

## **Town of Boscawen**

### **Board of Selectmen**

#### Final Minutes

Wednesday, December 12, 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 and Sarah Gerlack.

Chairman Mark Varney opened the meeting with the pledge of allegiance at 4:45pm and a moment of silence.

#### **Public Hearing – Sewer User Ordinance**

**Selectman Edward Cherian made a motion to open the Public Hearing at 5pm. Selectman Roger Sanborn seconded. All in favor.**

The Sewer Ordinance was redesigned from the 1975 ordinance that was amended in August of 1981. The Ordinance was revised by the Department of Environmental Services and Underwood Engineering and DES has adopted all the revisions.

A copy of the Sewer User Ordinance is available on the Town of Boscawen Website.

The Board asked if there were any questions from the audience at this time. There were no voiced questions from the public.

**Chairman Mark Varney made a motion to close the Public Hearing at 5:10pm. Selectman Roger Sanborn seconded. All in favor**

#### **Scheduled Speakers**

Sylvia Hoyt from the Concord Regional Crimeline has asked to come to speak to the Board today. Sylvia is a member of the Concord Regional Crimeline Committee. The committee is made up from three members from each of the 19 towns that they service. Sylvia is here to ask if the Board knows of any Boscawen residents that may be interested in becoming a board member as Boscawen currently doesn't have a representative on the board. The board meets once a month mainly at the Concord Police Department but have met at various towns of current board members. They also do one required fundraiser a year. The Crimeline pays roughly \$2,000.00-\$3,000.00 in donations in the Merrimack County area. If you are interested in becoming a Crimeline board member you can find more information on their website at [concordregionalcrimeline.com](http://concordregionalcrimeline.com). The Board has asked to have that posted on the Towns website as well as a link to their website.

Town Administrator Alan Hardy has two employees that are requesting to roll over vacation time into the next year. After some discussion it was found that more department heads would have the same request. The Board has asked Alan to bring all request to next week's meeting.

Human Resource and Finance Director Katie Phelps has two dates to confirm with the Board for the Budget Meeting and the Budget Hearing. Katie proposes that the Budget Meeting be held on 1/23/18 starting at 6:30pm and for the Budget Hearing be held on 2/6/18 starting at 6:30pm. The Board has agreed in those dates and times and Katie will be in communication with the Budget Committee.

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Katie has mentioned that she has scheduled the Audit for February 19<sup>th</sup> through the 22<sup>nd</sup>.

Fire Chief Ray Fisher let the Board know that the Fire Department had their first test run with I am Responding program. Ray said that the program test was a success. He will be putting Adam Egounis in charge I Am Responding.

Ray presented the Board with his resignation letter. The Board appreciates everything that Ray has done for the Board and the Town over his many years of service.

**Chairman Mark Varney made a motion to accept Rays Fishers resignation letter. Selectman Roger Sanborn seconded. All in favor.**

Public Works Director Dean Hollins mentioned to the Board that the heater at the Transfer Station that heats the oil motor needs to be replaced. Dean did order used parts for it to hold them over but it will need to be replaced sooner than later. Dean will be able to use money from the recycling budget to replace it when it is needed.

Dean presented the Board with three encumbrances for 2019.

**Under the provisions of RSA 32:7, I, Chairman Mark Varney made a motion to encumber funds from account number #4312463- Road Re-Surfacing for \$115,447.74 for the purpose of paving less than a mile in 2019. Selectman Roger Sanborn seconded. All in favor.**

**Under the provisions of RSA 32:7, I, Selectman Edward Cherian made a motion to encumber funds from account #2490.03- Road Paving for \$18,053.63 for the purpose of paving less than a mile in 2019. Chairman Mark Varney seconded. All in favor.**

**Under the provisions of RSA 32:71, I, Selectman Roger Sanborn made a motion to encumber funds from account number #2490.13-Cemetery Donations for \$1,960.16 for the purpose of planting trees and shrubs in 2019. Selectman Edward Cherian seconded. All in favor.**

Town Administrator Alan Hardy presented the Board with a Funds Transfer

**Chairman Mark Varney made a motion to make the following transfers**

- **\$2,500 from account # 4194440 1913 Library to account #4194443 Town Hall**
- **\$2,250 from account # 4194446 116 N Main – Building Maintenance – Floors & Windows to account # 4194447 116 N Main – Building Maintenance & Supplies.**
- **\$3,000 from account # 4130113 Adm. Asst. Municipal Clk. to account # 4130112 Administrator Salary.**
- **\$900 from account # 4130338 Exec Equipment Maintenance to account # 4130112 Administrator Salary.**

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- **\$3,500 from account # 4140801 TC Vital Records Preservation – Split: \$2,600 to account # 4130112 Administrator Salary and \$900 to account # 4130120 Executive Overtime.**
  - **\$3,612 from account # 4220571 FD Training Forest Fires to account # 4220660 FD Truck Operations and Repairs.**
  - **\$15,000 from account # 4220110 FD Operating Salaries to account # 4220700 FD Equipment.**
  - **\$1,000 from account # 4312111 HW General Laborer to account # 4312452 HW Salt.**
  - **\$5,500 from account # 4324110 SW Operator (OPEN) to account # 4324112 SW Operator (RR).**
  - **\$800 from account # 4191110 P&C Dev Director Salary to account # 4191112 Recording Secretary,**
  - **\$5,000 from account # 4155120 PA Health Insurance to account # 4153320 Town Counsel.**
- Selectman Edward Cherian seconded. All in favor.**

Tax Collector/Town Clerk Nicole Hoyt let the Board know that the sewer bills for the fourth quarter have gone out and should be seeing the income from that coming in soon. Nicole has also sent out the January reminder letters for DMV.

