

TOWN OF FRANCESTOWN

OFFICE OF SELECTMEN

27 MAIN STREET • P.O. BOX 5

FRANCESTOWN, NEW HAMPSHIRE 03043-0005

BOARD OF SELECTMEN MEETING MINUTES

April 15, 2013

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

Staff Present: Town Administrator Michael Branley, Police Chief Steve Bell, and Emergency Management Director Kevin Holdredge

Also present: Janet Quilty, Betty Behrsing, Tom Anderson, Steve Griffin, Mike Tartalis, Henry and Kerry Camirand, Polly Freese, John Arnold, Kitty Houghton, Ethel MacStubbs, BJ Carbee, Judi Miller, Charlie and Sarah Pyle, and others unknown to the minute taker.

CALL TO ORDER: Betsy called the meeting to order at 5:30 p.m.

Appointments

1. Old Meeting House – Steve Griffin stated Old Meeting House is a non-profit organization and it is sponsoring a bike tour of Francestown on May 25th. He described the event to the Board. Steve asked if the Town would open the Heritage Museum for the day
2. EMD Kevin Holdredge – he stated that the Town has received a grant for a generator at the Police Department, the Town's matching funds would be approximately \$5,400 but a portion could be offset some by site work done by the Highway Department. The Board stated they would need to see if there are funds available in the budget and asked Kevin to get back to them about if the funds needed to be available.
3. Betty Behrsing – Betty asked why the Board cannot seem to pick a chair; Betsy stated she was chair until someone made a motion to replace her. Betty asked why the Board has been changing auditors often recently, the Board stated Clukay died and the Town was not satisfied with Mason and Rich. The Board and Budget Advisory Committee also felt it was good to change auditors regularly to have different people reviewing the finances. Betty asked why the Board had not been going out to bid; the Board stated they felt they had been following current policy as passed at Town Meeting. The Board asked Chief Bell what he did when the last police cruiser was purchased and he stated he called vendors and received competitive prices using the state bid. Betty asked when was the last time the Board did an inventory at the Town Garage; the Board responded that they were not sure. Betty asked what the process was for invoices and the Board explained that invoices are initialed by the department heads and then go to the Board of Selectmen for approval. Janet Quilty stated that all items over \$5,000 should be put out to bid as

passed by Town Meeting. Abigail asked Mike to read the policy as amended in 2001 and he did. Abigail emphasized the portion that states that prices may be solicited which indicates current practices have been within the policy.

Items to Sign

1. Building permit for Map 3 Lot 75-2. Scott stated the Board would prefer Ed to circle if the permit was for construction or demolition.
2. Payroll Manifest for 4/15/13
3. Payables Manifest for 4/15/13
4. Corrected gravel tax for Map 3 Lot 51
5. Public Assistance Guidelines as approved by the Board
6. Recipient notice for radios for the emergency management director
7. Management Representation letter to Roberts & Greene regarding the financial statements

New Business

1. Policies and procedures – Betsy stated at the last meeting she had mentioned that she wanted the Board to consider adopting some policies and she presented them to the Board. The Board agreed to review them and discuss them at a later meeting.
2. Scott asked the Board if they wanted to go forward with the installation of the safety gate at the CD container at the Transfer Station for \$783 as identified as an issue by the Town's Safety Committee – the Board agreed to go forward with this.
3. Scott asked the Board if they wanted Roblee Tree to remove and dispose of a tree on the common for \$1,500. The Board agreed to go forward with this.

Old Business

Betsy stated the Town has received the plans for the temporary bridge from CLD and Mike said that the advertisements will be going out tomorrow.

New Business (continued)

4. Reconciliation summary for March
5. First quarter budget-to-actuals report through March

Correspondence

1. Thank you letter from the Grapevine for the Town's contribution
2. Thank you letter from Meals on Wheels for the Town's contribution
3. Notice regarding a recycling meeting – Mike stated he was planning to attend because it was related to the business side of recycling and it might make sense prior to our negotiations with Shaw
4. Letter from the Attorney General regarding a meeting for various municipal trustees
5. Giza mediation summary

6. Betty's letter asking to be on the agenda
7. Mike's weekly report
8. Email from Janet Quilty regarding the grader acquisition
9. Weekly report from Chief Bell for weeks ending 4/7 and 3/31

Scott stated another car ended up in the brook by his house. Chief Bell discussed the issues with potentially having a guardrail at that location. BJ Carbee stated there was not enough land there for a guardrail and maybe something other than a ditch should be there. Betsy stated the Highway Safety Committee should meet to discuss the topic and BJ agreed.

10. Confirmation of Giza mediation
11. SWRPC Commission highlights for March
12. Letter from the NH Commission of Human Rights stating they will not be docking the claim from Christine Lavery
13. Cover letter regarding EMD radios
14. Notice from LGC regarding health care reform compliance
15. Notice from NH DOT regarding a driveway application at Map 1 Lot 2-1
16. Right-to-know request from Tom Anderson; Scott stated he does not sign documents from Tom Anderson

Administrative Update

1. Mike stated Betsy asked him to remind her about a meeting on May 6 that she wanted to attend – the Board agreed to cancel their meeting and that the Conservation Commission will probably postpone their meeting
2. Mike stated he had contacted the auditors as requested to set up a meeting with them. He stated they could come in at 6:00 p.m. on April 25 and then if the Board wanted it could also review the bids received for construction services and lumber.
3. Mike stated the Town had received a request for a fair hearing regarding the suspension of public assistance. Mike stated the suspension was unrelated to the change in the guidelines. He stated the Board needed to appoint a fair hearings officer who would hear both sides of the situation and then make a ruling. He spoke to Peter Flynn, the Town Administrator and welfare administrator in New Boston, and he had agreed to serve for the Town.

MOTION: Scott made a motion to appoint Peter Flynn as the fair hearings officer for the upcoming hearing, seconded by Abigail. All in favor.

4. Posting of roads – Mike stated Gary had told him he would like to remove the weight restrictions on the Town roads by the end of the week. The Board agreed to remove postings by the end of the week. There was a discussion about the posting of Class VI roads.
5. Committee Appointments – Mike stated in general we received a good number of applications, however we are currently slated to only have one member on the Recreation Commission.

Approval of Minutes

1. The Board approved the 4/8 minutes as written

The Board agreed that the previous minutes that mentioned that the Town was renting the 62 foot beams were incorrect, they are on loan.

Kitty Houghton questioned why some things appear in the minutes and other do not. Mike stated that until the minutes go to the Board for approval it is up to him what is included.

NEXT BOARD OF SELECTMEN MEETING: April 22nd at 6:30 p.m.

ADJOURNMENT: Betsy adjourned the meeting at 6:45 p.m.

Respectfully Submitted by Michael Branley

Approved on April 22, 2013

Board of Selectmen Chair Betsy Hardwick

Selectman Scott S. Carbee

Selectperson Abigail Arnold