

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

May 18, 2015

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

Staff Present: Town Administrator Michael Branley, Officer-in-charge Steve Campbell, PD
Administrative Manager Fred Douglas

Also present: Polly Freese, Betty Behrsing, Ben & Robyn Haubrich, James Gann, Jan Hicks,
Judi Miller, Tom Anderson, Lisa Bourbeau, Auditor Tim Greene, Dennis Orsi,
Dennis Calcutt, John Arnold, and Budget Advisory Committee members Nick
Wilder, Charlie Pyle, and Henry Kunhardt

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

Appointments

1. Auditor Tim Greene & Budget Advisory Committee for 2014 Audit & Financial Statements – Tim stated once again the Town received a clean opinion across the board. He stated again the audit notes that the Town did not complete a management's discussion and analysis, which would be preferable but it is not a big priority. Tim gave an overview of the Town's financial statements and the various exhibits in them.

Items to Sign

1. Payables Manifest May 18, 2015
2. Payroll Manifest May 18, 2015
3. Five year beach lease between the Town and the Humphreys with four renewal options. Mike stated it was very generous of the Humphrey's to continue this lease with the Town. It has cost certainty built in and security that there will be a town beach for years to come.

MOTION: Scott made a motion to approve the beach lease with Keith and Maris Humphreys, seconded by Brad. All in favor.

4. Property tax warrant for bills due July 1, 2015
5. Timber tax warrant for Map 8 Lot 4-1
6. Building Permit for Map 18 Lot 12-3
7. Building Permit for Map 20 Lot 301
8. Zoning/Demolition Permit for Map 3 Lot 79-2
9. Building Permit for Map 3 Lot 79-2

10. Abatement recommendation for Map 8 Lot 99 – the Assessor’s recommendation is to deny the request because the taxpayer did not meet their obligation to demonstrate value and the Board agreed.
11. Abatement recommendation for Map 9 Lot 18 - the Assessor’s recommendation is to grant the request and reduce value from \$409,739 to \$399,039 and the Board agreed.

Appointments (continued)

2. Steve Campbell and Fred Douglas for Police Department – Abigail stated the purpose of this meeting was to go through some of the Primex recommendations and to prepare for the meeting on Wednesday. Steve outlined the recommendations that have been implemented and recommendations that are still outstanding or in progress. He discussed issues such as a department overview; audit of training policies; equipment policies and use of force policies; inventory of all equipment; facility - no booking area, prisoners to New Boston or Antrim and Security Access. Fred stated when he began in Francetown he outlined a number of goals and items he planned to work on. He updated the Board on his progress on the following:
 - Review of weekly Press Releases/Update to Media
 - Met with staff opening lines of communication
 - Review of Department’s over-all operation with current staff
 - Review of pending cases and computer dispositions/met with prosecution
 - Inventory and audit of evidence room
 - Equipment inventory and audit
 - Review and organization of officer training records
 - Review computer system files
 - Review record keeping
 - Review and update of all department internal and operational forms
 - Review of employee performance appraisals and personnel files
 - Review of internal investigations
 - Review mission statement/vision
 - Review SOGs and information supporting updates

A question and answer segment regarding whether or not the Town needs a full time or part time Chief as well as administrative and clerical help took place. Fred and Steve talked about various scenarios and offered their opinions on that subject. The public offered their opinions about what is most important and about what the agenda of the upcoming Wednesday night public hearing should be. Steve Campbell said he has received many complaints about the 4-wheelers/dirt bikes on back roads heading to and from trails. He has given out warnings so far and wanted guidance from the Board regarding enforcement. The Board agreed he should enforce the laws at his discretion.

