

**Town of Boscawen**  
**Board of Selectmen**  
Final Minutes  
Wednesday, March 27, 2019 at 5:00pm

In attendance: Edward Cherian, Roger Sanborn, Lorrie Carey, Katie Phelps, Kevin Wyman, Tim Kenney, Dean Hollins, Kellee Easler, Alan Hardy, Nicole Hoyt, and Sarah Gerlack.

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

At this time Town Administrator Alan Hardy asked the Board if there was anything to remove from the Consent Agenda. Selectwoman Lorrie Carey asked to remove the meeting minutes from 3/20/2019.

**Chairman Edward Cherian made a motion to accept the Consent Agenda as amended. Selectman Roger Sanborn seconded. All in favor.**

**Selectwoman Lorrie Carey made a motion to approve the meeting minutes from 3/20/2019 with corrections. Selectman Roger Sanborn seconded. All in favor.**

**Chairman Edward Cherian made a motion to go into nonpublic RSA 91-A: 3, II (a). Selectwoman Lorrie Carey seconded. All in favor.**

Town Administrator Alan Hardy updated the Board on the Torrant Station. When the fuel line was originally put in there was no sleeve put through the wall and the fuel line needed to be replaced. Huckleberry Propane was able to bring it up to date and it is back up and running.

In old business, night drop depositing, Alan asked Town Clerk/Tax Collector Nicole Hoyt to brief the Board on the current procedures for depositing Town revenue. The Board requested that Treasurer Gail Egounis join the discussion. Gail asked if the auditors have questioned the procedure currently followed. Finance Director Katie Phelps answered that they had not. Nicole mentioned that she has to fill out "Internal Controls" for the audit. The Auditors are fully aware of the procedure and have not raised issue with it up to date.

The Board also asked about Old Home Day events that fall on the weekend and it was stated that they are required to have two people count the funds at the event and two people will count it once the Town receives it. It has often been transported by the Police Department to secure so no volunteer will be accountable to bring it home. At this time the Board does not see a reason to change the bank deposit procedure.

Town Clerk Nicole Hoyt got a request from Canterbury for help. Canterbury has newly elected employees that have not been fully trained for their positions. Nicole has reached out to the DMV to see how we can help them. Nicole suggest that we could do some of Canterbury's registrations, the Select Board from each Town would have to submit a letter stating that Boscawen can process Canterbury's registrations while their employees are being trained. Nicole also mentioned that since they have limited hours and we are open full time that their employees could come and job shadow if that would be helpful. The Board agreed that it would be helpful to process registrations if

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Canterbury was in need.

Human Resource and Finance Director Katie Phelps handed out the Quarterly Reports to the Board and department heads. Katie mentioned if anyone needed a detail of any line item she would be happy to do that.

Alan asked the Board at what level do you feel it is important to make a transfer in the budget for line items that will exceed its level. The Board mentioned that the department heads can move money around in their budget at any time. The board would like the department head to bring to them beforehand. The line items in question are the overtime lines for several departments that were cut during the budget process. The Board suggests that Alan and Nicole collaborate with Katie and propose a change in salary vs hourly for the full time hourly employees.

Alan received a request from Blue Storm Sports to use the field at the municipal building for lacrosse practice until the school fields are ready for use. The Board asked Alan if he had heard from Merrimack Valley T-ball for use of the field. Alan stated that he had not and will reach out to them before responding to Blue Storms request. Blue Storm will be able to provide a certificate of insurance with the towns address listed. Dean and Alan make the call on when the field is ready for use.

Alan reached out to the Concord Monitor about new office space they are looking for and the potential that Boscawen spaces available. They have several questions and Alan will stay in contact.

Police Chief Kevin Wyman mentioned that the Police Department has been staying with the warmer weather coming.

Fire Chief Tim Kenney mentioned that there was question on when the Town adopted the operations of the Fire Department. Tim found a document dated 9/15/1993 as the day the Town adopted the Fire Department as a municipal function vs a state run function.

Public Works Director Dean Hollins mentioned that they have not yet taken the plow equipment off but are getting ready for spring. Dean has been pricing out backhoes for some time now and has found one to purchase.

Tax Collector/Town Clerk Nicole Hoyt mentioned that the Tax Collect office has sent out impending deed notices and as of Monday March 25<sup>th</sup> the property liens have been executed. The property on Honey Drive did go to lien and we are waiting on a response for a final read from Pennichuck to start the abatement process on the sewer. Nicole has received several request for payment plans. Nicole mentioned that she has a homeowner who asking for some of the interest to be waived if they could pay a one lump sum to get caught up. The Board asked Nicole to draft up a formal request for a payment plan and bring it back to the Board next week for consideration.

Planning and Community Development Director Kellee Easler mentioned that at last night's ZBA

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meeting they approved the variance for Bernie Davis.

Kellee mentioned that Dollar General plans on breaking ground sometime in April. Alan asked if the police department had been contacted regarding detail work, Kevin answered that at this time they have not been in contact with Dollar General. Selectmen Roger Sanborn mentioned that they have said that there will be a significant amount of soil that will be removed from the area. The Board would like there to be an email set up for concerns or complaints for residents. Kellee mentioned that there is a form on the website that residents can fill out and she will receive them in her department. The impact fees for Dollar General are \$200.00 less than a single family home and during the presentations, Dollar General's representatives indicated that the projected tax revenue will be roughly \$30,000.00 annually. Alan wanted to mention that Boscawen does not have a noise ordinance and the Town has asked for construction to not start before 7am.

**Chairman Edward Cherian made a motion to approve nonpublic RSA 91-A: 3, II (a) from 3/13/2019. Selectman Roger Sanborn seconded. All in favor.**

**Chairman Edward Cherian made a motion to approve nonpublic RSA 91-A: 3, II (a) from 3/20/2019. Selectwoman Lorrie Carey seconded. All in favor.**

At this time the Board asked of the audience had anything to address. Mark Varney mentioned that on the corner of Water Street and High Street there are several ATV's and cars parked there and looks like they are for sale. Alan mentioned that he will swing by and take a look.

The Public Hearing for the Sewer Rate will be held April 18<sup>th</sup> at 6:30pm at the Municipal Building on the 4<sup>th</sup> floor.

**Selectman Roger Sanborn made a motion to go in to nonpublic RSA 91-A: 3, II (a). Chairman Edward Cherian seconded. All in favor.**

**Selectman Roger Sanborn made a motion to come out to nonpublic RSA 91-A: 3, II (a). Chairman Edward Cherian seconded. All in favor.**

**Chairman Edward Cherian made a motion to adjourn the public meeting at 6:40pm. Selectman Roger Sanborn second. All in favor.**

Respectfully submitted by Sarah Gerlack.