

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

BOARD OF SELECTMEN MEETING MINUTES

April 23, 2012

Present: Betsy Hardwick, Scott Carbee, Abigail Arnold, Budget Committee, Christine Lavery, Administrative Assistant taking minutes

Meeting called to order at 6:00 PM

Fire Academy Grant

Kevin Holdredge came in to present the Fire Academy Grant information to the BOS. The Grant is paid to volunteer fire trainees for academy training. He noted there will be 2-4 eligible volunteers this year who should be paid from the grant money received. The BOS approved application.

The BOS also signed a letter authorizing the Fire Department to use the old buildings on the Town property on East Road to burn for fire training purposes.

Scott Carbee noted that some trees need to be cleared first and he will let Kevin know when this is done so they may start training.

Kevin Holdredge also told us that the Nixle website is online and would like a link on the Town's website. Residents can use Nixle to receive information ranging from critical alerts to community news.

Town Hall Grant Paperwork

Betsy Hardwick, Select Chair signs Town Hall Grant paperwork for renovations certifying that the Town owns the building. Betsy Hardwick also signed a letter of support for the grant for the Town Hall Renovations.

The BOS authorized the RFP for Town Hall Renovations to be advertised in the Monadnock Ledger. BOS agreed a proposal deadline of June 25, 2012. Maureen VonRosenvinge agreed to take contractors over to the Town Hall by appointment. She also noted she would have to charge for the large set of plans. No price was determined at this time.

Betsy Hardwick, Select Chair noted that we were missing position opening on some committees in the ad for volunteers. She also noted that Paul McGrath was not shown on the recreation committee and needed a new appointment letter sent to him.

BOS agreed to post a new advertising letter with all the correct positions needed.

Annex Roof

The BOS reviewed and approved the RFP for the Town Hall Annex roof replacement. They agreed the proposal due date for the annex proposal be June 4, 2012. BOS also approved it to be advertised in the Monadnock Ledger. This should also be mailed to a list of contractors supplied by Scott Carbee.

New BOS Meeting Hour

BOS agreed to change their Monday meeting time to 7 PM beginning May 21st.

Office Procedures

Betsy Hardwick, Select Chair reviewed a new written "Office Procedure/Policy" for the Town offices. It included procedures for daily, weekly, monthly and quarterly office duties that should be completed. It included segregation of duties, administrative assistant responsibilities, and Treasurer Duties and bill payment policies.

Hardwick also requested folders for the upcoming Monday meetings are left on top of the map cabinet for selectmen review to include new business, old business, correspondence and minute's folder.

Abigail Arnold, Selectperson asked AA to have the partition taken down in her computer between AA's computer and Selectmen. B. Hardwick, Select Chair said that Allen Treadwell can set up the passwords for the financial system, she already checked it out and it can be done.

Abatements

BOS reviewed and approved the current abatements, three (3) were granted.

- Mathew H. Ruzicka Map 12-15
- Priscilla Clark Map 21-2
- Susan Cooke Map 6-44-1
- Approved one (1) veterans credit for Kenneth Forrester Map 7-5-3A

Correspondence

BOS reviewed:

- RTK response to Tom Anderson regarding the Grant for Bike Safety Grant
- Read an email from a Keene resident who congratulated the Fire. Police and EMT's for their quick and efficient response to an accident in Francestown he was behind
- A letter to Mr. Giza identifying the home business ordinance of the town from the BOS

Signatures

BOS approved and signed the Payroll and Accounts Payable manifest for the week
BOS acknowledged and initialed the reconciliation summary for March 2012

Miscellaneous

Scott Carbee, Selectmen, noted there was a lot of e-waste dumped on Pleasant Pond Road near the boat landing. He suggested an e-waste day at the transfer station. Betsy Hardwick, Select Chair asked AA to notify Becky Moul from the Recreation Committee to ask her if it can be done.

Maureen Von ROsenvinge asked on behalf of the Old Meeting House if they can put a banner up promoting Appraisal Day on June 10th. They also requested if they can use downstairs. BOS approved the banner and the use of the meeting room, provided a member of the town board is present. Maureen VonRosenvinge volunteered to cover it.

Adjourned public meeting to enter into a non-public session at 7:43 PM

RSA 91-A:3II (a) and RSA 91-A:3II (e)

Resumed public meeting at 8:10 PM

Public meeting adjourned at 8:11 PM

Approved on September 24, 2012

Board of Selectmen Chair Betsy Hardwick

Selectman Scott S. Carbee

Selectperson Abigail Arnold