

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

January 2, 2013

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

Also present: Elaine McClary, Henry Kunhardt, Polly Freese, and B.J. Carbee

CALL TO ORDER: Betsy called the meeting to order at 6:00 p.m.

Town Clerk & Tax Collector Elaine McClary came before the Board to ask about the status of her budget during the Board's review. There was a discussion between the Board and Elaine about her departments' wages and budgets. The Board agreed that they had not made any decisions at this point. Elaine asked if the fees she is paid are going back in the budget this year and the Board agreed that they are.

New Business

Employment announcement – The Board announced that they had hired Michael Branley as the Town's Administrative Coordinator effective January 1.

Budget and Warrant Article Discussion – Abigail presented the Board with some figures she had pulled together for the budget and outlined some of the changes she was recommending.

The Board discussed correspondence regarding the library well and agreed that they needed to meet with Capitol Well and the Library Trustees to discuss the topic as a group.

The Board continued to discuss Abigail's recommendation, which was for a net expense increase of about \$24,000 from last year. Abigail stated she projects we will have an increase to the undesignated fund surplus of about \$150,000. Abigail stated her figures come to a net 3% tax rate increase. She assumed that any expenditures on bridges would be using money already appropriated or undesignated fund surplus. Betsy stated that Gary spoke to DOT and he was told that if we repair Woodward Hill or the bridge on the Turnpike we could insert other bridge projects in those slots. Scott said he spoke to Chief Kullgren about the exhaust system at the Fire Station and he is working on putting together figures, but they may not be ready for this year. There was a discussion about the work on the clock face on the Old Meeting House, which Abigail did not include in her capital budget.

The Board discussed needing to meet with the Budget & Advisory Committee on the 14th at 5:30 if it works for them. The Board agreed they wanted to meet with the Budget & Advisory Committee before they meet with departments to discuss adjustments.

Scott stated that he had encountered a few people riding horses on Main Street at peak ski traffic hours. The Board agreed this was dangerous but that there was not much they could do.

Items to Sign

1. Cemetery plot deed for Lorraine Terry
2. Payroll Manifest for December 31, 2012
3. Payables Manifest for December 27, 2012
4. Letter to Peter Hopkins accepting his resignation as building inspector and thanking him for his service to the Town

MOTION: Scott made a motion, seconded by Abigail to approve a one year contract with Twin Bridges Services for IT Services. All in favor.

Abigail asked if there is wireless internet at the Town Offices – Mike said there is but it was password protected and Allan has the password

5. Yield Tax for Map 9 Lot 12
6. The Board approved the Building Inspector Job Description as written
7. The Board approved the Executive Assistant Job Description as written

Correspondence

Notice from the Department of Labor regarding an increase to the mileage reimbursement rate. The Board agreed that the Town will use this new rate.

Primex seminar on effective personnel policies – Mike stated he was interested in attending and was going to invite Chief Bell and Road Agent Gary Paige; he also invited a member of the Board to attend if they are able. The Board agreed they thought this made sense.

Letter from Chief Bell informing the Board that Officer Morgan Jr. has been suspended as an officer by the New Hampshire Standard and Training Council effective January 1 because of a failure to comply with Council Rule 404:07 pertaining to Physical Fitness Testing.

Old Business

The Board discussed the need to reflect the changes to the personnel policy the Board believes they already made. Mike will put together a revised document to be signed.

Scott will contact John from Capitol Well about meeting with the Board on Monday; if he can the Board will invite the Library Trustees to attend.

Administrative Update

The Board agreed to purchase the upgrade to QuickBooks 2013 for \$599.95.

Mike stated new building inspector Ed Hunter asked if the Town has any pocket road maps for Frankestown and the Board told him to check with Fire Chief Kullgren and Emergency Management Director Holdredge or look into a road atlas.

Mike said Ed had indicated that he was unfamiliar with the Board of Selectmen signing building permits – Mike asked if the Board if this was a practice the Board wanted to continue and they stated that it was. They felt especially having an inspector who works in multiple towns it was important to have the Board review permits to ensure that they are in compliance with the Town's zoning ordinance.

Mike stated Gary had informed him that Jason St. Cyr had twelve days of vacation time remaining at the end of 2012; the personnel policy states that only ten days can be carried over without approval by the Board. The Board agreed to allow Jason to carry over the additional 16 hours.

Mike stated Wendy had found a folder with assessing information that the Town had previously been unable to find. This file contained Lee Davis's abatement and a few veteran tax credit applications; one of the applicants had informed the Town that their application was not acted upon and was resolved however two of them had not. Mike stated that he would discuss it with new assessor Dave Marazoff when he started. The Board discussed whether they could abate the taxes for last year, Mike will ask Dave.

Approval of Minutes

The Board approved the November 13th minutes as amended.
 The Board approved the December 5th minutes as amended.
 The Board approved the December 6th minutes as amended.
 The Board approved the December 10th minutes as amended.
 The Board approved the December 11th minutes as written.
 The Board approved the December 17th minutes as written.
 The Board approved the December 27th minutes as amended.

NEXT BOARD OF SELECTMEN MEETING: January 7th at 6:00 p.m.

ADJOURNMENT: Betsy adjourned the meeting at 8:00 p.m.

Respectfully Submitted by Michael Branley

Approved on January 7, 2013

Board of Selectmen Chair Betsy Hardwick

Selectman Scott S. Carbee

Selectperson Abigail Arnold