

TOWN OF FRANCESTOWN
OFFICE OF SELECTMEN
27 MAIN STREET • P.O. BOX 5
FRANCESTOWN, NEW HAMPSHIRE 03043-0005
BOARD OF SELECTMEN MEETING MINUTES

October 22, 2012

Selectmen Present: Chair Betsy Hardwick, Scott Carbee, and Abigail Arnold

Also present: Tom Anderson and Doug Butler.

Appointments

1. Doug Butler – Doug stated he owns a piece of property adjacent to his home that resulted from a prior subdivision. Although a driveway to this property was constructed and has been used, it appears a permit was never pulled. The driveway does not appear to have the sightline required by the driveway regulations. Abigail read from the driveway regulations that the Board of Selectmen can waive the driveway regulations subject to comment from the Planning Board and the Road Agent. The Board agreed to have a sight review at the property with the Road Agent and the Planning Board to assess whether the regulations should be waived in this situation. Mike will coordinate the site plan review with the Planning Board and the Road Agent.

New Business

Tax Rate discussion – the Board reviewed the unofficial tax rate information sent over by the DRA. Abigail stated that the Board's target tax rate was \$6.89, but the Board does not have the updated revenues used by the DRA to set the unofficial rate. The Board agreed to set the Town portion of the Tax Rate at \$6.85. The Board designated Mike and Abigail to set the actual rate, subject to reviewing the updated revenues.

Employee Lunch Break and Timesheet discussion – Mike presented the Board with how lunch breaks are currently being taken inconsistently by employees. The Board agreed to go with Mike's recommendation of amending Chapter 2 Section 4 to read: "Employees are entitled to one (1) fifteen minute break for every four hours worked. All breaks shall be arranged so that they do not interfere with Town business or service to the public. The employee's supervisor shall schedule meal periods. Employees who work shifts of five hours or more are entitled to a ½ hour unpaid meal break, except for police officers where meals are on paid time. The scheduling of meal periods may vary depending on department workload. While it is the intention of the Town to provide unpaid lunch breaks, employees may request to sign a waiver to work through their lunch period, subject to approval on a case by case basis by the Board of Selectmen. This will typically be only if the employee works in a customer service role or in a position where

they are expected to work while on their meal break. Employees must indicate all meal breaks on their timesheets.”

The Board discussed various departments and expressed an intention to allow transfer station and lifeguard employees to request waivers to work through their meal breaks. Mike presented the Board with some of the issues he has identified with the current timesheets and his desire to get all employees using the same timesheet. The Board agreed that Mike can work on it with the departments heads and they just wanted a timesheet that is functional and in compliance with the Department of Labor.

Copier at the Library – the Board agreed to look at less expensive options and will evaluate keeping the copier at the library. The Board discussed what they were looking for in terms of capabilities of the next copy machines.

Scott stated D’Avanza was in town last week and performed the maintenance on the Town Clock – this maintenance will cost \$200 next year. D’Avanza will also put together an estimate for repairing each face of the clock so the town can start saving money for the project.

Old Business

Mike put together a job description and advertisement for the building inspector / code enforcement / health officer position. The Board approved the job description and ad as written and agreed to advertise in the Francetown News and the Monadnock Ledger Transcript. The Board agreed they will review the applications. Mike will draft a letter thanking Peter for his service to the Town.

Administrative Update

Mike stated that the Records Retention Committee meeting that was scheduled for this week will be rescheduled in about a month.

Mike stated he called Capital Well and got the well depth and the pump depth – the Board suggested he should follow up with Carol.

Correspondence

1. Letter from NH DRA regarding the retirement of Barbara Robinson
2. Letter from Mike Petrovich regarding Crotched Mountain Golf Course construction
3. Notice regarding Timber Tax training – Mike said he was going to suggest that Wendy attend.
4. Letter from LGC regarding the premium holiday for past years of \$2,185.51 – the Board agreed to have Mike draft a letter requesting a check rather than a premium holiday. The rates effective from July 1, 2013 to June 30, 2014 are a guaranteed not-to-exceed increase of 11.9%.

Items to Sign

Report of excavated material from the Bennington Gravel Pit.

Payroll Manifest for 10/22/12

Payables Manifest for 10/22/12

Approval of Minutes

The Board approved the minutes of 10/8 and 10/15 as written.

The Board discussed budget items for next year that Mike may not be aware of – the Board discussed the cleaning out and the burning of the old ski shop. They also discussed possibly getting the ski shop cleaned out this year. The Board agreed to have Mike talk to the Transfer Station employees and see if they are interested in cleaning it out.

NEXT BOARD OF SELECTMEN MEETING: 10/29/12 at 6 PM

ADJOURNMENT: The Board adjourned the meeting at 7:45

Respectfully Submitted by Michael Branley

Approved on November 5, 2012

Board of Selectmen Chair Betsy Hardwick

Selectman Scott S. Carbee

Selectperson Abigail Arnold