

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

July 22, 2013

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

Staff Present: Town Administrator Michael Branley, Chief Kullgren, Carol Brock, Chief Bell, and Gary Paige

Also present: Maureen von Rosenvinge, George Cilley, Jr., Tom Anderson, Judi Miller, BJ Carbee, John Arnold, Betty Berhsing, Jan Hicks, Guy Tollman, Nick Wilder, Abby Dawson, Polly Freese, Linda Kunhardt, Donna Noonan and Becky Moul

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

Items to Sign

1. Payables Manifest 7/22/13
2. Payroll Manifest 7/22/13
3. Paving Agreement with Brox
4. Reconstruction Agreement with Advanced Excavating
5. Yield Tax Levy Map 8 Lot 47-1 & 2
6. Appointment for Diane Curran as alternate to Heritage Commission
7. Building Permit Application Map 10 Lot 7
8. Land Use Change Tax Map 3 Lot 57

Gary updated the Board on Pleasant Pond Road reconstruction. He stated the permit has been submitted to the State and we got confirmation that they have received it and it is complete. Betsy stated that Chris Danforth is going to submit a letter asking the State to expedite the application approval. Gary stated the application submitted to the State for the section of the boat launch was rejected and a full application is needed. The Board discussed whether a new application would be submitted or if they would wait on doing anything with the boat launch.

Gary stated they have started sand sealing and have done Todd Road and King Hill. He said next will be the turnpike from the bridge to the center of town.

New Business

1. Betsy stated the Old Meeting House has requested the Town's permission to dig up the land to get to their septic system. Scott asked when it would be done because he didn't want it to be during Labor Day. Abigail stated they want to do it sooner rather than later

as they are having issues with it. The Board asked Mike to let them know they have permission to move forward.

2. Invitation to the Heritage Museum dedication and formal acceptance – Abigail stated that Diana Place has agreed to video tape the ceremony.
3. Reconciliations for May and June
4. Reports of the Treasurer for May and June

Appointments

1. Purchasing Policy & Process discussion with Department Heads – Mike explained the purpose for getting everyone together is to discuss and clarify the current purchasing policy and process and to hear what has been working and what is not, including any potential changes that may be needed. Mike read the original policy voted on at Town Meeting. The Department Heads/Committee Members explained how they have handled getting prices and bids for items over \$5,000.

Gary asked for direction from the Board how they want the process to work going forward. Abigail asked if there was any value in advertising for services, such as in the Union Leader? Gary said he has not seen a difference in the number of proposals that have been advertised in the paper. Mike said he thinks there is value in at least posting the request for proposals in public places like the town website.

Maureen stated the Heritage Commission is using Request for Proposals for all work done at the Town Hall no matter what the price is.

Chief Bell explained how he usually uses the state bid to purchase police cruisers.

Abigail asked Gary what his process is when purchasing trucks for the Highway Department. Gary stated he does not use State Bid because the state's needs are different from Franctestown's. He said he does get two or three written prices and they are brought before the Board during the budget process.

Chief Kullgren stated the Fire Department solicits three manufacturers with specs to meet and they send back their quote. He said they have a truck committee to do the research when looking at purchasing a new truck.

Betsy asked if we should be getting verbal quotes for anything \$500 and up? Chief Bell said he is already doing this and always looking for the best price. A discussion continued regarding whether or not purchases should go through the Town Administrator or be ordered by the Department Heads. Mike said he is a resource to everyone but everyone's budget is still their own to maintain and make decisions about.

It was agreed that \$5,000 is still a good threshold to keep and not try to add an additional threshold at this time.

Abigail pointed out that when you have a policy, everyone wants to see every purchase hit that policy and there are times when it is difficult to do that, such as contracts we have

for IT, assessing, auditing, dispatching, etc. Abigail suggested going out for bid every 5 years for these types of services and not the 2 years in the current policy. Any other suggestions for the purchasing policy should be given to Mike for consideration.

