

**TOWN OF FRANCESTOWN**  
OFFICE OF SELECTMEN  
27 MAIN STREET • P.O. BOX 5  
FRANCESTOWN, NEW HAMPSHIRE 03043-0005  
**BOARD OF SELECTMEN MEETING MINUTES**  
**MONDAY, DECEMBER 7, 2015**

Selectmen Present: Chairperson Abigail Arnold, Brad Howell, and Scott Carbee

Staff Present: Town Administrator Jamie A Pike

Also present: Mike Bruss, Mike Petrovick, Jay Labare, Polly Freese, James Gann, Susan Cripps, Ben & Sue Haubrich, Tom Anderson, BJ Carbee, Guy Tolman, Diane Curran, Michelle Ferencsik, Lisa Stewart, Barbara Caskie, Sarah & Charlie Pyle, Dennis Orsi

**CALL TO ORDER:** Chairperson Arnold called the meeting to order at 5:30 p.m.

Ms. Arnold opened the meeting by introducing the Town Hall Working Committee: Elly Miles, Michael Bruss, Michael Petrovic and Jay Labare, from McMillan Construction, who will be giving a presentation tonight.

**Michael Bruss** gave an overview of the process for selecting a construction team. Mr. Bruss said that after he was hired he worked with the project team to put together a RFP from CM firms that was answered by six construction management firms. After interviewing a number of the firms; McMillan was chosen as the construction manager. Preliminary design/development pricing was generated as the project was being put together. The building was priced at a minimum of what was necessary to bring the project to code. It also meets the LCHIP guidelines. The project has been completely bid out.

**Jay Labare** explained that the guaranteed maximum price defines the scope of work in conjunction with the specifications that Michael Bruss produced and the drawings that he produced define the project and the cost of that work. The 2 design/build areas were the sprinkler system and the mechanical system. The hard cost of the project is \$968,110. This amount doesn't include the soft costs such as design fees and builders risk insurance which are not incorporated in the hard costs. There is also a CM Construction Contingency included that protects the construction manager from cost overruns. If that's not spent it will be returned to the Town. The total of the hard costs and soft costs of the complete project is \$999,200. Mr. Bruss added that the soft costs in the project are extraordinarily low because Mike Petrovic discounted his design fees substantially. The prices are good for 30 days. McMillan needs to be notified within a few weeks to allow them to negotiate further with subcontractors. Elly Miles commented that they will have to come up with \$336,000 by December 18<sup>th</sup>.

Mr. Carbee asked when they could start work. Mr. Labare said that once they are notified to proceed they will need to file a NESHAP Permit with the EPA. Once it's filed there is a 10-day waiting period. After the 10-day waiting period work can be started. There was discussion regarding local subcontractors and the bid process. Ms. Arnold indicated that the Board will return to discussion on the 21<sup>st</sup> after the fundraising deadline of the 18<sup>th</sup>.

Michelle Ferencsik asked that the record note her comment; "We were promised the final numbers in September, now we're in a position that we have eleven days to raise over \$300,000."

Sarah Pyle commented that the architect has been telling the Town for a year and one-half that the project would run between \$950,000 to \$1,000,000, so the \$999,200.00 shouldn't come as a huge surprise.

A lengthy discussion regarding what the original plan was, what was voted on at Town Meeting, who was responsible for fund raising, what is the Selectmen's role, a second bond and how the project could go forward without the funds for the guaranteed maximum cost ensued.

### **Consent Agenda**

- A. 12/07/2015 Payroll & Accounts Payable Manifests
- B. Expenditure from Master Plan Update Fund - \$3,006.97
- C. Expenditure from Thulander Museum Trust - \$804.37
- D. Expenditure from Town Building Improvement Fund (2015 WA#8) - \$4,930.00

A motion was made by Mr. Carbee to approve the Consent Agenda items A through D, seconded by Mr. Howell. **Motion passes.**

### **Items to Sign**

- Building Permit for Foreman, Map 3 Lot 60, 22 Clarkville Road

### **Correspondence**

1. 2 letters from DOT approving the As-Builts and Form 4 Inspection for Conformity for Juniper Bridge and Woodward Hill Bridge
2. Police Department Press Release for 11/24/2015 through 11/30/2015
3. November Animal Control Officer's Report
4. Weekly Report from Chief Douglas 11/23 – 11/27
5. Correspondence between Jamie Pike and Charles and Maria Pettee
6. Town Administrator's Report for 12/7/2015

### **Liaison Report**

Mr. Carbee reported that he attended a SAC Meeting on Thursday where the Strategic Plan was reviewed. He has a copy of the plan and will give to Mr. Pike to make copies for the Board to review.

## **Administrative Update**

Jamie Pike indicated that:

- Budget meetings are Wednesday and Thursday nights at 5:30pm.
- Rymes will be in Town tomorrow for a second opinion on the Police Department furnace replacement
- The auditors will be in the office on Thursday doing some preliminary work for the 2015 audit
- The ad for a Building Inspector has been placed on the NHMA website and the Building Officials' website and they will make an announcement at their meeting on Wednesday. The BI for Antrim and Bennington has expressed an interest in the position.
- Transfer Station - 21 RFPs went out last Tuesday. Three contractors have confirmed that they will be at the site visit on Wednesday.
- A resident on Farrington Road has requested a "no parking" sign at the turnaround. Because of parking in the turnaround it makes it difficult for them to access their driveway. The Board asked Mr. Pike to double-check the situation and report back to the Board.
- The clock was serviced last Wednesday and it was reported that the bushings and shaft need to be cleaned next year which will add \$75 to the price of the service fee.
- A resident who filed for a veterans exemption in 2014 came into the office today. The exemption was approved but never placed on the property so he was not getting the credit. He will file an abatement to have the 2015 credit refunded. Mr. Pike requested the Board exercise their authority to grant a further abatement for the 2014 tax year.

**NEXT BOARD OF SELECTMEN MEETING:** Monday, December 14, 2015 at 6:30 pm.

**ADJOURNMENT:** Chairperson Arnold adjourned the meeting at 8:00 pm.

Respectfully Submitted,

Jamie A Pike

Not approved until signed.

---

Abigail Arnold

---

Scott Carbee

---

Brad Howell