

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

BOARD OF SELECTMEN MEETING MINUTES

November 18, 2013

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

Staff Present: Town Administrator Michael Branley

Also present: Larry Laber, Judi Miller, Mike Tartalis, Lisa Bourbeau, Betty Behrsing, Tom Anderson, Sarah Pyle, Jan Hicks, Deb Rodgers, John Arnold, BJ Carbee, & Budget Advisory Committee Members Henry Kunhardt, Charlie Pyle, Nick Wilder, and Bill McAuley

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

Appointments

1. Polly Freese Cemetery Commission – Polly stated she is here to discuss an issue with the snow blowing related to Cemetery # 1. She said some of the head stones in the first couple of rows have been getting damaged and asked if the snow blowing could be directed away from the stones.
2. Emergency Management Director Kevin Holdredge – Kevin stated he has been assigning some new 911 addresses in Town and it has come to his attention that the Town's emergency maps date back to 2003. He would like the Board to see if they can find money to update the maps. He estimates they will cost about \$1,500. The Board agreed to try to see if they could find maps updated more recently, or to budget money for new maps. Kevin will begin conversations with Homeland Security about the process. Kevin asked if the Board still wanted to pursue getting a generator for the Police Station and thought there might still be some 50/50 grant money available. There was a discussion about the generator. The Board agreed to have Kevin look into the generator project again for 2014. Kevin said he has an individual that would like to be the Assistant Emergency Management Director and will be submitting a letter of interest. Kevin stated as a resident he was wondering if he could have a "Slow Children Playing Sign" on Avery Road. The Board agreed to have Gary install a sign on Avery Road.
3. Larry Laber – Larry stated that the ZBA has not yet made a decision on the Crotched Mountain variance application. Larry said his concern is if the ZBA has not made a decision by the time Crotched is ready to open, then they will come to the Board of Selectmen and ask to have their lights on. Larry asked the Board to say no. There was a discussion and the Board said they would have to talk to Town Counsel if that happened.

Items to Sign

1. Payables Manifest for 11/18/13
2. Payroll Manifest for 11/18/13

3. Building Permit Application for Map 5 Lot 88-1
4. Building Permit Application for Map 8 Lot 7
5. Intent to Cut for Map 6 Lot 73
6. General Assistance Lien Discharge for Map 8 Lot 95 - Betsy signed for the Board
7. Yield Tax Levy for Map 9 Lot 6
8. Abatements – Mike explained that based on the current use update this year we had assessment adjustments that resulted in credits due on the second issue tax bill. The Board approved the abatements.

Appointments (continued)

4. Budget Advisory Committee for overall budget discussion. Mike said initial budget requests went out to all departments, were received back and he has put together his overall budget recommendation. Total operating budget recommendation is \$1,599,900 which is an unadjusted decrease of \$31,000 or 2%. This is a decrease because of the \$70,000 for the temporary bridge and would be an increase of 3.4% over the Selectmen's recommended budget for 2013. Mike explained the following are some of the major areas that are recommended to be increased and decreased:
 - Increase of \$1,500 in Executive for part-time staff hours
 - Increase of \$1,100 to make assessing data available on-line
 - Increase of \$2,800 in Elections for additional elections during the year
 - Increase of \$1,300 Town Clerk software pending on the upcoming demonstration
 - Increase of \$15,000 for legal relating to court cases with FairPoint and PSNH
 - Increase of \$10,000 for a 2% wage increase in Personnel Administration. Mike pointed out that the Town will be saving \$2,200 in health insurance costs and \$3,700 in unemployment insurance and adding \$3,600 in for the second half of the NH Retirement increase
 - Increase of \$6,000 in General Government Buildings to hire a maintenance and grounds worker.
 - Increase of \$2,000 projected alarm costs
 - Increase of \$3,000 for facility painting
 - Increase of \$1,000 for furnace service
 - Increase of \$1,800 for property and liability insurance
 - Increase of \$1,000 for regional planning commission dues if the Town decides to rejoin
 - Increase of \$3,200 for additional police part-time hours to cover weekday evenings
 - Increase of \$5,000 for asphalt
 - Increase of \$1,500 for additional Library staff time for summer Saturday hours
 - Decrease of \$2,500 in Debt for bond payment
 - Increase of \$7,000 for grant anticipation note expenses
 - Decrease of \$1,900 in bank fees
 - Decrease of \$1,600 in various line items of Planning and Zoning
 - Decrease of \$55,000 in bridges overall including \$15,000 for the removal of the temporary bridge on the Turnpike

