

**Town of Boscawen**  
**Board of Selectmen**  
Boscawen Municipal Complex  
Final Minutes  
Wednesday, March 14, 2018, 2018 at 5:00pm

**Present:** Mark Varney, Edward Cherian, Roger Sanborn, Katie Phelps, Kevin Wyman Ray Fisher, Cheryl Mitchell, Kellee Easler, Alan Hardy, Nicole Hoyt and Sarah Gerlack.

Excused- Dean Hollins

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

**MOTION-** Selectman Roger Sanborn made a motion to approve the public minutes from 03/07/2018. Chairman Mark Varney seconded. All in favor.

**MOTION-** Chairman Mark Varney made a motion to approve nonpublic minute's #1 - #3 from 03/07//2018. Selectman Roger Sanborn seconded. All in favor.

**Katie Phelps, Finance** – The Town Meeting has been moved to March 24. The retro pay will be paid out in the pay check for March 30 and the new pay rate will start March 26. Katie wants to remind all employees to please fill out a new 2018 W-4 form and have it back to her for Monday March 19. Katie presented the Board with the new cash and purchasing policy. Based on discussion the Board didn't want to make any decisions at this time and has asked the department heads to look it over and make notes to bring back to Katie.

**MOTION-** Chairman Mark Varney made a motion to table the new Cash Handling and Purchasing policies for further discussion. Selectman Roger Sanborn seconded. All in favor.

**Ray Fisher, Fire-** Ray put a "Help Wanted" Ad in the Newsvine for the Fire Department. The forest fire warden dinner will be held on Tuesday March 20.

**Cheryl Mitchell, Town Clerk-** Cheryl is grateful for all the support from everyone during the election period. Cheryl wanted to thank Michelle and Nicole as they have been great in the training process. Cheryl will officially be sworn in as Town Clerk Monday March 19, 2018.

**Kellee Easler, Assessing** – Kellee will be having new signature cards drawn up for when Treasurer Paula Dill and Selectman Edward Cherian are sworn in. They will be sworn in along with Town Clerk Cheryl Mitchell as soon as Monday March 19. Kellee presented the Board with a land use change tax for signature for the corner of Water and Knowlton Road. There will be a Hazard Mitigation meeting Monday 3/19/18 from 3:00pm-5:00pm and a Technical Review Committee meeting Wed 3/21/18 at 4pm. Alan stated that we have an increase value of rising inventory and a lot of the Towns inventory that was partial last year goes to full value this year. With the new construction it will have a positive impact.

**Alan Hardy, Administration** – Alan and Dean supervised in the inspection of all of the boiler's. Once the payment has been processed by the state we will receive the certifications. During the day

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on Tuesday Alan scheduled to have the elevator and the alarms tested. The alerts for the fire alarms have been updated. When a fire alarm sounds it will tell on the control panel the location of the alarm. Alan wanted to discuss sole sourcing and the work that has been done on the 1913 Library. Alan stated George has done an amazing job. The LCHIP has come and looked at the building and there are repairs that are needed to the west entrance of the Municipal office Building. Alan wants to know if the Board wants to consider sole sourcing for that project. Alan and Katie can work together to get a sole source document and start implementing that where they think it's appropriate. Alan would like to work with H&H on the repairs of Municipal office building. The funds for the project are set aside he will get a quote and will present the Board with a proposal.

**Nicole Hoyt, Administration** – Nicole wanted to say that elections went well and that she is tying up loose ends and changing things over to Cheryl as Town Clerk.

**New Business**

The Board and Town employees wanted to thank The Ladies Aid for the meals for Town employees that were provided during the elections throughout the day. The Ladies Aid have been doing meals on Election Day for the election workers for 100+ years and enjoy keeping that tradition alive. The meal tickets were a hit with the Ladies Aid and made it easier to prepare for the meals. Alan did mention that there will come a time sooner than later when we will have to replace the range and will keep an eye out for one. Selectman Edward Cherian wanted to share that it is NH energy week and General Electric will be sending him to a breakfast conference at the Grappone Center and there will be an update on some of the RGGI - Regional Greenhouse Gas Initiative money and will bring back updates. Ed will also be attending the NH Municipal Association Conference in June.

**MOTION** – Chairman Mark Varney made a motion to adjourn the public meeting at 5:40pm. Selectman Edward Cherian seconded. All in favor.

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

**MOTION** – Selectman Roger Sanborn made a motion to adjourn the public meeting at 6:22pm. Chairman Mark Varney seconded. All in favor.

*Respectfully submitted by Sarah Gerlack*