

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

**BOARD OF SELECTMEN MEETING MINUTES**

**August 13, 2012**

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

Also present: Police Chief Steve Bell and Michael Branley

**CALL TO ORDER:** Betsy called the meeting to order at 6:30.

**MOTION:** At 6:30 Betsy made a motion to enter nonpublic session pursuant to RSA 91-A:3, II (a) personnel and (c) reputation of people other than members of the Board. Seconded by Abigail.

<b>Roll Call Vote to</b>	Betsy Hardwick	Aye
<b>enter nonpublic session:</b>	Scott Carbee	Aye
	Abigail Arnold	Aye

**So Moved. The Board entered nonpublic session.**

**MOTION:** At 7:05 Betsy made a Motion to leave nonpublic session and return to public session, seconded by Abigail. All in favor.

The Board returned to public session at 7:05 PM having voted by a vote of 2/3's or greater of the members present to not disclose the minutes and decisions reached therein to the public, as divulgence of the information discussed likely would affect adversely the reputation of any person other than a member of the public body itself, until – in the opinion of a majority of the members – the aforesaid circumstances no longer apply.

Others present: Tom Anderson, Lisa Bourbeau, Judi Miller, Betty Behrsing, BJ Carbee, and others unknown to the minute-taker.

**Appointments**

1. Police Chief Steve Bell – There was a discussion about having a volunteer police program. Chief Bell said he is not aware of anything other than the explorer program that nothing is planned currently. Betsy asked if Chief Bell is comfortable with where his budget stands and he said that he is. He has some potential vehicle maintenance coming up soon. Chief Bell mentioned that some

lines in his budget have not yet been touched, such as Uniforms, because he is awaiting a potential 50/50 grant for vests.

Chief Bell left the meeting at 7:15.

### **New Business**

1. Website – Mike has requested putting the annual reports for the past two years on the town website. The Board agreed by consensus to allow this. Abigail asked about links on the website that do not go anywhere or pages are not updated, Mike will work with Wendy and departments heads/committee chairs to fix these.

### **Old Business**

1. Tax deeded condos – Mike discussed with the Board where the Town currently stands with the condo units. After a discussion, the Board decided to: pay the backed condo fees for both units and pay the fees monthly; hire a locksmith to change the locks on both units, request that St. Jean's Auctioneers will hold the auctions on October 6<sup>th</sup>, and create new accounts in the Town's accounting system to track any expenses incurred for each unit. BJ Carbee questioned the condo fees, Mike stated he was not positive if they were \$325 or \$350 per month. BJ stated that she is familiar with the condo units and all of them have code issues. Mike will follow up with Town Counsel regarding the need for a rental agreement and an inspection of the properties.
2. Discussion of Administrative position – Scott stated he thought the Board should decide between LGC and MRI to have a recruitment to fill the position. Abigail questioned if the Board needed to do a search if they were happy with how Mike has been doing. Scott said that we needed to go through the hiring and recruiting process before hiring anyone to avoid preferential hiring.. Abigail said that Don Jutton had said he wanted to meet with the Board to put together a firm price. MRI's original proposed cost was \$5,500. LGC's cost is \$3,240. Abigail stated that Don needed notice to meet with them. The Board agreed to continue on with Mike in the position through the hiring process and to meet with MRI and LGC to discuss a recruitment. Mike will contact LGC and MRI to set up meetings with the Board.
3. The 2011 Town Audit Report – Mike will forward this along to the Budget Advisory Committee.

### **Correspondence**

1. Email from Lisa Bourbeau regarding the Board's meeting minutes from 7/23. The Board will attach the letter to this meeting's minutes. Scott read the letter. Someone from the audience asked if Kay was still eligible to serve as Health Officer; Betsy replied yes, the only requirement is to be a resident of the state.
2. Email from the Southwest Region Planning Commission regarding updating the town's emergency plan. The Board agreed to go forward with the process.

