

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

BOARD OF SELECTMEN MEETING MINUTES

September 10, 2012

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

Also present: Tom Anderson, Road Agent Gary Paige, BJ Carbee, Lisa Bourbeau, Sarah Pyle, Charlie Pyle, and Don Crooker

CALL TO ORDER: Betsy called the meeting to order at 7 PM

Appointments

1. Road Agent Gary Paige – This is a regularly scheduled quarterly meeting. Gary updated the Board regarding where he stands with his various projects: Paving is done for the year on Pleasant Pond Road; 1.8 miles of sealing on 2nd NH Turnpike was completed on Friday. The cooperative efforts with Antrim have been going well and Antrim still owes us some work. Gary will let Mike know when Pleasant Pond is wrapped up. Betsy questioned the environmental effects of using calcium on the roads; Gary said the calcium companies tell him it does not migrate as long as the surface is damp. Gary stated they cannot put off purchasing a grader this year and he has begun discussions with vendors. Betsy asked Gary if he had a sense of his budget for next year, he said he does not foresee any big budgetary changes. Betsy asked how his budget looks for the rest of the year and he said everything looks good. Abigail questioned if there was an expectation for a surplus and he said he thought everything looked about on line. Betsy asked Gary about his concerns with the current timecards, he outlined some of his concerns about how there may be an issue with them in the winter. Mike stated he plans to work with the Board and the departments to get everyone using the same timecards and make sure they are being filled out consistently. Gary's concerns will be addressed at that time. Gary will send Mike a letter regarding releasing the escrow for the Suprenant's driveway. Because the driveway was not built to specs and the town had to make necessary repairs, the funds will be returned to the Town. Scott asked the Highway Department to look around Town to confirm that there are road signs at the end of every road. BJ Carbee asked if the signs recommended by the Highway Safety Committee had been erected and Gary stated they were. Gary asked if the Board had thought about when the Highway Department will go back to five 8 hour days per week and the Board will think about it and get back to him. Gary said he's having issues with the cutting edges on the loader and discussed what he is looking at for a solution.

Gary left the meeting at 7:30.

Administrative Update

Mike stated Don Jutton from MRI had hoped to meet with the Board to discuss goals and objectives for Mike. The Board agreed to meet with him October 1 at 6 PM.

Mike stated that Jack Moorehouse from NH Homeland Security was willing to meet with the Board to discuss the Town's Emergency Plan. The Board agreed to meet with him on October 8 at 7 PM.

Mike discussed with the Board what they expected from him at the meeting between the Board and the Budget Advisory Committee next week.

Mike told the Board he was planning to begin offering to meet with other committees and commissions in Town to introduce himself and they agreed this was a good idea.

New Business

Letter of resignation for Wayne Thompson as a Keeper of the Clock, the Board does not feel they need to add someone new – Mike will pass it on to Elaine.

Acknowledgement form for the LCHIP grant form – no action necessary.

Old Business

- A. School bus stop in town center – the school bus wants to stop in front of Milton's rather than at the Post Office; Chief Bell and the Board agree that this is safe. Scott said no one will be parking at the Town Hall or the Post Office. Mike will follow up with the School District to let them know what the Board decided.
- B. Assessing request for proposal – Abigail stated that she spoke with Jim Rice and he was planning to do just a statistical update; doing a full measure and list will cost more money at a time when the CIP is having trouble being funded. Mike answered a few of the Board's questions regarding the draft request for proposal. Abigail wondered if restarting the inventory forms would help with the need to do a full measure and list – Mike will look into it. The Board tabled the assessing RFP and will discuss it again later. The Board will handle all of the bids that are received.

Town Office foundation – Scott looked at the foundation with Tony Ludwick and he will be putting together a proposal. He also spoke to Mark about having a cap put on the chimney.

Betsy stated the cub scouts would like to solicit sponsors at the Transfer Station on 9/29; Mike will let the Transfer Station employees and Becky Moul know.

Correspondence

1. Letter from Jerry Tepe regarding the questions he raised when he inspected the plans for the project at Crotched Mountain Golf Club.
2. Notice from Condominium at Mountain 1 regarding their association meeting. Scott made a motion to send Abigail to represent the Board, seconded by Betsy. Betsy and Scott in favor, Abigail abstained.
3. Letter from Bill Bennert regarding hiking trails at Crotched Mountain forest. The Selectmen agreed to allow this and passed it to the Conservation Commission for their approval.
4. Letter from Comcast regarding programming changes.
5. Letter from UNH Technology Transfer Center regarding the Mosaic parcel map program. They are requesting that the Board authorize Normandeau to release information to them. The Board agreed to authorize Normandeau to share the information requested.
6. Letter from Linda Kunhardt regarding cables coiled improperly by the computer and personal documents printed on the printer. Betsy suggested that the Board will send a memo to all boards and departments stating that computers and printers are for Town business only.
7. Note from Town Clerk Elaine McClary – Michael Petrovick and Paul McGrath have not been in to be sworn in. The Board asked Mike to contact them to come in and be sworn in.
8. Order of notice from Northern New England Telephone Operations regarding utility pole values.
9. The Board approved the brochure and advertisement for the two tax deeded condos as written by St. Jean's Auctioneers.

The Board discussed the advertisement for the Executive Assistant position and agreed that if we do not get enough responses we should repost it because the ad was so small.

Items to Sign

1. Agreement with Municipal Resources regarding administrative services.
2. Payables Manifest from 9/4/12.
3. Payroll Manifest from 9/4/12.
4. Payroll Manifest 9/10/12.
5. Payables Manifest for 9/10/12.
6. Letter to Primex requesting a refund check for the premium holiday balance for next year.
7. Notice of intent to cut for Map 9 Lot 32 – the Board approved this pending confirmation that the property taxes are paid up to date, which Mike will look into.
8. Letter to Country Brokers regarding LUCT for 646 Woodward Hill. The Board amended the letter to read “an estimate not to exceed \$200.” The Board authorized Betsy to sign, Abigail abstained.

BJ Carbee asked who makes the decision regarding cutting trees for a lot with no frontage. The Board discussed and was not sure. BJ will write up the question and send it to Betsy.

Approval of Minutes

The Board approved the minutes from August 27, 2012 as written.

The Board approved the nonpublic minutes from August 27, 2012 as written.

The Board approved the minutes from August 31, 2012 as amended.

MOTION: Betsy made motion to enter nonpublic session at 8:30, seconded by Abigail pursuant to RSA 91-A:3, II (a) personnel, (c) reputation of someone other than a member of the Board, and (d) property.

Roll Call vote to enter nonpublic session:	Betsy Hardwick	Aye
	Scott Carbee	Aye
	Abigail Arnold	Aye

The meeting room was cleared and the Board entered nonpublic session at 8:30 p.m.

At 9:08 the Board returned to public session having decided not to seal the minutes regarding personnel and 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 regarding the remaining topics, 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.

NEXT BOARD OF SELECTMEN MEETING: September 17th at 7 PM.

ADJOURNMENT: Meeting adjourned at 9:09

Respectfully Submitted by Administrative Coordinator Michael Branley

Approved on September 24, 2012

Board of Selectmen Chair Betsy Hardwick

Selectman Scott S. Carbee

Selectperson Abigail Arnold