

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

BOARD OF SELECTMEN MEETING MINUTES

June 9, 2014

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

Staff Present: Town Administrator Michael Branley and Building Inspector Ed Hunter

Also present: Betty Behrsing, Polly Freese, Ben & Robyn Haubrich, Tom Anderson, John Arnold and Jan Hicks.

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

Appointments

1. Building Inspector Ed Hunter – Ed stated he and Mike have made some proposed changes to the building permit fee schedule. Ed said this would help to balance the fees so smaller projects are not on the same scale as a new home. He said the current \$.25/square foot includes plumbing and electrical permits which the smaller projects do not typically need and smaller projects have less inspections. Ed said another change is for pools, which has been split into two categories for above ground and in-ground, because in-ground require more work. Ed stated there is a sign permit fee on the current fee schedule but the town does not appear to have a sign permit application. Ed said he drafted a sign permit application for the Board to review. Ed said he eliminated the renewal fee on the fee schedule because he has experienced projects that take more than a year to complete and feels as long as the owner is communicating his plans and progress, the permit should stay active. Mike stated a penalty of 50% of the permit cost has been added in the case that someone builds without a permit. Ed said he would like to eliminate the wording that anything under \$1,000 the permit fee could be waived. He said this would be difficult to determine. Ed said he would like to see this new schedule if the Board approves it to be adopted January 1, 2015. After a discussion, the Board agreed to review the fee schedule and have Mike look into whether or not a public hearing is needed to adopt it. Scott asked and Ed answered yes the shields have been installed on the lights at the ski mountain. Abigail stated the Planning Board is discussing the sign ordinance and have decided not to proceed with the off premise advertising signs other than directional. She said there was a discussion regarding the Tollbooth Tavern being in violation of the ordinance in regard to having too many signs. Abigail said there are also some off premise signs currently up that she would like followed up on. There was a discussion regarding off premise advertisement signs. Betsy said the sign ordinance does need to be looked at and updated. Ed said he will look

into the Tollbooth Tavern signs. There was a discussion regarding directional signs. The Board agreed at this time to not have Ed enforce issues with off premise signs.

Items to Sign

1. Payroll Manifest for 6/9/2014
2. Payables Manifest for 6/9/2014
3. Current Use Application for Map 8 Lot 68
4. Recommendation letter from George E. Sansoucy regarding FairPoint and PSNH abatements.
5. Abatement Application for FairPoint. Recommendation is to deny the abatement. The Board agreed to deny the abatement.
6. Abatement Application for PSNH. Recommendation is to deny the abatement. The Board agreed to deny the abatement.
7. Abatement Application for Map 7 Lot 27. Recommendation is to grant the abatement. The Board agreed to grant the abatement with an assessed value reduction of \$82,497.
8. Abatement Application for Map 9 Lot 21. Recommendation is to deny the abatement. The Board agreed to deny the abatement.
9. Abatement Application for Map 12 Lot 13. Recommendation is to deny the abatement. The Board agreed to deny the abatement.
10. Abatement Application for Map 8 Lot 99. Recommendation is to grant the abatement. The Board agreed to grant the abatement with an assessed value reduction of \$29,000.
11. Abatement Application for Map 5 Lot 72. Recommendation is to grant the abatement. The Board agreed to grant the abatement with an assessed value reduction of \$31,370.
12. Application for reimbursement from Capital Reserve Fund for \$26,336.00 from Police Cruiser Reserve
13. Application for reimbursement from Capital Reserve Fund for \$63,977.30 from Bridge Reserve
14. Application for reimbursement from Capital Reserve Fund for \$57,564.00 from Highway Equipment Reserve
15. Application for reimbursement from Capital Reserve Fund for \$26,170.04 from Bridge Reserve
16. Building Permit for a screened porch for Map 14 Lot 21
17. Memo from the Board of Selectmen to the Tax Collector requesting abatement of the 2013 taxes for Francestown Village Water Company.

New Business

1. Timber Tax Grading for Map 2 Lot 25
2. Memo from Wendy regarding outstanding reports of cut – the Board agreed they were confident the people would report in time and if not would address it then.
3. Mike stated JP Pest Services looked at a few town buildings and submitted a proposal for the following:
 Annex – one time start-up fee of \$125 and then quarterly monitoring with baiting of \$150 per quarter

Town Hall – more intense 3-step process start-up fee of \$638 and then quarterly monitoring of \$150 per quarter

There was a discussion regarding trees and branches that need to come down because they could be contributing to the pest problem and about who could do the cutting.

