

Town of Boscawen
Board of Selectmen
Final Minutes
Wednesday, January 16, 2019 at 5:00pm

In attendance: Mark Varney, Edward Cherian, Katie Phelps, Kevin Wyman, Ray Fisher, Dean Hollins, 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.

Chairman Mark Varney asked to have the draft Minutes removed from the agenda for discussion.

Selectman Edward Cherian made a motion to accept the consent agenda with the remaining items. Chairman Mark Varney seconded. All in favor.

The Board has discussed a few changes to the draft minutes from 1/09/2018 and has to have them resubmitted as a revised draft at next week's meeting.

Town Administrator Alan Hardy has presented the Board and Department Heads with the draft version of the Warrant Articles.

Warrant Article #2 The Towns Operation Budget in the sum of \$3,878,979.00.

Chairman Mark Varney made a motion to recommend Warrant Article #2. Selectman Roger Sanborn seconded. All in Favor.

Warrant Article #4 The Towns contingency fund in the sum of \$33,000.00.

Chairman Mark Varney made a motion to recommend Warrant Article #4 in the amount of \$33,000.00. Selectman Edward Cherian seconded. All in favor.

Warrant Article #5 Old Home Day Revolving Fund.

Selectman Edward Cherian made a motion to recommend Warrant article #5. Selectman Roger Sanborn seconded. All in favor.

Warrant Article #6 Capital Reserve Fund for the purpose of Construction and Demolition Debris Landfill Cap in the sum of \$32,000.00.

Chairman Mark Varney made a motion to recommend Warrant Article #6. Selectman Edward Cherian seconded. All in favor.

Warrant Article #7 Capital Reserve Fund for the purpose of developing a Facilities Needs Assessment and pre-bid documents for improvements to the Fire Station at 15 High Street in the sum of \$30,000.00.

Chairman Mark Varney made a motion to recommend Warrant Article #7 in the sum of

Town of Boscawen
Board of Selectmen
Final Minutes
Wednesday, January 16, 2019 at 5:00pm

\$30,000.00. Selectman Roger Sanborn seconded. All in favor.

Warrant Article #9 to raise and appropriate \$6,000.00 to contribute to the operational cost of the Boscawen Historical Society.

Chairman Mark Varney made a motion to recommend Warrant Article #9 in the sum of \$6,000.00. Selectman Roger Sanborn seconded. All in favor.

Chairman Mark Varney made a motion to not act on the request of \$5,000.00 from Riverbend Community Health at this time. Selectman Roger Sanborn seconded. All in favor.

Selectman Roger Sanborn made a motion to not act on the request from the Friends of the Northern Rail Trail at this time. Selectman Edward Cherian seconded. All in favor.

Human Resource and Finance Director Katie Phelps reminded the Board and department heads that the Budget Meeting is next Wednesday at 6:30pm.

Town Administrator Alan Hardy presented the Board with the Grant Administrator documents for the Woody Hollow CDBG Grant Project. The project requires the Town to select a Grant Administrator for the project. Alan has only received an application for one applicant Donna Lane. Alan recommends Donna for the project; she has worked with the Town on multiple CDBG projects.

Chairman Mark Varney made a motion to approve Donna Lane as the CDBG Grant administrator for the Woody Hollow project. Selectman Roger Sanborn seconded. All in favor.

Tax Collector/Town Clerk Nicole Hoyt sent an email last week seeking ideas for the cover and dedication(s) for the 2018 Town Report. After some discussion the Board made the decision on the cover and dedication.

Selectman Roger Sanborn made a motion on the Town Report cover and dedications. Selectman Edward Cherian seconded. All in favor.

Human Resource and Finance Director Katie Phelps presented the Board with a transfer of funds.

Katie presented the Board with a transfer for signature.

Selectman Roger Sanborn made a motion to that the Trustees of the Trust Funds transfer \$1,702.61 from the Municipal Building (IT) Capital Reserve Fund to the General Fund to reimburse the General Fund for the following expenditures. Amazon-Adobe Acrobat License \$448.00, Verizon Wireless-3 iPads for the Board of Selectmen use \$944.68, Amazon- 3 iPad cases and screen protectors \$158.94, Amazon- 2 Keyboard and mouse kits \$88.00 and Amazon-Ethernet Patch Cable \$62.99. Selectman Edward Cherian seconded. All in favor.

