

Town of Boscawen
Board of Selectmen
Boscawen Municipal Complex
Final Minutes
Wednesday, January 17, 2018 at 5:00pm

Present: Mark Varney, Roger Sanborn, Katie Phelps, Jason Killary, Ray Fisher, Dean Hollins, Michelle Brochu, Kellee Jo Easler, Alan Hardy, Nicole Hoyt, Sarah Gerlack, Bruce Crawford, Sean Skabo, Lorrie Carey, Sharon Rivard, Keith Pratt, Randal Suozzo and Luis Adorno.

Kellee Jo Easler, Planning and Community Development – Kellee presented the Board with a warrant for Timber Yield Tax and a Veterans Exemptions for approval. She also has an abatement, Avitar has recommend to deny.

Katie Phelps, Finance – Katie handed out December treasurer's report to the department heads and the Board. W2's went out with the paycheck on Wednesday January 17, 2018.

Jason Killary, Police Department – As of the first of the year the Police Department has responded to just under 100 incidents. Nicole Hoyt was inquiring if that number was high for mid-January and Jason stated that it was in normal limits. The missing person case of Steven Woodward has been closed. Chairman Mark Varney suggested to continue to have King Street monitored by police.

Ray Fisher, Volunteer Fire Department – The Fire Department had their annual meeting the first Monday of the year. The officers are in for another year. Tomorrow January 18, 2018 is our Mutual Aid Compact dinner. The rain washed a lot of the snow down off the roof so it won't have to be shoveled. The new hot water tank has been installed.

Alan Hardy, Administration – Katie and Alan will be going back and verifying the numbers in every department's budget. This is a normal part of the process. Alan would like to recommend that they will bring the budget book to the BOS meeting for everyone here to take a quick look to verify any changes. They will then be ready for the Budget Meeting.

Nicole Hoyt, Administration – Nicole presented the new Treasures job description to Selectman Roger Sanborn to read over for approval. Regarding the public meeting for Keno. We have to do a hearing that is no closer than 15 days and no further away than 30 days from the Town meeting. The Public hearing will be held February 21, 2018 at 6pm at the Municipal Complex board room. Kellee will contact Alan's restaurant about the hearing. The New Hampshire Lottery Commission would be willing to come to a selectman's meeting to discuss and concerns Nicole suggested they attend to public hearing. At this time the Board doesn't have any question for them. We have not heard back from the Budget Committee about having a secretary for minuets at the Budget meeting.

Michele Brochu, Town Clerk – Michelle asked the Board for approval to open the Town Office at 1pm the day after Town Election this year and every year going forward. This will allow for the Town Clerk to complete the paper work and filing associated with the Town election. The Board approves.

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MOTION - Chairman Mark Varney made a motion to recess the public meeting at 5:30pm. Selectman Roger Sanborn seconded. All in favor.

MOTION – Chairman Mark Varney made a motion to go into non-public RSA 91-A: 3, II (a) at 5:30pm. Selectman Roger Sanborn seconded. All in favor.

MOTION - Chairman Mark Varney made a motion to come out of the non-public RSA 91-A: 3 (a) meeting. Selectman Roger Sanborn seconded. All in favor.

MOTION - Chairman Mark Varney made a motion to go into non-public RSA 91-A: 3 (c). Selectman Roger Sanborn seconded. All in favor.

MOTION- Chairman Mark Varney made a motion to come out of non-public at 5:45pm, Chairman Roger Sanborn seconded. All in favor.

MOTION - Chairman Mark Varney made a motion to seal the non-public meeting minutes. Selectman Roger Sanborn seconded. All in favor.

At 6pm the Penacook Boscawen Water Precinct, The New Hampshire Department of Environmental Services and Dean Hollins Director of Public Works joined the meeting.

State of New Hampshire Department of Environmental Services (NHDES), Penacook Boscawen Water Precinct (PBWP), and the Boscawen Board of Selectmen met together to discuss the Drinking Water Grant for the PBWP and the Principle Forgiveness Loan for the Town of Boscawen (TOB). While funds are available, the NHDES Clean Water State Revolving Fund (CWSRF) program is offering up to \$30,000 in principle forgiveness on loans made for the development of an asset management program for wastewater assets per year per phase. In addition there is potential for up to \$30,000 in principle forgiveness on loans for storm water assets.

NHDES representatives, Sharon Rivard, Randal Suozzo, and Luis Adorno gave us a brief history of what Asset Management is and how to use this planning tool for inventorying, maintaining, and managing our community's valuable wastewater assets into the future. Identifying critical assets and compiling data enables you to quickly identify solutions to the problems that arise.

NHDES suggests that the Town and the Precinct would work together on planning and taking a survey of what our infrastructure and resources are. This will enable the PBWP and the TOB to continue a high level of service and the ability to explain why the cost of service is what it is. This can also be a benefit when preparing for large upgrades. Sharing software cost and information gathering by both entities are just a couple of the ways this can be implemented. The benefit of sharing this information between entities far outweighs any security concern for having this information public. Underwood Engineering is working with the Town to apply for these types of loans and/or grants. Joint projects done simultaneously will save both time and money for the

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residents of Boscawen. The Town is currently in the beginning stages of mapping all the hydrants by GPS and through Terra-Map.

The next step in development of this process is to put before the Town a warrant article to borrow the money. We can receive up to \$30,000 in principle forgiveness from NHDES and the PBWP can receive up to \$20,000 in grant money. The TOB will be contracting with Underwood Engineering for this and the Precinct would benefit from contracting with them as well.

The Board thanked NHDES for their presentation and they left the meeting at this time. The Board of Selectmen continued discussions with the Penacook Boscawen Water Precinct Commissioners: Lorrie Carey, Sean Skabo, and Bruce Crawford

Public Works Department cleared the 106 hydrants they could locate after the recent storm. Director Dean Hollins stated that they are still looking for all the hydrants. Commissioner Crawford has been doing hydrant inventory and has a new list for the Town. Gate boxes and valve locations still need to be located as well and he continues to plow out the pump house and wells after each storm.

A major concern is that not all the hydrants are flagged. The Precinct has contracted with WSO and part of their agreement was to flag the hydrants. WSO is working for the Precinct on a month to month basis. The Precinct continues to look for the best water operator to best meet Boscawen's needs. The Precinct hopes to have a decision made in the next two weeks. Director Hollins said that WSO have been a great company to work with.

Discussion regarding the black hydrants on High, and Queen St., fire protection fees from black hydrants, and a low hydrant on King Street that needs to be corrected.

The PBWP suggests a booster pump at Raymond road to get water up High St. Fire Chief Ray Fisher stated that last time the Fire Department and the Precinct tested the line it was not sufficient to withstand the increase in pressure. Only 90 gallons a minute would come from those lines and that is not sufficient to put out a structure fire. The Precinct shared that Janet Levy of Levy Engineering had advised that the line was adequate. The Precinct will contact Ms. Levy and seek explanation on the subject. The Commissioners stated that they are still learning and it has been quite an education over this past year.

Questions arose regarding both entities and if they would put it on the warrant and pay for half each of the booster pump, who would claim it as an asset and who would maintain it? In addition would it be possible to exempt those that have a black hydrant from the fire protection charge?

The Board of Selectmen are concerned with indemnification for the Town to clear hydrants and protection against breakage and/or landscaping. Plus would like to work up a Memorandum of Understanding (MOU), between the Town and the Precinct. The Precinct will contact their insurance carrier to review coverage, and both parties will contact legal regard the MOU.

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MOTION - Selectman Roger Sanborn made a motion to adjourn the meeting at 8:15pm. Chairman Mark Varney seconded. All in favor.