2. Maureen von Rosenvinge/Heritage Commission Update – Maureen stated she did a complete review with Glenn on where the work at the Town Hall stands. She said Glenn brought up the following concerns, bent 1 and bent 6 at the north and south gable ends of the building were not addressed in any current work being done because it was felt they would be a part of the larger project. At the south gable end the two chimneys have been letting in snow and rain in the attic, it has been seeping down to the basement and affecting the brick wall and the bump out. The flues are also not being used and should be capped. At the front wall there is a moisture issue and the front door needs to be checked. Lastly the drainage is an issue and needs to be looked at soon. Maureen said these projects are maintenance and not eligible for grants. Scott said he does have a report on the chimneys saying the flashing is failing on both and water is migrating in. It was decided to look at the report for the chimneys, get some pricing and have the person that installed the door take a look and see what can be done to repair it.

New Business continued

5. Eric Grenier Lots, Assessor opinion – Mike stated the Assessor's opinion is that it looks like the lots were subdivided in the 1960's and unless the owner requests to merge them, it's not something the town can do as an involuntary merger. Abigail suggested flagging the assessment card with the stipulations that the subdivision plan has on them.

Correspondence

1. Letter from SBA regarding the cell tower gate – Betsy stated the gate was a condition of the Planning Board and ZBA approvals and the gate is not locked. Their response is that they don't have to comply and they are not going to comply. The Board agreed to have Mike contact Town Counsel, give him the conditions of the approvals along with this letter, and have him contact SBA.
2. Email from Linda Kunhardt regarding Wohle Farm Stand – Betsy read the email. Mike explained the background of the situation which ends with the Whole's still operating their business without all of the proper approvals. Mike said the Board could choose to issue a cease and desist if they would like to begin the process of legal action to enforce it. At this time, they have obtained ZBA approval but have not gotten Planning Board approval. Linda asked the Board for guidance on what to tell residents when they call her to ask what the proper steps are in following Town Ordinances. She stated there has been one resident that has gone through all the proper channels to open his business and has waited to open while obtaining all necessary approvals while another resident was given the information on what they had to do, but chose to open without the approvals. Linda asked if the Selectmen were going to back-up the Planning Board in regards to residents not following town ordinances. Betsy said she felt the Board had to respond, the code enforcement officer, Ed Hunter, has been to visit them and now a formal letter in writing is needed giving them notice they are in violation and what they need to do to become compliant. The Board is not able to impose fines without going to court. The Board

asked Mike to send a letter of violation and instructions of what they need to do to become compliant to them in Ed's absence.

3. Southwest Regional Planning Commission brochure on Broadband Verification Project.
4. Right to Know Request from Tom Anderson.
5. Letter from NHDOT stating they have reviewed the preliminary plans for the Turnpike bridge project. It says the consultant may proceed to final plan design and the Town has permission to advertise the project in March 2014.
6. Mike's Weekly Report July 18th.

Liaison Reports

1. Abigail stated George Cilley, Jr. was given a conditional approval for a retail operation selling produce, grains, nursery stock and miscellaneous items. He needs to meet some life safety codes as part of his conditions.
2. Scott stated the septic design engineer for the Library said that there should be no more gallonage added to the septic. He said we now need to look into pricing for a perimeter drain for the geothermal well.

Administrative Update

Mike showed the Board the invitation for the O. Alan Thulander dedication and formal acceptance of the building.

Mike stated he and Ed visited the Giza property last week and he is ahead of schedule with his clean-up of the property.

The Board agreed not to meet on July 29 and approved payroll for July 29, a reimbursement check and any other contract payments to vendors.

NEXT BOARD OF SELECTMEN MEETING: August 5 at 6:30 p.m.

ADJOURNMENT: Betsy adjourned the meeting at 8:30 p.m.

Respectfully Submitted by Wendy Brien-Baker

Approved on September 16, 2013

Board of Selectmen Chair Betsy Hardwick

Selectman Scott S. Carbee

Selectperson Abigail Arnold