

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

**October 21, 2013**

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

Staff Present: Town Administrator Michael Branley and Building Inspector Ed Hunter

Also present: None.

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

**MOTION:** Scott made a motion to enter nonpublic session seconded by Betsy pursuant to RSA 91-A:3, II (c) reputation.

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 6:31 p.m.

Building Inspector Ed Hunter updated the Board on some of his experiences during his first 10 months working in Francestown. He stated he did not previously have a cell phone so phone calls out of the office hours were somewhat an issue and have required an adjustment period. The Board agreed that Ed should be compensated for his cell phone usage. They discussed a few current enforcement situations with Ed.

Betsy made a motion to return to public session, seconded by Abigail. All in favor.

At 6:55 the Board returned to public session having decided to not seal the minutes.

At 7:00 p.m. the meeting resumed in the Town Offices Lower Level.

**Appointments**

1. Becky Moul, Waste Disposal Committee – Becky stated she got a letter from Big Green that they are going to be charging \$2 per item. Mike stated we are now using Clean & Green and believes they do not charge. Becky stated there are two trees at the transfer station that are dead and in areas where they could potentially cause harm. The Board

asked the Road Agent to take a look at them and see if he can take them down and bring them to the wood bank.

2. John Byatt from CLD and Road Agent Gary Paige – John stated that NH DOT approved CLD's proposals for final design and bid assistance but thought their proposal for construction observation was high. John discussed why that might be and how CLD had revised their proposal to a point where he thinks it will be approved. Abigail asked and John answered that if they find there needs to be more hours on the project then they will come speak to the Selectmen first. Scott asked how many times DOT's project manager comes out to the site; John responded they came out hardly ever other than the final inspection. Abigail stated on Russell Station Bridge the project was \$30,000 over budget and the Town had to absorb that amount and she wanted to make sure we were not heading toward a situation like that again. John stated situations like that do happen however he understands that there were specific circumstances in that case. He discussed the process if we encounter something like that on this project and that DOT may still pay their 80%. Abigail asked and John described the process going forward for the project. Scott asked if the project needed to be approved at Town Meeting and Abigail responded it was approved in 2012. There was a discussion about the schedule, where DOT pays ½ of their 80% on or after July 1 and then the remainder will be paid out upon completion. Mike stated that timing is why the Town approved borrowing authority at Town Meeting for the project. Henry stated it is important to bear in mind that the Town hires the contractors and John agreed. Henry asked about the administrative overhead proportion and John described where this figure comes from. Henry discussed the Town's bridge situation and asked if John had any advice on what the Town should do. John stated the days of doing small easy solutions are over due to wetlands regulations so his recommendation is to try to get projects in the bridge aid program as soon as possible. Gary asked if the Town decided to do some of the smaller bridge projects on our own without having to go the state standards could CLD put together options that might be feasible for the Town to do on their own and John stated he thought that was possible. John stated the bridges would need to meet load standards but not need to meet DOT and wetlands standards. There was a discussion about timber bridges and John stated he thought timber tended to be more expensive. John stated the Town's next two projects Francestown has in the bridge aid project are Juniper Hill Road and Woodward Hill Road scheduled to potentially start in 2015. John stated because Woodward Hill Bridge is currently closed we may be able to advertise early again. Gary stated based on the fact that Juniper Hill Road is a dead-end that may be the top priority even though Woodward Hill Road Bridge is closed.

Gary stated Pleasant Pond Road reconstruction is going well and is ready to be paved as soon as the pavers can schedule us. Gary stated Scoby Road Bridge has been posted 10 ton and he was told by Nancy Mayville at DOT that the posting is temporary at best so it is possible that it will be downgraded or closed during its next inspection. Gary stated he has done some research with Hanson Bridge regarding Scoby Road and Old County Road North, which are red listed but not in the bridge aid program. Hanson has given him proposals not counting permitting and with the Town assisting for Scoby Bridge at \$85,000 and for Old County Road North at \$104,000. Gary described some similar

bridges constructed in surrounding Towns done both with and without DOT assistance. Gary stated he thought the smaller scale and price may be a better fit for this town compared to going with the DOT standards. Scott asked how DOT would treat this process and Gary stated he thought the key was getting a Form 4 load rating stamped by the contractor. Abigail asked if Gary wanted us to stay with CLD on the two bridges scheduled for 2015 and Gary stated he did not think we could do any better. The Board agreed to continue using CLD for the two bridges in 2015 and to have Mike notify John Byatt. Gary stated Hanson has its own engineering firm for these projects. Gary stated he will check with Hanson about if he can provide a Form 4 for the project or how to get one otherwise. Gary stated sand and gravel processing has completed so they are currently hauling from the pit to the garage.