Items to Sign (continued)

12. Crooker appointed as Conservation Commission Member
13. BJ Carbee appointed as Heritage Committee Member
14. Polly Freese appointed as Conservation Commission Alternate
15. Richard Roberts appointed as Patriotic Purposes Committee Member
16. Sue Jonas appointed as Zoning Board Member
17. Silas Little appointed as Zoning Board Member

18. Hanson Contracts for Bridge Construction Projects Approval

Correspondence

1. DOT approval of bids for bridge construction by Hanson
2. List of current year unpaid tax liens
3. Mission Statement and Code of Ethics and philosophy from Fred Douglas
4. Post Office Box for Treasurer – will not renew
5. Email from John Thalhauser asking to be considered for Budget & Advisory Committee vacancy
6. Email from Paul McGrath saying that he will continue on recreation committee so that baseball runs smoothly

MOTION: Scott made a motion to appointment John Thalhauser and Nick Wilder to the Budget Advisory Committee, and Paul McGrath to the Recreation Committee, seconded by Brad. All in favor.

Mike said he spoke to someone in New Boston who asked about purchasing a pass to the Francestown Town Beach. According to the lease the beach is solely for use of Francestown residents. The Board agreed to deny the request..

There was an incident at the Transfer Station last week. A resident was filling her van with items from the Swap Shop for resale and another resident confronted her. Mike stated he did understand that to be the purpose of the Swap Shop. The Board agreed they did not think there was an issue with the person taking and reselling items.

7. Town Administrator's Weekly Report dated May 11, 2015
8. Town Administrator's Weekly Report dated May 18, 2015
9. Police Department Weekly Report dated 5/3/15 – 5/9/15
10. Police Department Weekly Report dated 5/10/15 – 5/16/15
11. Police Department Internal Operations Review/Recommendations
12. Email from Betsy Hardwick with draft minutes from 5/11 meeting concerning their discussions of Map 3, Lot 26 – recommend accept donation as proposed and Map 6 Lot 7.3 – recommend purchase of lot
13. Planning Board letter to Selectmen indicating the Board voted 5-2 in favor of recommending the town accept Map 3 Lot 26 as a gift and was unanimous in its decision to recommend the Town not purchase Map 6 Lot 7.3. The Board decided to go to Public Hearing to acquire Map 3 Lot 26 by vote of 2-1, Scott opposed.
14. Letter and information from Egon Ali Oglu of Solar Magic Global introducing his company regarding solar energy systems
15. Email from David Crane regarding removal of 5 trees this year and deferring one tree to next year in response to a prior question from Polly.
16. Municipal Management Association of NH 2015 Annual Conference on June 10-12 in Hampton NH - Michael will attend.
17. Energy Efficiency Strategies for Municipalities in Lebanon, NH on June 2, 2015 from 9:00 a.m. to 1:00 p.m.

18. Memo from Mike to the Board of Selectmen and Budget Advisory Committee with attached Budget-to-Actual report through 3/31/15
19. Letters from Nancy Mayville at DOT approving the bid amounts for Juniper Hill Bridge and Woodward Hill Bridge work by Hansen
20. Courtesy copy of a letter from NHDES to C. Danforth & Assoc. regarding an Individual Sewage Disposal System approval which has expired. A new application, plans and fee will have to be resubmitted to proceed.
21. Memo from Matthew Serge updating the NE Telephone and Fairpoint litigation
22. Thank you letter from Meals on Wheels for the \$75.00 donation
23. Letter from Hampshire 100 regarding route change and police assistance. Michael will contact for exact route they plan to use as trails may be in need of maintenance

Michael talked about the Memorial Day celebration planned for Friday at 1:15 at the elementary school and he confirmed there will be no meeting next week, May 25, 2015.

Approval of Minutes

MOTION: Abigail made a motion to approve the minutes of March 16, 17, 23 and 30 and April 6, 13 and 20 as written, seconded by Scott. All in favor.

NEXT BOARD OF SELECTMEN MEETING: June 2nd at 6:30 p.m.

ADJOURNMENT: Abigail adjourned the meeting at 8:45 p.m.

Respectfully Submitted by Michael Branley

Approved on _____, 2015

Board of Selectmen Chair, Abigail Arnold

Selectman Scott S. Carbee

Selectman Brad Howell