

Boscawen Selectmen's Regular Session
Final Meeting Minutes 03.01.2017

Present: Selectman Roger W. Sanborn, Selectman Bernard O. Davis, Jr., Selectman Mark E. Varney, Alan Hardy, Dean Hollins, Chief Ray Fisher, Pamela Hardy, Michelle Brochu, Kellee Easler and Chief Kevin Wyman arrived at 4:35 PM.

Excused: Nicole Hoyt and Katie Phelps.

Chairman Sanborn opened the meeting at 4:30 PM.

Chairman Sanborn led the pledge of allegiance and a moment of silence.

Minutes: Selectmen Mark Varney had a few changes he would like to see be made. Co-Administrator Alan Hardy said he would make note of these. A **motion** to approve the Minutes as amended was made by Mark, seconded by Selectmen Bernie Davis and passed by a unanimous vote.

Non-Public Minutes: Motion to accept the non-public Minutes was made by Mark, seconded by Bernie and passed by a unanimous vote.

Board Discussion: Co-Administrator Alan Hardy discussed the Town Report. They should be available to pick up this week. Selectmen Roger Sanborn volunteered to pick them up.

Alan submitted two letters on behalf of Co-Administrator Nicole Hoyt to the Board that needed to be signed. Roger wanted all three selectmen to sign.

Alan noted that at last meeting there was a question about lien amounts and how many properties were delinquent. He reported that the lien amount is \$65,576.81 which is significantly down from last year's delinquent amount. There are 128 parcels that are delinquent.

Administration/Human Services: Pam Hardy reported that the auditors were there Wednesday and Thursday of last week and will be back tomorrow. They have almost completed their review. They are waiting for information from the trustees. So far no concerns have been reported. Pam handed out the treasurer's report which she noted will be given out monthly to show the balances in the accounts. Alan said that the Fire Department has two similar accounts. One titled Equipment Capital Reserve Fund, and one titled Safety Equipment Capital Reserve Fund. He asked Chief Ray Fisher if they needed to be separated or could they just have one Equipment Capital Reserve Fund? Chief Fisher said that there is one account that is an emergency fund. Alan suggested that they define the purposes of the fund. Chief Fisher said that the purpose of the fund was in the town report. Chief Fisher said one fund does not have additional money put into it every year. That account is the emergency fund. Pam explained that when new money is put into an account they are supposed to go to the body and ask for the account to be created. Some of the new accounts they didn't do that. Alan said that creating new accounts was a process that is approved at town meeting.

Roger asked about the sewer money coming in. Alan said they are way off because of the information coming out of the precinct. Discussion regarding this ensued. They are waiting for the precinct to respond to a letter that the town sent to them. Roger asked when the water board's annual meeting would be held. Pam said that it is held after the town meeting. Kellee Easler said it was March 21st.

Police: Chief Kevin Wyman - nothing new to report.

Public Works: Dean Hollins has one non-public item to discuss later.

Fire: Fire Chief Ray Fisher reported that Engine 1 is back today and good to go.

Assessing/Finance Clerk: Katie Phelps absent.

Tax Collector: Co-Administrator Nicole Hoyt absent.

Town Clerk: Michele Brochu has nothing new to report.

Mark noted that he went to training on how to handle Town Meeting. There was much discussion about Roberts Rules of Order.

Michelle said she wants to be sure that Town Meeting does not start until all our staff gets there. She takes the town meeting minutes and several other staff need to get there before the meeting starts, so she thought that she would mention it today.

Mark said that the training he went to discussed eligible voters that are voting at Town Meeting. They recommend wristbands or colored cards for each registered voter. The Supervisor's Checklist should have someone there checking in, and if someone leaves the room they need to turn in their voter's card. Mark said that people need to be registered voters in order to vote at town meeting and that is why the colored cards were recommended. Alan asked how they wanted it set up. Michele said there are 3 Supervisors of the Checklist and she can set them up. The other thing she will need to talk to someone about is that she needs to know people's names. As people get up to speak they should state their name and their address.

Michelle noted there would be a spaghetti dinner there also for the volunteers and staff. Alan asked if she would be making contact with the Supervisor to note the additions they would like. She said she could take care of that.

Planning & Community Development/Assistant: Kellee Easler, Planning and Community Development Assistant reported. There will be a Tiny House Discussion on March 7th. All the Boards have been invited to attend. It will be at the Planning Board meeting time.

