

**Town of Boscawen**  
**Board of Selectmen**  
Boscawen Municipal Complex  
Draft Meeting Minutes  
Wednesday, November 1, 2017 at 4:30pm

1 Present: Mark Varney, Roger Sanborn, Katie Phelps, Kevin Wyman, Corey Welcome, Dean  
2 Hollins, Alan Hardy, Kellee Jo Easler, Michelle Brochu, Nicole Hoyt and Linda Chandonnet.

3  
4 Excused: Ray Fisher

5  
6 Chair Mark Varney opened the meeting at 4:30pm, led us in the Pledge of Allegiance and a moment  
7 of silence.

8  
9 **MOTION:** To seal the Non-Public Sessions from 4:00pm and 4:15pm per RSA 91-A:3, II (b) made  
10 by Chair Varney. Seconded by Selectman Roger Sanborn, all in favor, none opposed.

11  
12 Chair Varney had a correction of the public minutes from the Board of Selectmen’s meeting October  
13 25, 2017 on page 3 on line 89-90 that that was brought to our attention and should be changed from  
14 “among the highest” to read “is not the highest”.

15  
16 Mr. Hardy noted that the School Superintendent has agreed to come to the Budget and Selectmen’s  
17 Meeting to go over and present the information from the school board.

18  
19 Linda Chandonnet requested to update the public on line 153 where it says “her” instead to read  
20 “Katie which they agreed to”.

21  
22 **MOTION:** To accept non-public Minutes per RSA 91-A:3 II (c) made by Chair Varney.  
23 Seconded by Selectman Sanborn, all in favor, none opposed.

24  
25 Chair Varney and Mr. Hardy made changes on the Board of Selectman’s Non-Public Minutes, on  
26 Paragraph 6 and suggested to remove the residents name and address and just put the word residents.

27  
28 **MOTION:** By Chair Varney to accept the October 25, 2017 minutes. Seconded by Roger  
29 Sanborn, all in favor, none opposed.

30  
31 **MOTION:** To accept non-public minutes as presented per RSA 91-A:3 II (b) made by Chair  
32 Varney. Seconded by Selectman Sanborn, all in favor, none opposed.

33  
34 **MOTION:** To accept non-public minutes as presented per RSA 91-A:3 II (c) made by Chair  
35 Varney. Seconded by Selectman Sanborn, all in favor, none opposed.

36  
37 **MOTION:** To accept non-public session per RSA 91-A:3 II (c) made by Chair Varney.  
38 Seconded by Selectman Sanborn, all in favor, none opposed.

39  
40 **Katie Phelps, Accountant/Human Resources Director:** Open Enrollment for Health Trust  
41 Insurance and if there are any updates or changes to let her know.

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We received the October payment for the Highway Block Grant totaling \$25,980.72.

**Kevin Wyman, Chief of Police:** The Halloween Party on Monday, October 30<sup>th</sup> went very well and had over 500 people, and wanted to thank all the volunteers who helped and they made a huge difference.

Chief Wyman stated the Winter Parking Ban begins today and ends April 15<sup>th</sup>. This ordinance was done in 2006 and we might want to looking into updating or changing this. The banned times are 11pm to 7am or if it interferes with snow removal and public waste. Mr. Hardy asked when does the parking at the Jamie Welch Memorial Field start. Chief Wyman stated banned time is 10pm to 5am.

**Corey Welcome, Lieutenant:** Had no updates at this time. Chief Varney confirmed with him the next Firemen’s Meeting is Monday, November 13<sup>th</sup> at 7:00pm.

**Dean Hollins, Public Works Director:** Comcast sent Mr. Hollins a generic amendment of the lease agreement of the Comcast Building at the Transfer Station. Mr. Hardy added what they have done is terminated parts of the contract. It doesn’t create obligations, and it separates obligations so it does the basic what you want done. Chair Varney explained that it’s the Comcast Building on the dump road, they are done with it, don’t want it anymore and has offered to sell it to the town for \$1.00. The land is already ours, and it’s just the building, so they are gutting it out and leaving the building there. What the documents are they are withdrawing from the lease turning all the property to us and there’s no dollar amount. Comcast will be taking additional items of electronic and wires, security system, portable toilet and propane tanks. They will be leaving two generators with the building.

**MOTION: Selectman Sanborn made a motion to accept with a letter and we appreciate it. Seconded by Chair Varney, all in favor, none opposed.**

GMI did pave the Jamie Welch Park and showed pictures to the Board. Mr. Hollins is going tomorrow to gravel all the shoulders and back them up before they race up the rail trail on Saturday and so no one drives off edge of the pavement and breaks it.

