

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

**May 6, 2014**

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

Staff Present: Town Administrator Michael Branley

Also present: BJ Carbee, Ben and Robyn Haubrich, Mike Tartalis, Lisa Bourbeau, Polly Freese and Guy Tollman

**CALL TO ORDER:** Betsy called the meeting to order at 6:00 p.m.

**Items to Sign**

1. Yield Tax Levy for Map 1 Lot 16
2. Building Permit Application for Map 8 Lot 100-3
3. Building Permit Application for Map 4 Lot 20-1
4. Application for Current Use for Map 1 Lot 2-2
5. The Board authorized Betsy to sign the materials testing contract with CLD. Mike stated this was previously going to be a separate contract between the Town and S.W. Cole however NH DOT wanted it to go through CLD.

**Correspondence**

1. Copy of a letter from Ed Hunter to Crotched Mountain regarding his visit where he confirmed that the shields are installed on the lights related to the 2012 expansion.
2. Memo from Jaime French at CLD regarding 2<sup>nd</sup> NH Turnpike Bridge pre-construction meeting minutes. Mike said we are looking at the bridge being closed to traffic on approximately May 12 depending on tree trimming and the work with the utilities. Mike asked the Board what they would like to see done to inform residents of the closing. The Board agreed to put it in the paper, to send letters to residents on Cross Road and Red House Road and to inform the Police and Fire Departments and the School.
3. Certificates from the NH Department of Environmental Services Water Division certifying Gary Paige, George Morgan, Jr. and Jason St. Cyr as Certified Culvert Maintainers.
4. Letter from American Red Cross for the Town's contribution.
5. List from Elaine of the owners that have not paid their taxes and are up for tax deeding on June 4.

6. Letter from Southern NH Planning Commission regarding their Circuit Rider Program for Planning Services.
7. Letter from Ann McLane Kuster in response to the petitioned warrant article from 2014 Town Meeting.
8. Weekly Police Report 4/25 to 5/1
9. Copy of the letter to Eric Grenier Carpentry regarding the work on the louvers at the Town Hall.
10. Letter from Linda Kunhardt regarding the Planning Board's suggestions for representatives to the Southern NH Planning Commission.
11. Notice of Decision from the Planning Board approving the Scenic Road application of the Town's Highway Department to cut trees on the west side of 2<sup>nd</sup> NH Turnpike South.
12. Letter from the State of NH Department of Revenue Administration of 2013 equalization values.

### **New Business**

1. Scott said on May 23 the Town will be having Memorial Day with the Elementary School, meeting at 1:00 p.m. at cemetery #3, another following at cemetery #2, and then at the Town Common.
2. Mike said Mary Lindstrom notified the Town of a tree on the Annex property is dead. The Board agreed it is an imminent hazard and to have the Highway Department remove it.
3. Mike said Kevin Holdrege has one quote and has been trying to get another for the generator at the Annex, but is not having any luck. The Board agreed to authorize Kevin to purchase from the company we received a quote from. Mike said the quote was for just under \$11,000 and the grant is for half.
4. BJ Carbee said she passed on the information that the State sent the Supervisors of the Checklist regarding Electionet not being usable on computers with Windows XP and this would be effective May 30. She said Mike has spoken with the IT person and will have a new system installed. Mike confirmed a new system was ordered and would be installed and running by May 30.

### **Administrative Update**

1. Mike said as part of the assessment review one of the steps is verifying all information for elderly exemptions, veteran's tax credits and trust beneficiaries. He said we have received all of the elderly verifications back but have not received 6 veteran's credits. We have sent 2 letters and have called and left messages at those that had an answering machine although two have mailing addresses in a different town, some phones have been disconnected, and one is looking for their trust document. The Board agreed to give the people that we left messages for and the person looking for the trust another week.

### **Approval of Minutes**

The Board approved the minutes from April 14, April 21 and April 23 as written.

Betsy recessed the meeting at 6:35 p.m.

The meeting reconvened downstairs at 7:05 p.m.

Also present: see sign-in sheet

Betsy thanked everyone for coming and introduced architect Michael Petrovick who will be leading the program.

Michael said we will be reviewing the timeline for the Town Hall project, how we got here, what has been accomplished along the way, talk about the history of the building, look at what others have done with similar buildings and answer questions.

There was a review of the 2010 Charette and the assessment that Michael's office performed, which ultimately closed the building. Michael said in 2013 there was significant structural work done and at the 2014 Town Meeting the Town voted to fund a bond. Michael explained the history of the building. Michael talked about the proposed addition and the need for restrooms and stairs. He also explained the need for balance in three areas, budget, functionality and historical significance. Michael talked about the building needing to comply with building code and ADA while doing all the mechanical, electrical and plumbing upgrades to make it functional. He said they typically do a building code analysis to find any areas that do not comply. He said the building is categorized as "assembly" and can allow for up to 300 people and talked more about what is needed for compliance. A member of the public asked if one unisex bathroom is allowed and Michael answered no. Michael explained the Town Hall could have a limited use limited access elevator instead of a regular elevator because it would be built within the original structure and not in an addition.

Michael proposed an idea of opening up the ceiling of the second floor to expose the beautiful framing that was recently completed and making that the main venue part of the building.

Michael said the next step is to develop a program/list with different conceptual floor plans and options and feels bumping out the back of the building is too expensive and not the way to go. It was suggested to have the Town Offices in the Town Hall. There was a discussion regarding the rods and beams on the first floor. It was asked how many could the second floor hold and Michael answered approximately 200. There was a discussion regarding heating the 2<sup>nd</sup> floor with the open ceiling and how the acoustics would be. There was a discussion regarding having a kitchen in the building. It was asked if there was a budget for a plan without the bump out and what the status was of matching funds. Michael answered there was not a budget yet and he was not the person to ask about the status of matching funds.

Michael said there will be another meeting in June and that the application for the LCHIP Grant has a deadline of June 27.

**NEXT BOARD OF SELECTMEN MEETING:** Monday, May 12 at 6:30 p.m.

**ADJOURNMENT:** The meeting was adjourned at 8:10 p.m.

Respectfully Submitted by Wendy Brien-Baker

Approved on June 9, 2014

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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