

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

**BOARD OF SELECTMEN  
BUDGET AND ADVISORY COMMITTEE  
MEETING MINUTES**

**WEDNESDAY, DECEMBER 9, 2015**

Members Present: Chairperson Abigail Arnold(BOS), Scott S Carbee(BOS), Brad Howell(BOS), Chairman Charlie Pyle(BAC), Henry Kunhardt(BAC), and Nick Wilder(BAC).

Others Present: Town Administrator Jamie A Pike, Gary Paige, Polly Freese, Tom Anderson, Pam Finnell, Donna Noonan, Becky Moul, Robert Rokes, and Paul McGrath.

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

Chairman Arnold spoke about certain items that have not yet come together for the budget. These areas are specifically, the Transfer Station, the Town Hall project with regard to the bond and associated costs, and Police staffing.

Highway Department – Mr. Paige reported that the only major change to his budget was in truck repairs and parts. Historically, these two budget lines have always been over spent and adding \$2,000 to each line will bring them closer to where they should be budgeted. The remainder of the budget remains the same with minor adjustments made to fuel and other utilities to reflect current and forecasted market rates for these items.

Polly Freese brought up the issue of excess sand drifting into Cemetery #1 from winter maintenance activities. Mr. Paige commented that the Town does not use sand on the sidewalks and that the State uses minimal sand in its operations. Discussion continued on how to protect the stones from environmental erosion.

Town Clerk – Tax Collector – The TC/TC budget has many changes in its format, as the two departmental budgets were combined to reflect the combination of the elected offices. The deputy payroll budget was increased by \$2000 to reflect the cut that was made at last town meeting due to position being unfilled during the beginning of 2015. Ms. Arnold questioned the budgeted salary amount of \$35,000 for the Town Clerk/Tax Collector. She recalled that the 2015 town meeting vote was to set the salary at \$34,000. Ms. Finnell recalled this also, but felt there was leeway in the wording of the article to allow for increases, and she stated that the \$35,000 remains below the combined \$36,050 budgeted for the positions in 2015.

Solid Waste – The discussion was primarily to the payroll, administration, and grounds expenses as the hauling and recycling charges are not finalized due to the RFP currently issued for

services. Mr. Pyle asked what the numbers presented for disposal and hauling reflected. Mr. Pike stated that the numbers shown are based on operations as they were in October with the most recent NRRA contract and do not reflect the current operations with weekly hauls. The remainder of the budget primarily remains unchanged with the exception of the addition of \$2000 for the purpose of the Hazardous Waste Collection day to be scheduled during the summer.

Discussion continued regarding the adoption of a formal solid waste ordinance to govern the transfer station and its users. The WDC is working hard on the drafting of this ordinance, using other Town's ordinances as a framework.

Parks and Recreation – The primary change in the 2016 budget is for the landscaping contract to include the maintenance of the infield. This is an increase of approximately \$2,000. This work used to be completed by Mr. McGrath and Mr. Rokes. There was discussion about beach operations and opening dates to coordinate with the school ending dates. Mr. Howell also recommended the addition of a hand rail along the edge of the beach to allow for easier walking access. Discussions continued regarding the use of the Recreation Trust Fund. The account is authorized for general recreation expenses. Mr. Rokes stated that certain funds in the account are dedicated for particular purposes such as program scholarships as requested by the donor. The commission has historically only used these funds for that purpose.

#### Board of Selectmen and General Government Functions –

Executive – The decreases reflected in the budget are directly related to the Town Administrator contract and the reduction of the Contracted Services line.

Legal Expense – The gross budget remained the same while the amounts were shifted from utility defense to general legal to accommodate anticipated claims defense.

Personnel Admin – The decrease of \$23,000 is directly related to personnel changes with the removal of one benefited person.

General Gov't Buildings – The 2016 budget begins the process of separating out the expenses of the individual buildings to provide a better picture of the operational expenses. Decreases were realized due to lower heating fuel costs. There may be needed additional funds required for costs excluded from the Town Hall project.

Building Inspection – The 2016 budget at this time remains flat. The Town is currently seeking a new building inspector, and learning that the current labor market for this position is much higher than past experience.

#### **Other Business:**

A motion was made by Mr. Carbee and seconded by Mr. Howell to accept a donation in the amount of \$100 on behalf of the Conservation Commission from the Hampshire 100 for the use of the trails. **Motion passes.**

The Board appointed Ben Cook as a Keeper of the Clock to replace David Gombas.

A motion was made by Ms. Arnold and seconded by Mr. Carbee to enter into a non-public session in accordance with RSA 91-A:3, II(a). Arnold – Aye; Carbee – Aye; Howell – Aye **Motion passes unanimously.**

The Board discussed the salaries of Mr. Pike, Ms. Callahan, and Chief Douglas. There were no decisions made. The minutes of the session were not sealed.

A motion was made by Ms. Arnold and seconded by Mr. Carbee to exit the non-public session at 8:34pm. Arnold – Aye; Carbee – Aye; Howell – Aye **Motion passes unanimously.**

Without further discussion, Chairman Arnold adjourned the meeting.

Respectfully Submitted,

Jamie A Pike

Not approved until signed.

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Abigail Arnold

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Scott S Carbee

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Brad Howell