During the storm on Monday morning, there’s a power pole on Depot St. that feeds electricity to the concession stand and was tipped over and there was live wires on the ground. In the past Mr. Hollins and Mr. Hardy have talked about eliminating that pole, and taking the light out front which is a Unitil light and having underground wiring done. That way, we have our own light to turn off and on when needed. It would require Mr. Hollins, Mr. Hardy and our electrician look it over to see what can be done. But for now that pole is down and wires are disconnected and Unitil has shut the power off, Mr. Hardy recommends that Unitil8 check the corner pole that will be staying in place and make sure it’s not in the same condition, to take the light off from it and bring the power

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84 underground. It would be a lot safer for the park to be able to light it the way they want. Mrs. Hoyt  
85 asked if there will be power for the Fund Raiser Event on Saturday, November 4th, and was told  
86 there will be at Dorval. She also added Penny is looking for volunteers for the event.

87  
88 Mr. Hollins wanted to mention with the rain and wind storm on Sunday into Monday we lucked out  
89 and had no issues except the pole. Unitil and their contractors have been doing a great job with the  
90 line cutting.

91  
92 Mr. Hardy mentioned that the trees cut by Unitil are owned by the abutting property owner. Unitil  
93 is operated on the basis that the firewood is the owners in front or back of the property that the land  
94 owners are allowed to pick it up and take it away, but there may be issues when someone goes  
95 around and picks up wood without asking. That's where it could be a problem, so Chair Varney  
96 stated he would like information pertaining to this put on the website. Mr. Hollins mentioned there  
97 is a RSA on this and will give the information to Mrs. Brochu to post.

98  
99 **Michelle Brochu, Town Clerk:** Had no updates at this time.

100  
101 Chair Varney mentioned there are Military Decal Plates available at the Town Clerks Office and  
102 they are forms on hand that need to be completed. This includes Marines, Army, Air Force, Navy  
103 and Coast Guard. They have a standard or Veteran decal plate to choose from. N.H. Motor Vehicle  
104 will be sending Mrs. Brochu more information.

105  
106 **Kellee Jo Easler, Planning and Community Development Assistant:** Mrs. Easler had received an  
107 agreement from Matt Monahan of Central New Hampshire Regional Planning Commission for the  
108 Comprehensive Economic Development Strategy (CEDS) for the 1913 Library, King Street and  
109 possibly Commercial Street. These are three projects that may fit going forward. Mr. Hardy added  
110 hasn't had a chance to talk with Matt Monahan, but Torrent Station may also be a possibility, if Matt  
111 agrees to those three.

112  
113 **MOTION: Selectman Sanborn made a motion for Mr. Hardy to sign on CNHRPC. Seconded**  
114 **by Chair Varney, all in favor, none opposed.**

115  
116 Mr. Hardy stated that during the recent storm the Municipal Building was hit, and in front of the  
117 elevator there was rain water coming down the concrete wall. It was hitting the brick wall and running  
118 down so the flashing that was done in 2002 has broken up. Russell Towle came to look at it and will  
119 send us a quote to redo the top of it including the shingles. It was also determined that two of the  
120 window trims needs to be repaired at that time.

121  
122 Another area that looks like the storm may have damaged is the ceiling in the Meeting Room was in  
123 the molding along the south wall. It's not something that can be seen from the attic so Mr. Hardy  
124 will wait until Selectman Davis will be back and they will go up to look at it.

125

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126 The Municipal Office has been very cold last week, and it was determined that the HVAC system  
127 had 3 flaw control valves that were gone and had to be replaced. The system is now operating  
128 normally.

129  
130 When Mr. Hardy was checking the heating system upstairs, air could be heard coming out of the dry  
131 sprinkler system. He noticed it was a 4 inch service line and the cap on the end has deteriorated.  
132 When Chief Fisher gets back from vacation he can look at this.

133  
134 Mr. Hardy read a report from Town Forester Charlie Niebling . Charlie Niebling gave an update that  
135 despite Monday's heavy rain, the harvest is progressing well. Skidding and processing will continue  
136 through Friday. The Feller Buncher will move to the field reclamation tomorrow, and Charlie will  
137 be walking it with the operator at 7am tomorrow. Cutting, stumping and grading will take about 3  
138 days. They will finish out with new truck road and landing. The last step will be putting skid roads  
139 and landing to bed so we can get in and seed and mulch. It will look good when it's all done. HFCL  
140 has the source of mulch hay and we will get the pricing. All the work is expected to be completed  
141 around 11/17/2017.

