

Town of Boscawen
Board of Selectmen
Final Minutes
Wednesday, July 18, 2018 at 5:00pm

In attendance: Mark Varney, Roger Sanborn, Edward Cherian, Katie Phelps, Kevin Wyman, Mike Fisher, Dean Hollins, Nicole Hoyt, Alan Hardy and Cheryl Mitchell.

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

Co Administrator Nicole Hoyt questioned to see if there were any items that should be removed from the Consent portion of the Agenda. The Board made a motion to approve the Consent Agenda.

Chairman Mark Varney made a motion to approve the Consent Agenda as presented. Selectman Roger Sanborn seconded. All in favor.

Old Business:

Co-Administrator Nicole Hoyt has reached out to the Penacook Academy Review Committee about the paving of the Parking lot. In that 30 day time frame Nicole has heard back from two of the participants the third had messages relayed to her by another participant of the committee. They had scheduled a meeting and one participant showed up to the meeting besides Nicole with no correspondence from the other two. Since then Nicole has had no correspondence with the Chair of the committee the Descendant from the Rolfe Family. The 30 days that the Committee asked for is up and a denial or approval has not been made. The Committee has two members that appointments are expired. The Board has advised Nicole to send a certified letter to the Committee.

Nicole wanted to update the Board on Park and Recs Summer Concerts Series. This past week was the first concert of the season and we had a few mishaps with farm animals and The Public. The Board would like to send a letter to the owners of the animals and remind them that when on public property they need to be leashed and they will need to pick up after them. We had an elderly woman drive around the building and almost hit several by standards and there will be a need to close off the drive around the building and a few minor issues bathroom issues.

Kevin Wyman wanted to let the Board know that Lynn has been receiving phone calls at the police station from Sue Kilgus about ground checks for Old Home Day. Lynn has told her that the police does not do them and they have go through the Town to fill out the paper work. There still seems to be an issue with why they have to do them. The Board reiterated that that they have been told several times that they are required per state policy and they will call Sue to clear this matter up. With OHD a month away they will want to get in the Town Office to fill out the form.

Staff Presentation and Feedback:

The Co-Administrators and the department heads met with Katie Phelps on Monday to go over updates for the Employee Policy Manual. Katie presented the Board with a red line version of the manual showing proposed changes. The Board has asked to have the manual for a week to look it over. Katie wanted to highlight a few areas that had proposed changes starting with page nine under Vacation and Probation period. Currently the probationary period to use you two weeks' vacation is

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one year and the proposed change is to change that to 90 days. In the same section the vacation increase for longevity is to propose that you would receive your third week of vacation in the calendar year of your 5, 10 year mark appose to the anniversary date. Page 10 we are proposing that the department's heads have the options to cash in one week's worth of vacation annually. Some of the department's times don't always get to use their vacation time. It has been in discussion to bring back the five year long Gevity pay increase for full time employees. The reason they are asking for the five year long Gevity to be reinstated is give that extra raise to keep valuable employees with the Town. The question to that is if we reinstitute the five year will the employees that have been here for five plus years will they get grandfathered back in and receive that's increase? The Board will want to look at the numbers and see how many employees are in that category. Page 20 Katie added the Flex spending to the benefits. Page 27 there is a mention of taking a driver safety class if you are going to be operating a Town vehicle. On page 34 the cell phone policy was added to the manual. The Board will read over the proposed manual and will bring back and questions for changes that they have to the next meeting.

Co-Administrator Alan Hardy mentioned that we have to have a Joint Loss Management meeting quarterly and will have to make sure that we continue to have the meetings. The Board has suggested Nicole and Alan get together and talk about who will be in charge of the committee. The Board mentioned that it can be anyone from any of the departments from the Town and can rotate every year per department.

Nicole presented the Board with tax payment letters. Nicole has four different letters for approval. There has been an increase of residents that are struggling with being able to pay their taxes on time this year. Nicole has three letters from three different residents for payment plans for their tax payments.

