

TOWN OF FRANCESTOWN

OFFICE OF SELECTMEN

27 MAIN STREET • P.O. BOX 5

FRANCESTOWN, NEW HAMPSHIRE 03043-0005

BOARD OF SELECTMEN MEETING MINUTES

December 8, 2014

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

Staff Present: Town Administrator Michael Branley, Road Agent Gary Paige, Police Chief Stephen Bell, Fire Chief Lawrence Kullgren, Tax Collector Pam Finnell, Library Director Carol Brock

Also present: Polly Freese, Betty Behrsing, Tom Anderson, Fireward Richard Leavitt and David Hanlon, and Budget Advisory Committee Members Stewart Brock, Henry Kunhardt, Bill McAuley, Charlie Pyle

CALL TO ORDER: Abigail called the meeting to order at 5:05 p.m.

Items to Sign

1. Payables Manifest 12/8/14
2. Payroll Manifest 12/8/14
3. Intent to Cut, Map 6 Lot 63-1

Appointments

1. Road Agent Gary Paige – Mike stated that Highway related budget accounts are increasing less than 1% overall. Gary summarized some of the budget decreases. He mentioned that they have reduced overtime for the three fulltime employees from 277 to 250 hours per year. The budgeted increases are in sand by \$2,500, \$500 was added to gravel, mowing was increased by \$1000, chains is increased \$500, and asphalt was increased by \$3500, which is equal to one day of crack sealing. There was a question about increased brush cutting. Mike stated diesel is reduced based on usage and prices.
2. Police Chief Stephen Bell indicated there may be a possible increase in dispatch services, although he has heard it will probably be similar to 2014. Mike stated that, in general, there is about a 2% increase for the Police Department. Abigail asked Chief Bell about the status of the laptops in the cruisers and if they needed to be replaced. Chief Bell stated they are currently functioning and he described some of the ways they are used. He stated they were originally acquired using a grant and does not currently have a plan to replace them. Chief Bell stated licensing with Crimestar is changing so the Town may need to buy an additional license for \$4,000. He said he thought he should be able to

avoid needing another license in 2015 by not updating the software. There was a discussion about professional development.

3. Fire Chief Lawrence Kullgren talked about fire investigations and thanked the Police Department for their assistance with past investigations. Mike stated the overall Fire Department budget remains similar to last year. Chief Kullgren indicated that every year the dispatch services increase so they projected the expected increase. He indicated that the new furnace uses LP, so the money budgeted for oil will be moved to propane. He is unsure of the usage for the new furnaces, other than they should be more efficient; however it is not yet running. He expects to hear back on that next week. Abigail asked the Chief if he was within his current budget and said that he should come to the Board for pre-approval if anything comes up that would put him over budget. The cost of Peterborough Ambulance service was discussed. The Board agreed to have Mike and Chief Kullgren meet with other administrators and fire chiefs to discuss options.
4. Town Clerk & Tax Collector Pamela Finnell – Mike stated that for the Town Clerk budget there will be fewer elections in 2015, which reduces payroll and election expenses. The budget includes \$4,050 for Avitar Town Clerk software, which was tentatively agreed to for 2015. The \$4,050 is a per year cost for 3 years, and then support costs in subsequent years. Pam was asked what this software would do for the residents. She indicated that the software would streamline the process of dog licensing, registering motor vehicles, and vital records all in one application. It would also provide more accurate reporting and be more efficient. Abigail added that it should save time for office personnel and save money by possibly reducing employee hours. Check scanning will be looked at further. There was discussion of combining the Tax Collector and Town Clerk positions and how the position would be paid. The Board and Pam agreed to discuss this further.
5. Library Director Carol Brock & Library Trustee Chair Deborah Rogers – Mike handed out copies of the Library's new Technology Plan. Mike stated, other than the computer equipment, the 2015 budget is similar to 2014 aside from a few account name changes. The copier contract, the charges, and how it is paid for was discussed. Mike recommended moving the copier expense into the library budget. Carol indicated the IT line item is to add another computer and replace the printer. Building repairs and carpet replacement were discussed.
6. Patriotic Purposes – Scott indicated that this department has been flat at \$1,000 and, with the passing of Alan Thulander, will have to go up because the Thulander family for 30 years has supplied all the cloth flags and maintenance for the Town Common poles. The Town received the last donation in the spring. They are working with Jutras Signs in Manchester to supply flags. It will be approximately \$300 for the flags for the Town Office, the Town Common (2) and two for Memorial Park. We are also running low on medallion staffs for the cemetery. Abigail asked about flag raising and lowering. Scott responded that he has been doing it with Steve Bell as a backup.
7. Wage Increases – Under miscellaneous personnel administration a 2% wage increase for all employees, with some exceptions, equates to \$7,200, effective April 1, 2015. For a full year it would be approx. \$9,500. Scott felt wages should stay flat. He indicated that residents have told him that they are concerned with the cost of Highway Dept. wages and benefits. There was a discussion regarding the cost of benefits and wage increases for part-time versus full-time employees. Mike gave a brief history of health insurance

benefits and there was a consensus to continue to monitor the situation, but not to make a change at this time. There was a discussion about wage histories and there was a consensus to include the 2% wage increase.

Items to Sign

Letter to Lorraine Terry apologizing for the lack of communication regarding the turnaround constructed on Farrington Road.

Mike stated he met with the mappers regarding our annual tax map updates. He did a thorough review of the maps for errors and Normandeau's estimate is \$2,350, which is over budget for that line item, but the overall assessing budget will still be under. Mike would like to move forward with the revisions.

MOTION: Scott made a motion to authorize Michael to sign the mapping contract with Normandeau, Betsy seconded. All in favor.

NEXT BOARD OF SELECTMEN MEETING: Monday December 15th at 6:30 p.m.

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

Respectfully Submitted by Michael Branley

Approved on January 5, 2015

Board of Selectmen Chair Abigail Arnold

Selectman Scott S. Carbee

Selectperson Betsy Hardwick