positions: Selectman a 3 year term, Cemetery Trustee a 3 year term, Supervisor of the Checklist a 6 year term, Town Clerk a 2 year term, Library Trustee a 3 Year term and Trustee of The Trust Funds a 3 year term. These dates will be published for when people can sign up, to be put on the ballot.

Nicole requested that the Board approve the appointment of Haley Dilts-Brown as Deputy Town Clerk until March election.

**Selectman Edward Cherian motioned to approve Haley Dilts-Brown as Deputy Town Clerk. Chairman Mark Varney seconded. All in favor.**

Parks and Recreational Director Penny Sarcione and Town Administrator Alan Hardy wanted to let the Board know that the budget is the same as 2018, the rates did not change and is \$50.00 per member.

Alan presented the Board with an encumbrance for Parks and Recreation donations in the amount of \$4,000.00 - Acct 3406.10

**Chairman Mark Varney motioned the encumber funds from account number 3406.10-Parks and Recreation Donations for \$4,000.00 for the purpose of purchasing recreation equipment in 2019. Selectman Roger Sanborn Seconded. All in Favor.**

Alan presented the Board with an encumbrance for Parks and Recreational Funds in the amount of \$2,000.00 – Acct 4520690

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**Chairman Mark Varney motioned to encumber funds from account number 4520690- Re Dorval House for \$2,000.00 for the purpose of repairing and painting Dorval House in 2019.**

Tax collector/Town Clerk Nicole Hoyt presented the Board with the Tax Collector Budget. She presented the Board with a request to add the 3% Cola.

**Selectman Edward Cherian made a motion to approve the Tax Collector Budget and add the 3% Cola. Chairman Mark Varney seconded. All in favor.**

**Speaker**

Director Barbara Chellis and Director Beth Heyward from Belknap-Merrimack Community Action Program thanked the Board for the many years of support. CAP centers are open 365 days a year and they provide services such as Fuel Assistance, Food Pantry, and Security Loan deposits. Barbara and Beth presented their yearly request of \$7,600.00 from the Town of Boscawen.

**Selectman Edward Cherian made a motion to approve the \$7,600.00 for the Community Action Program. Chairman Mark Varney seconded. All in favor.**

Tax Collector/Town Clerk Nicole Hoyt presented the Board with the Town Clerk Budget. She requested \$4,800.00 for Election Cost and for the 3% Cola.

**Selectman Edward Cherian made a motion to approve the budget of Town Clerk Elections 2019 with the 3% Cola. Chairman Mark Varney seconded. All in favor.**

**Selectman Edward Cherian made a motion to approve Haley Dilts-Brown to become a full time Employee based on the Deputy Town Clerk, Administrative Assistant and Welfare budget. Chairman Mark Varney seconded. All in favor.**

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

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

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

**Selectman Edward Cherian made a motion to adjourn the public meeting at 7:30PM. Chairman Mark Varney seconded. All in favor.**

Respectfully submitted by Haley Dilts-Brown