

**Town of Boscawen**  
**Board of Selectmen**  
Final Minutes  
Wednesday, November 14, 2018 at 5:00pm

In attendance: Mark Varney, Roger Sanborn, Edward Cherian, Katie Phelps, Kevin Wyman, Corey Welcome , 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.

**Selectman Edward Cherian made a motion to accept the Public Meeting Minutes from 10/31/2018. Selectman Roger Sanborn seconded. All in favor.**

Lieutenant Corey Welcome from the Fire Department filled in for Fire Chief Ray Fisher updated the Board that former deputy fire chief Mark Bailey has turned in his gear as well as Dicks Bailey who resigned from the Fire Department. Corey mentioned that they were great asset to the fire department and they will be missed. The Board will be posting both the Chief and the Deputy Chief position and all candidates will have a panel interview. The plan is to have a new Chief before Ray retires in March to make it as seamless as a transition as possible.

Corey mentioned that the Mack was back in service.

Public Works Director Dean Hollins let the Board know that the dump truck is back and the new radio is installed.

Dean mentioned that the Public Works Department is ready for the season's first snow fall.

Tax Collector/Town Clerk Nicole Hoyt mentioned that the December registration renewal forms will be going out by the end of the week.

Nicole let the Board know that there have been many disgruntle residents about their taxes this week that were unaware of their new assessment value.

Community and Planning Development Director Kellee Easler presented the Board with a letter from Avitar for a settlement of \$4,055.00 for Fairpoint for the 2016 appeal.

**Chairman Mark Varney made a motion to accept the settlement for 2016 only for the amount of \$4,055.00. Selectman Edward Cherian seconded. All in favor.**

**Selectman Edward Cherian made a motion to approve nonpublic minutes from 10/17/2018 #1 and #2 as amended. Chairman Mark Varney seconded. All in favor.**

Selectman Edward Cherian asked if the Town has heard back from Pennichuck regarding the bagged fire hydrants. Alan mentioned that he had not heard back and will reach out to them and ask bout shoveling of the hydrants as well. Dean mentioned that Pennichuck was unaware on who bagged it as well.

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The Board has asked about the house on North Main Street that had a water issue last winter where the neighbor was sharing that water. Nicole would like to mention that this past year the homeowner asked for an abatement on their sewer bill that was approved by the Board. Nicole's recommendation as the Tax Collector is to have the two homeowner pay any future bills and not do any future abatements for this issue. The Board agrees and if it is not fixed then Nicole will send a letter to the homeowner stating that.

Administrator Alan Hardy presented the new rate sheet from TDS for all users in Boscawen and Katie will upload it to the website.

Alan asked the Board if they would consider doing a one year term for a previous member of the Budget Committee. The Budget Committee's terms are three year terms and Ed mentioned that there are many residents interested in serving on the Budget Committee. The Board suggest that if Gail Eugounis wants to serve as a member to renew her term and is unable to serve the whole term to resign midterm if needed. Nicole mentioned that she has an appointment letter signed by the Board ready for her.

The Board has asked Barbara Randall to be the acting Chairperson for the Budget Committee and to meet with the Board at 4:30pm before the Board meeting to review applications for committee board members.

**Old Business**

Alan presented the Board with an estimate on the cost of the flat file cabinets. Selectman Roger Sanborn mentioned that he would look at the price of the size they need. The Board suggested to have Roger get a price on the specific size Alan is needing and if they don't have them for Alan to go ahead and order the cabinet.

**Chairman Mark Varney made a motion for Alan to purchase the flat cabinets for if Roger is unable to find the right size. Selectman Roger Sanborn seconded. All in favor.**

Alan wanted to update the Board on the Trustees of the Trust Fund Committee. Alan has spoken with the Chair of the committee and she will be scheduling a meeting. Alan let the Board know that if a meeting is not held the Town could be hit with a reportable condition.

**Speaker-**

Lyman Cousins came to speak to the Board about the Northern Rail Trail proposal. Lyman would like to start by saying that he has always been a fan of the Northern Rail Trail project. Lyman had a chance to talk to the Department of Transportation today and they are currently working on a project in Hampton on a portion of the trail and they mentioned that Pan Am charged an outrages amount for that piece of the trail and NHDOT may not be interested in the Boscawen's section of the rail trail project. The Board had mentioned to the Friends of The Northern Rail Trail to come in and do a warrant article for the project and have the Town vote on it at Town meeting. If that is what they decided to do the warrant article will be for \$400,000.00.

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The Board asked Human Resource /Finance Director Katie Phelps about the employee manual. Katie let the Board know that it is still be revised and once it is completed she will send the Board a final redlined version. The Board has asked Katie to let them know what the cost of the revision is.

**Budget Presentations**

Going forward into budget season each department head will be presenting their budget to the Board. The Board has also invited the Budget Committee to attend each Board of Selectmen meeting to hear the preliminary stages of each budget. Presenting their budgets today are Planning and Community Development Director Kellee Easler and Town Clerk Nicole Hoyt.

**Planning and Community Development**

To start off her budget Planning and Community Development Director Kellee Easler mentioned that there are two applicants that are interested in the PCD Assistant part time 30 hour per week position Kellee and Katie will be setting up the interviews and then bringing the candidates to the Board.

Kellee presented her budget for Planning and Community Development for 2019. Over all the department breaks even with the 2018 budget.

Chairman Mark Varney made a motion to accept the Planning and Community Development budget for 2019.

**Town Clerk**

The budget was designed for an incoming Town Clerk. Town Clerk Nicole Hoyt emailed Margaret Burns to ask how long a Town can legally go without a working Deputy Town Clerk. Nicole is proposing a part time deputy position at 24 hours a week at \$16.76 an hour with added evening hours once a week. The Goal for 2019 is to have a part time Deputy and have Administrative Assistant/Municipal Clerk Hailey Dilts-Brown trained in DMV this will allow Sarah to be removed as a municipal agent and still have three trained to process registrations and Vital Records. There was some concern with the increase in the budget and the Board has asked Nicole and Katie to rework the budget and presented it next week. The Boards suggestion is to the flat line the Town Clerks Salary Budget at \$38,834.00, Keep the 24 hour Deputy position in and re work Hailey's time with the Executive and Welfare Budget.

**Selectman Edward Cherian made a motion to adjourn the public meeting at 6:30PM. Selectman Roger Sanborn seconded. All in favor.**

Respectfully submitted by Sarah Gerlack