

**Town of Boscawen**  
**Board of Selectmen**  
Boscawen Municipal Complex  
Final Minutes  
Wednesday, February 28, 2018, 2018 at 5:00pm

**Present:** Edward Cherian, Roger Sanborn, Katie Phelps, Ray Fisher, Dean Hollins, Kellee Easler, Alan Hardy, and Nicole Hoyt.

Excused – Chairman Mark Varney, Kevin Wyman and Sarah Gerlack.

Selectman Roger Sanborn opened the meeting with the pledge of allegiance at 5:00pm.

**MOTION-** Selectman Roger Sanborn made a motion to approve meeting minutes from 2/14/2018. Selectman Edward Cherian seconded. All in favor.

**MOTION-** Selectman Edward Cherian made a motion to approve meeting minutes from 2/21/2018. Selectman Roger Sanborn seconded. All in favor.

**MOTION-** Selectman Edward Cherian made a motion to approve nonpublic minute's #1-4 from 2/21/2018. Selectman Roger Sanborn seconded. All in favor.

**Ray Fisher-** The pump in the fire truck has been replaced and is close to being back in working condition. Ray asked Alan if he had heard back from Concord Fire Department and Alan said that he does have a meeting with the City of Concord manager. Rays concern is that there has been a few Sundays that Penacook Rescue has been unavailable to report to calls and have had to call Concord to respond. Ray suggested if they are not available to cover a shift to let Concord know and Boscawen Fire so time is not missed by dispatching Penacook Rescue. Nicole would like us to have a conversation with Penacook before going to Concord to address the recent concerns.

**Dean Hollins, Public Works** – On Commercial Street there was a concern of a building that was falling into the road. Dean went and assessed the building. There was no problem with the building but there was a small piece of timber that is leaning on the chain link fence close to the road. Public Works will be out to clear the area. The co-op annual meeting will be tomorrow night 3/1/18 that he will be attending. Tipping fees are up this year. They have gone up to \$67.79 which is up \$1.18 from 2017. Liberty Utilities will be doing work on Oak Street in the next two weeks. Public Works had a couple of truck repairs. Dean is working on signs to post the roads effective next spring.

**Kellee Easler-** There is a Hazard Mitigation meeting on Monday 3-5pm. Kellee would like to have the Hazard Mitigation meetings added to the bottom of the agenda.

**Katie Phelps, Finance** – Katie handed out the 2017 audit findings. There are three findings. One being we haven't adopted a formal cash receipt policy and they recommend that we do. We have begun drafting a cash handling policy. Two we haven't been tracking impact fee money to ensure that it is spent in timely manner. We have six years from the time we receive it to use it. We do not currently have any that is over that time limit. The third finding is that the Trustee of The Trust Fund are not holding regular meetings and keeping meeting minutes. Katie has forward that on to the Trustees via email. At this time Katie has not received a response from the committee. Prior

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year audit findings. In 2016 they recommended that the Town develop a disaster recovery plan which was completed in 2017. They also suggested to develop a capital asset policy. We have currently started to draft that. That will not be a problem for next year. They recommended that we budget for special revenue accounts. We currently only budget for Sewer. Not all towns do that but would like to see Boscawen Comply.

**Nicole Hoyt, Administration** – Town Report should be in by the end of the week. Nicole showed the proof of it.

Chairman Mark Varney joined by phone at 6:00pm.

**MOTION** – Selectman Roger Sanborn made a motion to adjourn the public meeting at 6:00pm. Selectman Edward Cherian seconded. All in favor.

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

**MOTION** – Chairman Mark Varney made a motion to come out of nonpublic RSA 91-A: 3, II (a) and go into nonpublic RSA 91-A: 3, II (c). Selectman Roger Sanborn Seconded. All in favor.

**MOTION** – Chairman Mark Varney made a motion to come out of nonpublic RSA 91-A: 3, II (c) and to seal all nonpublic minutes. Selectman Roger Sanborn seconded. All in favor.

**MOTION** – Selectman Roger Sanborn made a motion to adjourn the public meeting at 6:26pm. Chairman Mark Varney seconded. All in favor.

*Respectfully submitted by Sarah Gerlack  
(Minutes produced from recording)*