

**Town of Boscawen**  
**Board of Selectmen**  
Boscawen Municipal Complex  
Final Minutes  
Wednesday, March 21, 2018 at 5:00pm

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

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 reappoint Mark Varney as Chairman of the Select Board. Selectman Edward Cherian seconded. All in favor.

**MOTION-** Selectman Roger Sanborn made a motion to approve the public minutes from 03/14/2018. Chairman Mark Varney seconded. All in favor.

**MOTION-** Chairman Mark Varney made a motion to approve nonpublic minute's #1 and #2 from 03/14//2018. Selectman Roger Sanborn seconded. All in favor.

**Kellee Easler, Assessing –** Solar letters are scheduled to go out the Monday following Town Meeting pending vote. They will also be available on the Town website. ZBA meetings have been canceled for the month of March. Kellee has new bank signature cards for signatures. Alan would like the employees to refer any resident that comes in with a solar letter to be directed upstairs to the assessing department.

**Kevin Wyman, Police Department-** Kevin had concerns with the parking lot being crowded during an event held at the library .There were many cars not parked correctly which made it difficult to get a car through the parking lot. Chairman Mark Varney suggested to evaluate the parking and stairs in the back of the building to see if the employees can start parking out back again to free up many spots for use by residents visiting the Municipal Facility.

**Ray Fisher, Fire-** Ray had notice that the funeral home was having a large event and has concerns that they are not in compliance with their building maximum capacity. The Board suggest that Ray, Allen and Mark have a discussion with them to insure safety of the persons attending the event.

Katie presented an amendment to a motion made in meeting minutes on 12/20/17:

**Old motion:** Chairman Mark Varney made a motion to allocate \$8,271.64 from the Safety Budget and Contingency Fund for Engine #2. Selectman Roger Sanborn seconded. All in favor.

**New motion:** Chairman Mark Varney made a motion to withdraw \$9,018.82 from the FD Emergency Equipment Capital Reserve Fund to reimburse the general fund for the pump repair on Engine #2. Selectman Roger Sanborn seconded. All in favor.

**Dean Hollins, Public Works-** Dean reported that they are having on going issues with the transmission in their front loader. Dean contacted John Deere dealer and they stated they never had

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a problem with it. A service technician came out and they will have to take the shaft out of the transmission to fix it.

**Nicole Hoyt, Administration** –Nicole has signed off on the Fair bankruptcy and has completed the deed in the home owners name. Nicole email Sabrina for clarification regarding the deed for their first payment. Nicole has asked the Board to sign that tonight and Nicole and Kellee will work together on the warrants for the payments. Nicole wanted to let the Board know that it is the season for workshops and the Town employees are signed up to go to several and will keep the list updated on the days and who will attend.

**Alan Hardy, Administration-** Alan presented the Board with a repair agreement for the west entrance of the Municipal Building. The columns to the roof needed to be replaced.

**MOTION:** Chairman Mark Varney made a motion to allocate not to exceed \$5000.00 for the repair to the west entrance of the Municipal Building and use H&H builders for the proposal. Selectman Roger Sanborn seconded. All in favor.

**Katie Phelps, Finance** – Katie stated that the previous encumbrance for the Assistant Town Clerk position should have been built into the Town Clerk 2018 budget per auditors not encumbered. Katie is looking for approval for a reversal of the encumbrance and the money will go back to the unassigned fund balance.

**MOTION:** Chairman Mark Varney made a motion not encumber the \$7000.00 and to take the sum out of the Town Clerk budget for 2018. Selectman Roger Sanborn seconded. All in favor.

Katie reached out to the auditors about Sole Sourcing and did not hear back from them. Mark said that he will check Municipal Association for a template to use. Katie presented the Board and the department heads the new Purchasing and Cash Handling policy. The policies will also apply to all Town committees. Last week Katie had asked department heads to bring back any comments, questions or suggestions on the draft policies. After much conversation it had been clear that more time is needed and will revisit them next week for approval. Cheryl, Ed and Paula have all been sworn into their newly appointed positions. Cheryl has contacted all other appointed officials to be sworn in Select Board members that are appointed to committees are: Zoning Board –Roger Sanborn, Edward Cherian as an alternate, OHD- Edward Cherian, and Planning Board –Mark Varney, Roger as an alternate, Police Advisory-Mark Varney, and Ag. Com.-Roger Sanborn, Conservation Ed Cherian, Parks and Recreation- Mark Varney.

**New business** – Alan wanted to make sure that everyone was all set for their role at Town Meeting tomorrow. The supervisors of the check list have been in and are all set. They will be handing out

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voting cards as they sign residents in. Ed asked Alan if we could get a break down from Upton and Hatfield on what the Town pays litigation per case and to request that if there is a change in cost to have them send an update. Mark wanted to update everyone on the exit 17 project and that the Boscawen planning Board is now in support of the plan. One of the concerns about the plan previously was for the industrial land.

**MOTION** – Chairman Mark Varney made a motion to adjourn the public meeting at 6:05pm. Selectman Roger Sanborn 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 RSA 91-A: 3, II (a). Selectman Roger Sanborn seconded. All in favor

**MOTION:** Chairman Mark Varney made a motion to approve a 2% Increase based on hire date. Selectman Edward Cherian seconded. All in favor.

**MOTION:** Chairman Mark Varney made a motion to establish policy going forward and use contingency for unexpected employee departures.

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

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

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

*Respectfully submitted by Sarah Gerlack*