- Decrease of \$4,000 in Solid Waste for no Household Hazardous Waste Day and \$9,000 for lower hauling costs
- Decrease of \$29,000 in Welfare

Mike said he put together a preliminary list for the Capital Improvements Program and the total amount from taxation is \$383,000 which is an increase of \$41,000. The recommendation includes a \$90,000 warrant article for deferred building maintenance that is broken down into \$40,000 for new heating system for Fire Station, \$35,000 for resurfacing of Town Clock face and partial painting of Town Hall and \$15,000 for alarm system upgrades. \$110,000 for replacement of the bridge on Scoby Road. \$70,000 from reserves for a 1 ton dump truck to replace the 1 ton pick-up. \$38,000 from reserves to replace a police cruiser. \$30,000 for statistical update of property values. Mike recommends funding the capital reserve funds with \$376,000 as is outlined in the Capital Improvement Plan.

Mike said revenues are preliminary but looks like \$480,000 applied to the tax rate and a total surplus application recommendation of \$180,000. Overall the recommendation would result in a flat tax levy.

Abigail said the Planning Board will be starting the Capital Improvement Plan discussions Tuesday, December 19th at 6:30.

Charlie asked if any of the Department Heads would come in to talk about their budget and Mike answered Elaine, Police, Fire, Highway, Parks & Recreation and Library. Everyone agreed the Board and Budget Committee would meet again November 25th at 6:30.

New Business

1. Reconciliation Summary for the General Fund October 2013
2. Budget-to-actual report for October 2013
3. Reconciliation Summary for the General Fund September 2013
4. Invoice from Henry Kunhardt to put together his report related to the geothermal well – Mike stated we received an invoice from Henry for a report he completed on the geothermal well and toilet issues and it was his understanding that the Library Trustees hired Henry to do this report and not the Board of Selectmen. While the report was helpful, Mike does not feel it sets a good precedence for other Town boards or committees to hire contractors and then ask the Board of Selectmen to pay the invoice after the fact. Scott said it was explained to him that the Library Trustees were going to pay for the report done by Henry. Deb Rogers, Library Trustee Chair said that their first priority is the Librarians and the public and since the geothermal had never been completed, they felt it was necessary to call Henry to consult to speed things along. She also said they intended to pay him but felt that it was valuable information for the Selectmen to have to make a decision to complete the work on the geothermal system and are asking the Selectmen to consider paying it in whole or share the cost since the geothermal is not part of the Trustees responsibility. Abigail said it has been discussed previously that all plumbing will be taken care of by the Town and it doesn't matter whether it is indoors or outdoors. Scott stated it came to our attention shortly after Town Meeting that there was an issue with the geothermal heating system and well and he started looking into the issues in April. He said it took a very long time to untangle everything. He had John Swain do a presentation on the spin filter and had various

discussions with Adrian Pinney and does not feel that things were being dragged out. Scott said he and Mike had been working on a solution to bring the discharge to daylight along with a price to do the work. Scott talked about how the project went last Thursday with Adrian and that it was all hooked up and working when he looked at it Friday morning, but when he went this morning with the electrician the system had been shut off. Scott said if it is the Selectmen's responsibility to take care of this system then there cannot be other people involved. Deb said the water was pouring out of the pipe next to the foundation and was told by the plumber that it was not complete until the other pipe was hooked up to run it away from the foundation and therefore didn't think it was supposed to be turned on to run at that time. There was a discussion about where the bill for Henry would be paid out of.