Nicole mentioned that the open positions for Town Meeting have been sent to the Merrimack Valley Voice and the News vine for publication.

Nicole has sent out the memory cards for the voting machine to be coded and ready for Town Meeting.

Nicole mentioned she emailed the Board and Administrator Alan Hardy the Tax Rates for the State.

Planning and Community Development Director Kellee Easler mentioned that she and Katie went to a Sheltering 101 training in Loudon hosted by Community Action Program. Fred Regan also attend and plans to have one done in Boscawen as well.

Kellee mentioned that there are a few properties for sale on Daniel Webster Highway. She will be meeting with the Relator regarding these properties tomorrow. One of the properties has an agreement with the Town to maintain the private road it is on and this agreement is only with the current owner and does not continue once it is sold. Kellee will make sure that they are aware that it is not a Town maintained road.

### **Budget Presentations**

Town Administrator Alan Hardy presented the General Government Budget. There are a few changes for the General Budget going into 2019. Alan's Administrative salary has been moved to the budget 100% of the time. Legal has been increased by \$5,000.00. Selectman Edward Cherian has asked for

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a breakdown on the legal fees from 2018.

The Town Buildings budget line does not include a deep cleaning at the Town Hall. Alan has received the Bids and will present it next week. The Board would like to thank Bernie Davis for the quick repairs to the Town Hall before the Elections in November.

Tax deeded properties was moved from the General Budget to the Tax Collect Budget.

**Selectman Edward Cherian made a motion to approve the General Government Budget. Selectman Roger Sanborn seconded. All in favor.**

Human Resource and Finance Director Katie Phelps and Treasurer Paula Dill presented the Board with the Finance Budget. Paula mentioned that when she was presented with the position as the Treasurer it was present as a minimal hour's position. Paula believes that the position has evolved into much more and is proposing an increase in the Treasurer and Deputy Treasurer Salary line. Treasurer proposed salary to \$15,000.00 and Deputy Treasurer's salary to \$7,500.00 yearly.

Katie mentioned that there is an increase in her salary line due to going from an hourly paid employee to a salary paid employee.

Katie mentioned that she will be adding her Town issued cell phone to the budget in the amount of \$500.00.

**Chairman Mark Varney made a motion to approve the Finance Budget. Selectman Roger Sanborn seconded. All in favor.**

Treasurer Paul Dill presented the Board with a Delegation of Deposits for signature.

Paula has proposed to do a three year review on the banks that the Town uses. The Board of Selectmen agree and thanks it's a great idea.

Next week Public Works and The Personnel budget will be presented.

Alan Hardy presented the Board with the Warrant Articles for 2019.  
Penacook Community Center will be coming to next week's meeting to present their request.  
Jim Bode Fund to create a new fund.

Number three will to get an approval to redo the Fire Truck fund to Fire Equipment Fund in the amount of \$423,000.00. The Board questions if there is a need to continue to contribute to this fund. Ray mentioned that after this year they can cap it but they may need it sooner than later as a new pre built pumper cost upwards to \$500,000.00

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Highway Equipment for \$45,000.00

Public Works Building \$20,000.00. Dean suggest to get a plan to start building a new building or adding on the current building.

The Board suggest starting a warrant for the Landfill Cap and Dean will follow up with more information as he receives it.

Fire Truck Fund \$60,000.00

Fire Station engineer and design work \$50,000.00.

Municipal Building Roof \$50,000.00 .The Chimney will also in the need of pointing up. The price is based on shingling the roof. Alan will consult with the Penacook Review Committee. The roof is projected to be done on May 2019.

Police Chief Kevin Wyman mentioned that they will not be purchasing a new cruiser in 2019 and asks the Board if they would like to split up the contribution to annually instead of Bi annually. The Board agreed and asked to bring in a draft next week.

Alan mentioned that the EPA Clean out Grant has gone from \$200,000.00 to \$500,000.00 with a required 20% match. They have less than 30 days to finish the grant writing and Alan believes it is a short period to produce a competitive application.

Alan mentioned that he would like to have an email sent out on Thursdays to all employees and what their action items were from the Board meeting.

**Chairman Mark Varney made a motion to approve nonpublic meeting mins from 11/20/2018 #3 and #4. Selectman Roger Sanborn seconded. All in favor.**

**Selectman Edward Cherian made a motion to approve the nonpublic meeting minutes from 12/05/2018. Selectman Roger Sanborn seconded. All in favor.**

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

**Chairman Mark Varney made a motion to adjourn the public meeting at 7:25PM. Selectman Roger Sanborn seconded. All in favor.**

Respectfully submitted by Sarah Gerlack