

Boscawen Selectmen's Regular Session  
Final Meeting Minutes 8.31.2016  
Approved 9.14.2016

Present: Bernie Davis, Jr., Roger Sanborn, Mark Varney, Alan Hardy, Pamela Hardy, Kellee Jo Easler, Ray Fisher, Kevin Wyman, Dean Hollins, Candace Haithwaite, Nicole Hoyt, Michelle Brochu and Shawn Brechtel.

Chairman Sanborn opened the meeting at 4:29 PM and led us in the pledge of allegiance and a moment of silence.

Acceptance of Minutes – August 17, 2016 Public Session:

**Board Action:** Selectman Davis moved to accept the August 17, 2016 public minutes as written. Selectman Varney seconded the motion. All in favor, the minutes are accepted as written.

Acceptance of Minutes – August 17, 2016 Non-Public Session:

**Board Action:** Chairman Sanborn moved to accept the August 17, 2016 non-public minutes. Selectman Davis seconded the motion. All in favor, the minutes are accepted as written.

Public Works Director Dean Hollins informed the Board that the cardboard baler is operational again. The pressure switch has been replaced. He expressed concern about the age of the baler and the difficulty finding replacement parts and recommended replacement in the future. Dean also updated the Board on the sewer connections at One Riverwalk Place have been completed and inspected with Underwood Engineering. He also addressed questions about the paving on Queen Street. The Public Works crew also installed new doors at the Dorval House.

Co-Administrator Nicole Hoyt presented the third quarter sewer warrant for signature and the bills would be mailed out tomorrow. She informed the Board that she was having difficulty with an unusual situation reaching a homeowner for a reading for a single meter. Dean Hollins, Alan Hardy and Nicole are scheduled to meet with Jeff Holey and Chip Chesley of Concord about sewer reconciliation. Co-Administrator Alan Hardy suggested having Underwood Engineering attend the meeting and the Board agreed. Accountant Pam Hardy questioned the sewer rate for the City of Concord. Nicole will follow up.

Shawn Brechtel from Penacook Rescue Squad addressed the Board about the Local Emergency Operations Plans. Shawn has been working on updating the plan but it has been denied by FEMA. The state has recommended having a subcontractor write the plan. Shawn applied for a grant and has been accepted and are a priority. The Town will initially be responsible for \$4000 upfront but will be reimbursed. The plan must be completed by September 2017. This will also be added to the 2017 budget for \$8000.

The Town of Boscawen Board of Selectman, in a majority vote, accepted the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$4,000 for the purchase of the Local Emergency Operations Plan. Furthermore, the Board acknowledges that the total cost of this project will be \$8,000, in which the Town will be responsible for 50% match (\$4,000).

**Board Action:** Chairman Sanborn moved to accept and execute the Emergency Management Performance Grant agreement. Selectman Varney seconded the motion. All in favor, the motion was approved.

Accountant Pamela Hardy informed the Board that Stephanie Derosier from the Department of Revenue had concerns about the MS9 form filed by the Trustees of the Trust Funds and the MS535 filed by Plodzick and Sanderson. The Trustees report had one line item for the Municipal Building that was not filed with the breakdown. Pam was able to correct it for DRA. She reported the other filing error to the auditors and it was corrected by DRA. Stephanie is looking for authorization to use the original signatures from the original MA-535 submission instead of having the Board resign and submit. Pam presented a letter for authorization to the board for signatures. Pam also informed that Board that the Penacook Boscawen Water Precinct has not filed their MS-434 form, which could delay the setting of the town's tax rate. Co-Administrator Alan Hardy will send the letter to the Precinct and the Commissioners. Pam also presented a request from Court Appointed Special Advocates, CASA, to be included in the 2017 budget for \$500.

**Board Action:** Chairman Sanborn moved to include CASA in the 2017 budget for \$500. Selectman Varney seconded the motion. All in favor, the motion was approved.

Accountant Pamela Hardy also updated the Board that we are at 57% of the budget and is anticipating working on the budget in September.

Town Clerk Michelle Brochu updated the Board on elections. She informed them that the Moderator and Assistant Moderator attended training in Franklin last week and that she and her Deputy also attended training last Thursday. During her training she learned that the Ballot Clerks could have assistants to help hand out ballots. Michelle will be providing the Ballot Clerks with training on September 6<sup>th</sup> while the Supervisors of the Checklist are in the office. She hopes that with some of the changes it will allow for a smoother and faster election process. Michelle also informed the Board that her and her deputy went to the nursing home to register voters. The Democratic Ballots arrived today. She reminded everyone that the State Primary is September 13<sup>th</sup> from 7AM-7PM at the Town Hall.

At this time the Board of Selectman accepted Bill Murphy's resignation as Assistant Moderator on August 3, 2016.

**Board Action:** Selectman Varney moved to accept the resignation of Bill Murphy as the Assistant Moderator as of August 3, 2016. Selectman Davis seconded the motion. All in favor, the motion was approved.