The Board agreed to do the one time start-up to the Annex and the Town Hall, quarterly for the rest of this year, and then revisit during budget season.

4. Betsy said the Heritage Commission would like permission to accept donations in memory of Maureen von Rosenvinge and the Board agreed that would be okay. Betsy read a letter from the Heritage Commission regarding their support of the Town Hall renovation/rehabilitation and to move forward in submitting an application for the LCHIP grant in the amount of \$200,000.
5. Letter from Nicole Kjellquist applying for the open position of Deputy Director of Emergency Management.

MOTION: Betsy made a motion to appoint Nicole Kjellquist as the Deputy Director of Emergency Management. Seconded by Scott. All in favor.

Correspondence

1. Letter from the Library Trustees regarding chimney work – the Board agreed they would like to meet with Deb Rogers to discuss it next week.
2. Letter of resignation from Town Clerk and Tax Collector Elaine McClary effective August 14, 2014.
3. Special Permit from the NH Department of Agriculture Markets & Food for Scoby Pond.
4. Notice from the County of Hillsborough regarding Public Budget Hearings on June 17 and 19.
5. Chief Bell's weekly report for the week ending 5/30 to 6/5.
6. Copy of a notice from the Department of Environmental Services regarding an application for Map 19 Lot 25 that was rejected for an issue with the fee and missing Town Clerk's signature on application.
7. Letter of interest from Betty Behrsing for a one year term on the Highway Safety Committee.
8. Mike's weekly memo dated June 9
9. Notice from Elaine that one of the tax deeded properties is no longer on pace to go to deed.
10. Letter from HealthTrust regarding a \$17.1 million refund to be distributed to its members.
11. Memo from ConVal School District regarding 2014-1015 payment schedule.
12. Letter from Comcast that came with a franchise fee check.
13. Fax from NH DOT regarding the Town's failure to respond. Mike said he will make any updates to the directory but will wait for direction from the Board regarding the map. There was a discussion regarding the classification of Cressy Hill Road. Betsy recused herself from the discussion.

Old Business

1. Town Hall Update – Mike said he, BJ and Elly had a conference call with Barbara Miller on Friday and reviewed a second draft of the grant and are now waiting on estimates and plans from Mike Petrovick. Mike said he attended the Town Hall meeting and reviewed the draft report from James Garvin. There was a discussion regarding the report from James Garvin.
2. Abigail stated that with Elaine's resignation, Pam Finnell will automatically become the Town Clerk and the Board has the opportunity to appoint a tax collector and take the time to look at the current pay structure. The Board agreed to have Mike speak to Pam and discuss her thoughts on how any changes might work for next year.

Administrative Update

1. Mike said Gary informed him he has heard from Meridian, Scoby Bridge Engineers, and they are doing their last review and are expecting to have specs to us soon to begin the contractor selection process.
2. Mike presented a revised map of a few properties on Pleasant Pond where there has been a road discrepancy and a name is needed on a small portion of road. The Board agreed this would be a good idea to name the section of road. Mike said he would confirm with the two property owners.
3. Mike said he and Gary would be meeting with CLD and the contractor tomorrow to discuss the detour sign issues.
4. Mike said he will be meeting with PSNH soon to discuss some possible tree planting along Main Street to replace trees that were recently cut.

Approval of Minutes

The Board approved the following minutes from as written:

May 6, 2014 – Cressy Hill Site Walk

May 6, 2014

May 19, 2014

The Board approved the minutes from May 12, 2014 as amended

Betsy made a reminder statement that one Selectman has no authority to make a decision on behalf of the Town to take any action except upon a majority vote of the Board or as otherwise allowed by the law. Betsy said the reminder was needed because some may inadvertently take a Selectman's opinion as an approval. Betsy recommended the Board review the policies and procedures the Board of Selectmen adopted.

MOTION: Betsy made a motion that Abigail Arnold take over as the Chair of the Board of Selectmen. Seconded by Abigail. All in favor.

Betsy said she would like to see the following topics on the upcoming agendas for discussion:

Library chimney repair
Town Clerk/Tax Collector
Highway Safety Advisory Committee

NEXT BOARD OF SELECTMEN MEETING: Monday June 16, 2014

ADJOURNMENT: Betsy adjourned the meeting at 8:25 p.m.

Respectfully Submitted by Wendy Brien-Baker

Approved on June 30, 2014

Board of Selectmen Chair Abigail Arnold

Selectman Scott S. Carbee

Selectperson Betsy Hardwick