142  
143 Mr. Niebling also stated that as of this morning they have trucked 160 MBF Pine, about 9 MBF Oak  
144 and other HW Logs, and about 500 T Biomass Chips. Final volumes will be close to what was in bid  
145 docs except chips will be higher due to field clearing. If anyone wants to go for a mid-job walk to  
146 give him a shout. He will need some guidance on acceptable location to the place stumps from field  
147 reclamation.

148  
149 **Nicole Hoyt, Co-Administrator:** Received a letter back from Troop 292 of Hooksett, that Jacob  
150 Arseneau of Boscawen and wrote all about him and his accomplishments. Nicole will be sending a  
151 letter back to them as she agreed to do.

152  
153 There was an abatement presented which should have been a Veteran's credit of \$100.00 to be taken  
154 off top of the Tax Bills.

155  
156 Mrs. Hoyt talked about the tax rate and that Mrs. Easler has put the all the numbers together today  
157 for the Board and is asking them to sign it. She stated the tax bills for the residents will be mailed no  
158 later than Friday, October 27th.

159  
160 Mrs. Hoyt stated Brenda Lewis from the Red Cross she is looking for two dates in 2018 to potential  
161 use the town hall for blood drives of Friday, April 6<sup>th</sup> and Tuesday, August 14<sup>th</sup> both dates still show  
162 available and she would like the Selectmen's approval.

163  
164 **MOTION: Selectman Sanborn made a motion to approve the use of the Town Hall for Blood**  
165 **Drives on April 6<sup>th</sup> and August 14<sup>th</sup> 2017. Seconded by Chair Varney, all in favor, none**  
166 **opposed.**

167

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168 Mrs. Hoyt had two town properties that generated tax bills. They are 445 High Street and 33 Duston  
169 and would like to request an abatement on them as these are both town owned properties  
170

171 **MOTION: Chair Varney made a motion to abate \$2,791.00 for 445 High Street. Seconded by**  
172 **Mr. Sanborn, all in favor, none opposed.**  
173

174 **MOTION: Chair Varney made a motion to abate \$214.00 for 33 Dustin Street. Seconded by**  
175 **Mr. Sanborn, all in favor, none opposed.**  
176

177 Chair Varney stated that Mrs. Hoyt may be getting a visit from Mr. Caron on Tremont Street and  
178 there are no structures on the property right now and he is being charged for water and sewer. Chair  
179 Varney did tell Mr. Caron he will need to speak to the PBW Precinct and Mrs. Hoyt can help with  
180 the Sewer. Mrs. Hoyt did reply that the sewer bill has been corrected.  
181

182 Mrs. Hoyt stated people are calling about their new tax bill. She has done her best explaining and  
183 would relate their concerns to the Selectmen.  
184

185 Mrs. Hoyt did want to mention that Katie Phelps did create the new hire checklist and found it helpful  
186 and she got everything done and ready. Sarah Gerlack our new employee starts on Monday  
187 November 6<sup>th</sup> and everything is ready for her to come in.  
188

189 Chair Varney has 2 check requests for Old Home Day Committee and he asked Mrs. Hoyt to schedule  
190 meeting with the Old Home Day Committee for tracking funds and to keep the Board of Selectmen  
191 aware of what is going on. Mrs. Hoyt will try to get this in next week meeting. Katie has the 2 checks  
192 and is keeping Rhoda updated with them.  
193

194 **Linda Chandonnet, Planning and Community Development:** No updates at this time.  
195

196 **MOTION: Chair Varney made a motion to adjourn the public meeting at 5:20pm.**  
197 **Seconded by Selectman Sanborn, all in favor, none opposed.**  
198

199 **MOTION: To enter non-public session per RSA 91-A:3 II (b) made by Chair Varney.**  
200 **Seconded by Selectman Sanborn, all in favor, none opposed.**  
201

202 **The Board of Selectmen then entered Non-Public Session at 5:20pm.**  
203

204 **The Board of Selectmen returned from Non-Public Session at 5:45pm.**  
205

206 **MOTION: To seal the Non-Public Session held under RSA 91-A:3, II (b) made by Selectman**  
207 **Davis. Seconded by Selectman Sanborn, all in favor, none opposed.**  
208

209 **MOTION: Chair Varney made a motion to adjourn the non-public meeting at 5:45pm.**

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210 **Seconded by Selectman Sanborn, all in favor, none opposed.**

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212

213 **\*For unedited minutes please refer to The Town of Boscawen's Website**

214 *Respectfully submitted by Linda Chandonnet*

215

DRAFT