Town Moderator Charlie Neibling has appointed James Scrivens as the new Assistant Moderator with approval of the Board of Selectman.

**Board Action:** Selectman Varney moved to approve the appointment of James Scrivens as the Assistant Moderator and signed his appointment. Selectman Davis seconded the motion. All in favor, the motion was approved.

Selectman Varney suggested having Charlie meet with the Board prior to Town Meeting.

Police Chief Kevin Wyman informed the Board that the department received three Gators and trailer. The third one will be kept only for parts. The Fire Department will have one and the other will be used by the Police Department and Penacook Rescue.

Fire Chief Ray Fisher informed the Board that he will be mounting the new letters for the fire station. He also informed the Board about a call at Ross Express about a 55 gallon drum that had tipped over and leaking. Chief Fisher spoke with the loading dock supervisor about what the chemical which was

Methylene Chloride since it was not labeled. They were able to upright the barrel and taking proper safety precautions. Chief Fisher stated that the spill should have been cleaned up today.

Planning and Community Development Assistant Kellee Jo Easler presented and abatement based on a decision by the Board of Tax and Land Appeal.

Co-Administrator Alan Hardy informed the Board about the Edna McKenna Facility. They will be presenting to the Planning Board at the September 6<sup>th</sup> meeting. Alan updated the Board on the Plan New Hampshire grant project. They are currently in the process of conducting interviews with some of property owners along the King Street Corridor. The Corridor runs from the Concord/Boscawen town line, down Main Street, along King Street and ends at the intersections of Raymond Road and Goodhue Road. Alan also briefly went over the 1913 Library Restoration Committee assets. The Forest Lane project is complete and Underwood Engineering is recommending returning the retainage. The Contractor will receive \$14,836.01 and \$23,772.49 will be returned to the Public Works paving budget.

**Board Action:** Selectman Varney moved to return \$14,836.01 to John Lyman and \$23,744.49 to Public Works paving budget. Chairman Sanborn seconded the motion. All in favor, the motion was approved.

Co-Administrator Nicole Hoyt presented the contract from Huckleberry Propane and Heating Oil offering the Town a fixed rate of \$1.69 for propane and \$1.79 for #2 heating oil.

**Board Action:** Selectman Varney moved to accept the rates for fuel through Huckleberry Propane & Heating Oil and authorized Nicole to approve and execute the agreement. Selectman Davis seconded the motion. All in favor, the motion was approved.

Co-Administrator Nicole Hoyt also presented to Chairman Roger Sanborn an authorization card for Bruce Crawford to represent Boscawen on the Legislation Policy Committee for the New Hampshire Municipal Association. Nicole also inquired about the Planet Aid box on Daniel Webster Highway. There have been complaints about the items left around the container. Nicole will follow up with the property owner. Nicole also presented an email from Caroletta Alicea on substance misuse.

Co-Administrator Nicole Hoyt presented the Board with a selection of new playground equipment. The cost would include preparing the base, installation and the equipment. The impact fees of \$16,800 from 1 Riverwalk Place and the \$10,000 budgeted for new equipment will cover the expense.

**Board Action:** Selectman Varney moved to approve the purchase of new playground equipment from impacted fees and line item 4520436. Chairman Sanborn seconded the motion. The motion was approved.

Co-Administrator Nicole Hoyt did inform the Board that the Summer Program through Parks and Recs went well and without incident. They had about eight children on the waiting list that they were not able to open the program up to.

At this time the Board of Selectman accepted the resignation of Bill Murphy as the Chairman of the 1913 Restoration Committee and as Chairman of the Budget Committee.

**Board Action:** Chairman Sanborn moved to accept Bill Murphy's resignation. Selectman Davis seconded the motion. All in favor, the motion was approved.

Public Works Director Dean Hollins updated that Board that the bales of plastic that were left outside of a local business are now at the Transfer Station.

Chairman Sanborn moved to a non-public session at 5:46 PM, seconded by Selectman Davis. All in favor, the motion was approved.

Chairman Sanborn moved to adjourn at 6:28 PM, seconded by Selectman Varney. All in favor, the motion was approved.

Co-Administrator Alan Hardy addressed a concern of Chief Fishers and fire watch at the Winthrop Carter House. After some discussion it was agreed that the operators of the Winthrop Carter House are to provide event hours for fire watch in ten working days in advance or an eight hour minimum will be charged.

**Board Action:** Chairman Sanborn moved to accept a ten day advance notice of fire watch hours or change an eight hour minimum. Selectman Davis seconded the motion. All in favor, the motion was approved.

Upon exiting the non-public session, there being no further business, Selectman Varney moved to adjourn at 6:44 PM, seconded by Selectman Davis. All in favor, the motion was approved.

*Respectfully Submitted by Candace Haithwaite*