Town of Boscawen
Board of Selectmen
Final Minutes
Wednesday, January 16, 2019 at 5:00pm

Katie would like to remind all department heads that in the case of an injury the first report of injury notification needs to be reported to Primex within 72 hours from the date of injury. Katie also recommends to report any injury even if the employee did not seek care.

Katie mentioned that W-2's will be in next week for Town Employee's.

Police Chief Kevin Wyman reported that there was a walkaway from the minimum security facility this week and the suspect has been returned.

Kevin wanted to let the Board know that there was a daytime attempted burglary with no injuries. The resident was home at the time and may have scared the suspect away. At this time the police do not have any suspects but continues to be an ongoing investigation.

Fire Chief Ray Fisher would like to apologize to Chairman Mark Varney and Police Office Ryan Nolan. At the annual Fire Department Election there were no need for them to help count the ballots. The officers remain the same.

Ray also wanted to report that the water at the Fire Station is on to prevent a frozen pipe.

Alan wanted to mention that there are two fire hydrants at Red Oak Apartments and one has been damaged the Water Precinct is aware and is making repairs. There are several out of commission in Town. Ray stated that Pennichuck will be replacing the meter at the Fire Station.

Public Works Director Dean Hollins had a few minor repairs that were needed this week. Public Works is preparing for the incoming storm this weekend.

Tax Collector/Town Clerk Nicole Hoyt wanted to let the Board know that right before the meeting she received an email from Avitar regarding credit card processing and online registrations. Nicole will come back next week the exact cost of the startup and may need to request a slight change in the Town Clerk budget for the program.

Nicole wanted to let the Board know that she has been talking with a resident who lives on Jackson Street that has been working with the Water Precinct from a reading from WSO. He saw a giant increase in his sewer and water bill that has a long standing history of being the minimum read. Nicole's recommendation to the Board would to do an abatement for the amount over the minimum read. The water has been shut off to that property. He also by error received a bill for quarter four for a building that is no longer there.

Chairman Mark Varney made a motion to abate the overage in the sewer bill for that one month. Selectman Roger Sanborn seconded. All in favor.

Planning and Community Development Director Kellee Easler presented the Board with an article about Sober Living facilities and a bill that will allow the towns to regulate the buildings.

Town of Boscawen
Board of Selectmen
Final Minutes
Wednesday, January 16, 2019 at 5:00pm

Kellee wanted to let the Board know that Loren Martin from Avitar informed her that in the 2020 Avitar will start sending out prior notices to residents before verifications are done. There is an option for Avitar to send out the notices at an extra \$300.00 a year. Kellee would like to know if the Board would like to opt-out for this option or for the Planning and Community Development department to send out the notices. The Board agreed that it would be more time effective to pay a convenience fee to Avitar.

Kellee mentioned to the Board that she received a call from the State asking if she was aware of the bed bugs that were found at The Merrimack County Nursing Home. Kellee has since been in contact with Administrator Matt Lagos and confirmed that bedbugs were found by a Pest Control Company with a trained dog. The contractor eradicated the bugs, no further pests have been found and the contractor will be back in two weeks for a recheck. There has been no reported bites on any residents and the staff will continue to check.

Welfare Administrator Sarah Gerlack has reported that she had met with the members of the Backpack Program from Friends of Forgotten Children to discuss how we may be able to help the children who receive the weekend bags during the summer months.

Sarah mentioned that she has sent out the first of the payment plans for the Town residents that had received help to have them start paying the Town back as promised.

Alan wanted to let the Board know that he has talked to Shawn Magoon, from GMI regarding the orange highway sign that is located at the intersection of King and Queen Street. Alan let him know that the sign poses as a safety risk as it is currently configured and will have to come in compliance or it will have to be removed. Shawn is working with Kellee Easler to submit a sign application for a temporary permit.

Alan wanted to discuss having a section on the Town's website to post job openings that are available at local businesses in Town. Any local business wanting to have an opening posted would contact Alan at ahardy@townofboscawen.org. We will start out with the jobs that are open at GMI.

Chairman Mark Varney wanted to let Dean know that Lorrie Carrie wanted to thank the Public Works department for helping with the water main break. Alan mentioned that the Merrimack Valley School District wanted to thank the Public Works Department for providing updates on road conditions during inclement weather.

Chairman Mark Varney made a motion to adjourn the meeting at 6:25pm. Selectman Roger Sanborn seconded.

Town of Boscawen
Board of Selectmen
Final Minutes
Wednesday, January 16, 2019 at 5:00pm

Respectfully submitted by Sarah Gerlack