MOTION: Betsy made a motion to split the bill with the Library and the Town, seconded by Abigail. Scott opposed. Motion passes 2-1.

5. Scott stated we are receiving paper products above and beyond what can fit and be pressed down by Clarence. Scott stated he would like to have an additional container for newsprint. Mike stated he would like to call NRRA and see what the impact of this decision might be. The Board agreed to discuss it next week after Mike had called NRRA.

Correspondence

1. Copy of a letter from Reno Engineering to Pat Terry regarding the lights at the ski area.
2. Scope of work and fee schedule from CLD for Woodward Hill Road Bridge and Juniper Hill Road Bridge.
3. Letter from Home Healthcare Hospice & Community Services requesting 2014 funding.
4. Letter regarding PSNH Objection to Motion to Stay 2012 Tax Year Appeals.
5. Copy of email from Jen Drociak, NHDES to Thomas Clark regarding Pleasant Pond Boat Ramp.
6. Letter from Phyllis Naegeli letting the Board know that she will be serving a final term as Public Assistance Administrator from 2014-2015.
7. Letter from NHMA regarding 2014 dues.
8. Mike's Weekly Update 11/1/13
9. Letter from NHDOT regarding interim inspection of bridges.
10. Copy of press release regarding 2013 tax rate.
11. Notice from Primex regarding educational sessions.

Old Business

1. Scott said the street light in front of the Fire Station is out again along with one on Oak Hill Road. Mike will follow-up.

Administrative Update

1. Mike said for the Grant Anticipation Note we need a Bond Counsel and he received a list of pre-approved firms from the NH Municipal Bond Bank. TD Bank recommended Devine, Millimet and Branch. Mike said he got a price from Devine, Millimet and Branch and from

Preti Flaherty. The Board agreed to use Preti Flaherty because they were approximately half as expensive.

2. Mike said Wendy has gotten three quotes for the printing of the Annual Report; the prison's quote is the same as last year at \$1,350, Town & Country at \$2,700 and R.C. Brayshaw for \$1,750. Mike said our recommendation based on the print job we had last year is to hire R.C. Brayshaw with the same style as last year. The Board agreed.
3. Mike said he received an email from Donald Kirkland who met with the Board last March regarding test wells behind the Village Store. They are asking to gain access via the Library land. The Board agreed to have Mike have Town Counsel look at the proposed permission form.
4. Mike said he got an email from Grain Management looking to increase cell coverage in the area and wanted to know if the Town would be interested in leasing space for a new tower at the Highway Garage for approximately \$850 per month with 3% annual increases. The Board agreed they were interested and would like to meet with Grain Management.
5. Mike said he got a call from Frank Hanchett asking if the Town was going to create a trust fund for the Thulander building. The Board had a discussion regarding this and decided to re-visit it at a future meeting.
6. Mike said he would like to see Francetown have an Employee/Volunteer holiday appreciation event. He said he has spoken to Dan O'Grady at Crotched Mountain golf course, received some prices for an event and feels it could come out of the personnel administration retention line from the budget for the employee/volunteer's meal and anyone wanting to bring a guest would need to pay for their meal. Mike said the date he felt would work well is Friday, December 13th. There was a discussion and the Board agreed to move forward with the event on December 13th at 6:00 p.m.

NEXT BOARD OF SELECTMEN MEETING: November 25th at 6:30 p.m.

ADJOURNMENT: Betsy adjourned the meeting at 8:20 p.m.

Respectfully Submitted by Wendy Brien-Baker

Approved on November 25, 2013

Board of Selectmen Chair Betsy Hardwick

Selectman Scott S. Carbee

Selectperson Abigail Arnold