3. Maureen von Rosenvinge and Michael Petrovick – Maureen stated based on LCHIP's funding the Town needs to look at going forward with the Town Hall restoration project sooner rather than later. She said in 2014 we are looking at completing structural work and design/mechanical plans. Maureen stated she met with building inspector Ed Hunter this morning and talked about the second phase with the bump out. She said 2015 would include demolition, some grading and excavation, heating, insulation, bump out and basement south wall. She said 2016 would be plumbing, septic system, fire suppressant system, windows, lula and minimal finish work. Maureen discussed some of the potential funding sources including LCHIP, other grants, donations, town warrant articles and in-kind services. Abigail asked and Maureen stated she needs to do a lot of additional research however the rough figure she is currently using is in the ballpark of \$900,000. Mike P. described the current architectural schematic designs. He stated he and Maureen are in discussions with the building inspector for their plans for egress. Abigail asked and Maureen stated the match would be appropriated in 2014. Lawrie Barr asked what the plan for the Firemen's supper would be and Maureen stated it was premature to discuss that. Sarah asked for a clarification on the Town's proportion, which is 28%. Polly Freese asked about archival storage in the basement and there was a brief discussion about that possibility. Larry asked about fire suppression and there was a discussion about it. Henry asked about if there was going to be an elevator and Mike P. stated in the front there would be a limited access elevator.

### **Items to Sign**

1. Payables Manifest for October 21, 2013
2. Payroll Manifest for October 21, 2013
3. Pole license for a pole on Russell Station Road

### **New Business**

1. Scott stated since Labor Day the striker on the Town Clock has not been working. Phil D'Avanza and Warren Kiblin inspected the weight box and it was found that it separated and jammed against the wall preventing it from going down and that it is not the original box. He stated during the 1950s the Old Meeting House underwent a significant renovation, which is when the weight box dates back to. Due to how it was constructed,

the box is jamming against the chase. Phil and Warren have developed a plan to reconstruct the box using the same wood for \$500 and the Board agreed to go with this offer.

2. Budget Report was handed out.
3. Tax Rate setting – Mike stated the rumor is that tax rates may begin to be set by the DRA this week. He asked if the Board has any new thoughts about the town tax rate; the Board agreed to have Mike set the town tax rate at \$7.29.

### **Correspondence**

1. Letter from the Planning Board regarding Capital Improvement Plan. Mike is hoping to have more information to discuss at the next meeting.
2. Copy of the letter Mike wrote to Crotched Mountain Rehabilitation Center regarding their assessment.

Betsy asked that correspondence be kept in the folder until the Board has had a chance to read an initial it. It will be mentioned for the minutes and will be placed back in the file until initials are on it.

3. Letter from Upton & Hatfield regarding Crotched Mountain Rehabilitation Center.
4. Letter from Francestown Village Water Company requesting the recording from the October 14<sup>th</sup> meeting. Mike stated a copy was provided.
5. Letter from The Grapevine regarding 2014 financial request.
6. Notice of Public Hearing for SAU#1 on November 5<sup>th</sup>. Mike stated he checked with the Business Administrator at ConVal and she did not know of any letter asking the Boards of Selectmen what they wanted to do with the LGC funds. Scott stated he would get a copy.
7. Southwest Region Planning Commission 2014-2015 Membership Dues. Mike stated he called Southern NH Planning Commission and they are interested in having Francestown join and the membership fees are less. He suggested getting all interested boards to meet with the planning commissions to ask questions before decisions are made. It was suggested to schedule it on a Tuesday when there is not a Planning Board meeting.
8. Letter from George Sansoucy regarding PSNH.
9. Letter from Tom Anderson regarding dress codes.
10. Copy of the letter Mike wrote to Alan Thulander regarding the appraisal of items in the museum and the plaque.
11. Mike's weekly update from October 18<sup>th</sup>
12. Letter from County of Hillsborough regarding what the town needs to collect for 2013 County taxes.

### **Administrative Update**

1. Mike gave an upcoming meeting schedule update. He said Avitar is coming October 28<sup>th</sup> with Elaine, November 4<sup>th</sup> the Board agreed not to meet previously, November 11<sup>th</sup> is Veteran's Day, and November 18<sup>th</sup> is the budget presentation. Betsy suggested meeting another night and the Board agreed to meet November 13<sup>th</sup> at 6:30.

2. Mike made the Board aware of another property that should have come out of current use 5 years ago and now needs to be released. The Board agreed to record a release with no LUCT assessed.

**NEXT BOARD OF SELECTMEN MEETING:** Monday October 28<sup>th</sup> at 6:30 p.m.

**ADJOURNMENT:** Betsy adjourned the meeting at 8:50 p.m.

Respectfully Submitted by Wendy Brien-Baker

Approved on November 25, 2013

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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