The Board of Selectmen will need a motion for the approval of Engineering Service Request #36 for Underwood to review the Dollar General technical documents. That motion would include the review of all items except the traffic review which will come later. Alan explained that the Selectmen would be approving Underwood to conduct the review and they report back to the Planning Board and the Applicant. The Planning Board can ask the town pay the bill for the review and then ask the Applicant to reimburse the town for the expense under the provisions of RSA 676:4-b. Alan said that normally the report would go to the Chair of the Planning Board, but as the Chair is an abutter to the project, it will go to the Vice-Chair. Mark asked about the status of the Dollar General. Alan said that the Applicant is making modifications to the site plan for snow storage and other refinements as may be needed later. There was much discussion about snow storage and the need to cut down the trees that are at the back of the property to create the snow storage area. There is plenty of room to store snow outback, but at the expense of the trees. Bernie said those trees won't affect people as much as the side ones. Alan said it would directly affect 2 to 3 abutters, as he recalls. A **motion** to authorize payment for Engineering Service Request, (ESR) #36 to have Underwood Engineers conduct a technical analysis and report on the documents provided to Underwood Engineers, Inc. by the Planning Board. The Town will be reimbursed for the expenses of the review by the Applicant, Dollar General. The motion was made by Mark, seconded by Bernie, and passed by a unanimous vote.

Kellee submitted a response she wrote to a letter received from an abutter. The letter was dated February 13th. Kellee responded to each point in the letter and had Alan look it over. She hasn't received any response to the letter she sent as of yet.

Co-Administrator Alan Hardy reported that Cityside Development, LLC, (California Fields), are doing a lot line adjustment and the environmental engineer has found the hide pile on lot 5 is not all on lot 5. They have brought Web Stout back in

and essentially he's noting that the road isn't going to move, but the edge of the right of way will move towards the road. They want to contain all their material on lot 5. So if the Board gets questions about any of that, it is about the hide pile on lot 5. That discussion will take place next Tuesday night. Tomorrow they have Central NH Planning Commission and the environmental engineers coming at 10 am to discuss the work over on Commercial Street.

The Tax Collector's warrant for the sewer assessment was given to the Board of Selectmen to sign off.

Mark asked Kellee what time the discussion regarding the Tiny House would be on March 7th? Kellee said it would be at 6:30 pm. Kellee noted that it was an architect who built and designed the tiny house and will be talking about it. Alan said the unit is in Gilmanton right now. He said it is brand new, timber-frame built on a 20 ton multi-axle trailer. He said if the town may need to create regulations and/or an ordinance to deal with that then. Chief Fisher asked if it was a single axle. Alan said he thought it was a triple axle. Bernie asked what they were expecting to do with it. Alan said they'd like to site it on property like any other home. Bernie thought it was no different than a mobile home. Alan said it was an RV and it has different requirements. They would need a HUD classification to be a manufactured home.

Alan reported on some confusing legal updates. Unitil vs. Town of Boscawen: the Board of Land and Tax Appeals, by their own motion, has put everything on hold. He read it into the record.

Northern NE Telephone Operations: the Board of Selectmen signed off some time ago to end that litigation. Counsel for the group of towns involved sent the Town a letter. He read the letter into the record. He'd like the Board of Selectmen to acknowledge they read both Unitil and Northern NE's letter.

Hass vs. Town of Boscawen – his is a constitutional challenge to the validity of property taxes. Now, the Governor and the Commissioner of DRA have been added as defendants. The plan is as soon as this comes up, the town's attorney will go talk with them about what steps to take next.

The Board of Selectmen signed the acknowledgement.

Alan said that Chair Yoga is getting very popular Wednesday morning at the Town Complex. There isn't a whole lot of parking and the Board of Selectmen may have some complaints by people coming in to do business with the Town Clerk as parking has been at a premium. Alan asked how many people could be in the building. Chief Fisher said he believes it's over 50. Alan said there is \$8,000 in our impact fee account and he was looking over a corner piece of the parking area and wondered if they could extend that a little bit. Dean Hollins said it was designed to do that. Mark asked how many additional space they would need. Alan said that the staff could move out back at this time to accommodate the additional parking needed. He and Dean could work on the design and bring the proposal back to the BOS.

Bernie said that on inspection of town hall there was items in two trash cans that was left. Alan said they need to move forward and whatever the rules become they need to have each person sign off that they have received a copy of them. He did get an answer from Ron Reed on the church and Ron will make the arrangements to come and meet with the board soon.

Mark said that the NH flag is ripped and torn and needs to be replaced. Alan asked if it was a 3x5. He thinks he has a spare set. He asked who has been putting them up. It was noted that the Police have. Ray said the top one was larger than a 3x5 flag. Alan asked what size they needed. Chief Wyman said that he would get back to Alan with the size.

Non-Public session: A **motion** to go into non-public session at 5:15 pm was made by Mark, seconded by Bernie and passed by a unanimous vote.

A **motion** to leave non-public session at 5:50 pm was made by Bernie, seconded by Mark and passed by a unanimous vote.

A **motion** to seal the non-public session was made by Mark, seconded by Bernie and passed by a unanimous vote.

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155 A **motion** to adjourn the meeting at 5:52 pm was made by Bernie, seconded by Mark and passed by a unanimous vote.

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157 *Respectfully submitted by Rose M. Fife*