3. Letter from FairPoint about service changes.
4. Certificate from DHES that Kay Anderson is appointed as the Town's Health Officer.
5. Letter from Elaine McClary regarding her recommendation to set up for the September 11 election. BJ Carbee stated that for a primary there needs to be one booth for every 100 registered voters and one that is handicapped accessible. The Board agreed with Elaine's recommendation.
6. Letter from Tom Anderson was read by Betsy regarding the Town's response to his previous Right-to-Know request on June 16, regarding Francestown Police Department calls for service.
7. Letter from the New Hampshire Department of Revenue Administration regarding the Education Tax Warrant.
8. Email regarding election law training.
9. Notice for LGC's Budget and Finance Workshop. Abigail stated that Mike is going as a Budget Committee member for Chester. Mike will forward to the Budget Advisory Committee to see if any of them want to go.
10. Betsy stated Becky Moul told her that the Transfer Station has been cutting electric cords and would like permission to send two transfer station attendants to deliver a load to Concord with a highway truck if needed; the Board agreed. Scott will tell the attendants.

### **Items to Sign**

1. Payroll Manifest for 8/13
2. Payables Manifest for 8/13; the Board also approved the payment to NHRS which has not been processed yet
3. Betsy signed the agreement for CLD Consulting Engineers to perform the work previously authorized.
4. Abatement for 479 Greenfield Road (Map 2 Lot 34)
5. Fund Balance Policy. Abigail had asked Mike to check if one section is referring to all revenues or just operating revenues. The Board will wait until Mike follows up.
6. Building permit for solar panels at 336 Perley Rd. Map 5 lot 22.
7. Letter to Ellen Neilley advising her of the change in the Health Officer position and thanking her for her service.

### **Approval of Minutes**

1. The Board approved the July 30<sup>th</sup> minutes as amended.
2. The Board approved the August 6<sup>th</sup> minutes as written.

Betty Behrsing on Gerrish Road said that there is a dead tree on her property that is hanging over the road and she wanted to alert the Board to the potential danger. She also stated she had had an issue with her Building Permit and it has been taken care of. Betsy will let Gary know about the tree and the Board will look at it prior to next meeting.

BJ Carbee stated that she came in a few weeks ago and requested to view the Board of Selectmen's meeting minutes and they were not available. She was wondering if minutes were available. Mike stated that all minutes had been found and, although not necessarily approved, are available to the public upon request. He is also working to get all minutes on the Town website

Scott stated that on Friday he and a few people set up the back-up generator and on Saturday it was tested successfully.

**NEXT BOARD OF SELECTMEN MEETING:** The Board is scheduled to meet next at 8/20 at 7 PM although potentially earlier to meet with someone regarding the hiring process.

**ADJOURNMENT:** Betsy adjourned the meeting at 8:15.

Respectfully Submitted by Interim Administrative Coordinator Michael Branley

Approved on August 20, 2012

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Board of Selectmen Chair Betsy Hardwick

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Selectman Scott S. Carbee

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Selectperson Abigail Arnold

To the Selectmen:

I would ask that you look at and revise the approved minutes of your meeting on 7/23/12; the substance of my involvement in the discussion regarding the appointment of a new Health Officer is not correctly represented.

The minutes state:

5. Correspondence received from Lisa Bourbeau regarding appointment of Kay Anderson as Town Health Officer was read by Chair Hardwick.

In fact, I wrote you regarding my concern that the town had posted for one position, Deputy Health Officer, and appointed for another, Health Officer. While it is true that my second concern was the applicant's representation of an inactive license as a current one, as there is nothing in the minutes that identifies either of these concerns as the subject of the discussion, I would like my correspondence appropriately described.

(Within the body of) 6. Mrs. Bourbeau expressed her dissatisfaction with the Board's decision.

I did not express my dissatisfaction with the decision at all, and in fact, the final decision had not yet been made when I was recognized, as your own minutes attest. My single comment addressed the information provided by Mr. Anderson when he made the statement regarding his wife's license: "No it is not expired, it is inactive. There is no expiration. It is inactive." My statement in response to this was: "I called the board of licensing, and I did question if someone is licensed and the license is inactive because it has expired, is that the same thing as being licensed and they said 'No it is not at all, that they do not consider an inactive license a licensed RN, and I said if someone represents themselves as a licensed RN who has an expired license, is that a problem with the board and they said 'yes, it is a very big problem with the board', which is why I do have a problem with the representation in the original letter being 'I am currently ...a licensed RN.'" My statement was an attempt to clarify what I had learned from the Board of Nursing; my expression of concern was over the fact that an applicant for a town position with an inactive RN license had represented their status as current. It did not express an opinion on the board's decision of the prior week, nor did it express an opinion on a decision not yet made.

Please see that the record reflects my involvement appropriately.

Lisa Bourbeau