Alan has spoken with Caroletta Alicia and she said to pass a long a thank you to the Public Works Department for cleaning up the falling trees on Stirrup Iron Road.

Alan confirmed that the letter of Interest for the TAP application for the Northern Rail Trail has been accepted. There are 42 communities that have submitted the letter of interest.

Alan updated the Board that the Conservation Committee has come to an agreement for the purchase of the land, Boat launch and Pumping Station from the Water Precinct. The have come to an agreement. Tom Gilmore will be at next week's Board of Selectman Meeting to consult with the Board. The Committee has also been approached for and started the process for a preservation easement for 122 acre lot on Water Street and Long Street. It has a large amount of frontage and they have the easement analysis back so they will start working with the homeowner and the National Forrest Society. There has been some discussion to find a way to support agricultural business with the agricultural land we have in Town. There has been an RSA created for commercial and industrial use but was never expanded to agricultural business. So the committee will be meeting with the senator that created those and see if he would be interested.

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Pennichuck sent the Town an invoice for a credit that we had paid on the old police station. Katie was unable to find the reason for the credit. The water is off at that building and has been for a while. The only reason the building was staying up was for training purposes for the Fire Department. The Fire Department does not use that building anymore for training and is not suitable for operational use. The Board wants to know what it would cost to take the building down. Dean said he will look into what it would cost to rent the equipment.

Chairman Mark Varney made a motion to get the Old Police Station building taken down and get the area cleaned up. Selectman Roger Sanborn seconded. All in favor.

Nicole wanted to discuss the new part time position for the Town Clerks Office. Nicole had emailed the description and salary range that Alan and she thought would be suitable for that position to the Board separate from the consent agenda. The Board gave the ok to post the position in house and publicly.

Police Chief Kevin Wyman mentioned that there are two appointment letter that need to be generated for the Police Commission. Town Clerk Cheryl Mitchell will print those and bring them to the Board for signature.

Chairman Mark Varney made a motion to approve the reappointment letters for Lorrie Carrie and Kevin Sullivan for the police advisory board. Selectman Edward Cherian. All in favor.

Edward Cherian has joined the meeting and was updated on the Old Home Day Committee. The Board would like to invite the OHD Committee to the next meeting to update the Board.

Chairman Mark Varney made a motion to approve the nonpublic minutes from 6/27/18 #3. Selectman Edward Cherian seconded. All in favor.

Chairman Mark Varney made a motion to approve the nonpublic minutes from 7/11/18 #1. Selectman Roger Sanborn seconded. All in favor.

Chairman Mark Varney made a motion to approve the nonpublic minute's from 7/11/18 #2 with correction. Selectman Edward Cherian seconded. All in favor.

Selectman Edward Cherian made a motion to approve the nonpublic minutes from 7/11/18 #3. Selectman Roger Sanborn seconded. All in favor.

Selectman Edward Cherian made a motion to approve the nonpublic minutes from 7/11/18 #4. Selectman Roger Sanborn seconded. All in favor.

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Chairman Mark Varney made a motion to go into nonpublic RSA 91-A: 3, II (a). Selectman Roger Sanborn Seconded. All in favor.

Selectman Roger Sanborn made a motion to come out of nonpublic RSA 91-A: 3, II (a) and go into a RSA 91-A: 3, II (b). Chairman Mark Varney Seconded. All in favor.

Selectman Roger Sanborn made a motion to come out of nonpublic RSA 91-A: 3, II (b) and go into RSA 91-A: 3, II (a). Chairman Mark Varney Seconded. All in favor.

Selectman Roger Sanborn made a motion to come out of nonpublic RSA 91-A: 3, II (a) and go into RSA 91-A: 3, II (c). Chairman Mark Varney Seconded. All in favor.

Selectman Edward Cherian made a motion to come out of nonpublic RSA 91-A: 3, II (c) and seal all nonpublic minutes. Chairman Mark Varney Seconded. All in favor.

Selectman Edward Cherian made a motion to adjourn the public meeting at 7pm. Chairman Mark Varney seconded. All in favor.

Respectfully submitted by Sarah Gerlack