

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

BOARD OF SELECTMEN MEETING MINUTES

June 1, 2015

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

Staff Present: Town Administrator Michael Branley, Town Clerk / Tax Collector Pamela Finnell

Also present: Lisa Bourbeau, Susan Crippes, James Gann, Mike Tartalis, Polly Freese, Betty Berhsing, Herb Bromberg, Ben & Robin Haubrich, Jan Hicks, Charlie Pyle, Tom Anderson, John Arnold and Judi Miller

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

Appointments

1. Town Clerk & Tax Collector Pamela Finnell – Pamela discussed with the Board the notices that she has sent out for the properties still outstanding on 2012 taxes which are slated to go to tax deed on June 11th. She stated she plans to come to the Board meeting on June 15th to discuss the properties offered to deed for the Board to either accept the deeds or sign the deed waivers. Mike and Pamela discussed some of the additional steps they try to take to make contact with the taxpayers in anticipation to the deeding, including making phone calls and visiting properties.
2. Conservation Commission Chair Betsy Hardwick – Betsy stated that in the past she had talked about looking into training a volunteer to spray invasive species on Town property or in the Town's right-of-way. Linda Kunhardt is interested in volunteering. Betsy explained some additional information she has learned about the program through UNH and NH Department of Environmental Services that gets volunteers trained for spraying on Town property or right-of-ways only. The Board agreed they would like to continue exploring it and would review the information.

Items to Sign

1. Payables Manifest for 6/1/15
2. Payroll Manifest for 6/1/15
3. Report of cut for Map 6 Lot 65, Report of cut for Map 6 Lot 79 and Map 3 Lots 31 & 31-1, and Report of cut for Map 8 Lot 22. Scott agreed to look at all three for grading.
4. Intent to cut for Map 2 Lot 12
5. Intent to cut for Map 5 Lot 71-2
6. Appointment for Paul McGrath to the Recreation Commission
7. Appointment for John Thalhauser to the Budget Advisory Committee
8. Appointment for Nicholas Wilder to the Budget Advisory Committee
9. Building Permit for Map 5 Lot 27
10. Building Permit for Map 3 Lot 3-6

11. Building Permit for Map 5 Lot 88-1 – not signed by Building Inspector Ed Hunter so the Board did not approve it. Mike stated he believed Ed intended to sign the permit.
12. Wetlands Permits for Juniper Hill and Woodward Hill Bridge projects
13. Application for current use for Map 5 Lot 4 and Map 5 Lot 4-3 previously voted on but not signed. The Board signed the denial.

New Business

1. Police Chief / Department Discussion – The Board discussed the public forum, turnout, public questions and whether public speaking may have been intimidating to some. Mike indicated that Officer in Charge Steve Campbell would be leaving in late July creating a soft deadline and plans should be considered. Abigail said that she got the impression, from what she heard, the public seems to be opposed to regionalization and she feels that there are time constraints and there should be a plan in place by July when Steve Campbell leaves. Brad agreed. Scott discussed the hours he thought coverage would be required and estimated the costs of full and part time chief and officers. Brad suggested a short-term solution while the Board considers and formulates a long-term solution. Abigail thought the new Chief should be included in the number of officers and hours discussion. There was discussion about the draft survey Mike created for residents to complete. The Board discussed the questions that should be on the survey and options for how it would be distributed to residents. Once that information is collected, decisions on how to proceed can be considered. Brad suggested asking if residents wanted more than the approximately 50% coverage, which is currently provided. Abigail suggested that Mike think about drafting a detailed job description for the Chief position. Mike mentioned a profile and challenge statement that was used when he was in Moultonborough and asked if that was something they could use. The Board agreed and asked Mike to draft for the Board to review. It was agreed the survey should go out as soon as possible. Mike suggested sending a postcard to all residents and using paper and electronic surveys and the Board agreed. The survey should be returned to the Town Office before the end of June.
2. Police Administrative Manager Fred Douglas created documents for review and consideration by the Board: Law Enforcement Code of Ethics; Canons of Police Ethics, Principles and Philosophy of the Frankestown Police Department; and Frankestown Police Department's "Mission Statement." The Board accepted the documents to be amended to incorporate Brad's edits.
3. Press Release for Juniper Hill and Woodward Hill Bridges to start construction on June 8, 2015. Expected completion for Juniper Hill is September 25, 2015 and October 1, 2015 for Woodward Hill. The Board asked Mike to send notification to residents on Juniper Hill Road and Woodward Hill Road.
4. Request from Road Agent Gary Paige, due to a complaint from a resident about poor visibility on Poor Farm Road, to cut trees on the right side of the Road per RSA 231:145 and 146 which allows the town to remove trees deemed to be a "public nuisance by reason of unreasonable danger to the traveling public." Gary would like the Board's permission to remove the tree(s). The Board agreed to grant permission for removal of brush and the tree limb(s) that enter the right-of-way.
5. Polly Freese reported on the Cemetery Commission's approval of a ramp going into the back of the Old Meeting House as long as they stay on the right side of the building rather than the left as originally planned.

Correspondence

1. George E. Sansoucy letter recommending the Town deny abatement applications from Eversource Energy and Fairpoint
2. Fred Douglas weekly report dated May 18, 2015
3. Fred Douglas weekly report dated May 26, 2015
4. Town Administrator's weekly update dated May 26, 2015
5. Town Administrator's weekly update dated June 1, 2015
6. Steve Campbell's weekly activity report dated June 1, 2015
7. Email from Henry Camirand expressing interest in serving on the Highway Safety Committee. The Board agreed to appoint Henry to the Highway Safety Committee.
8. Email from Donna Noonan agreeing to continue serving on the Recreation Committee. The Board agreed to reappoint Donna to the Recreation Committee.
9. Email from Bill McAuley asking if the Heritage Museum can take over custody of the Fairbanks Scale for a possible exhibit at the museum and the Board agreed it could.
10. Emails from Theresa Kirouac, Tom Lowery, Judi Miller and Carol Brock expressing their thoughts on the Police Department.
11. Email from Guy Tolman with a follow-up question regarding the number of police calls and Mike's response.

Liaison Reports

1. Scott attended SAU #1 meeting regarding the accounting process and which calendar years should be used. He stated it was decided to table the issue until the June meeting to allow time to get definitive answers to the questions from the Department of Education and the DRA. Small overview of budget was discussed.
2. Solar Up Committee has been working in Manchester. There will be another meeting Friday (6/5) at 3:00 p.m. Vendors for Francestown are being selected. Francestown banner will go up once vendor is selected. At an open meeting vendors will be available to answer questions to determine if solar system(s) will be roof, in-ground or track, depending on watts, etc.

Correspondence (continued)

12. Email from Bill McAuley indicating that he did not want to be reappointed to the Budget Advisory Committee
13. Memo from Steve Campbell regarding Prosecutor contract. Mike will follow-up with Steve.
14. Resignation letter from Officer Giffin effective June 26, 2015
15. Invitation to a Retirement Party for Steve and Pamela Campbell on June 10th from 4:00-6:00 p.m. at Pierce School in Bennington
16. Summary of discussion that the Cemetery Commission had regarding the proposed Taylor Lot donation
17. Bank Reconciliation for February 2015
18. Budget-to-Actuals budget report through April 30, 2015
19. Email from Elizabeth Lavalley with photos she took at the PD public forum
20. Letter from Gregory Heyn at DRA regarding 2014 Statistical Update
21. Email from Amy Smagula regarding Scoby Pond milfoil treatment

Old Business/Administrative Update

1. This Thursday Lisa Murphy from Southwest Regional Planning Commission will meet with Gary Paige, Kevin Holdredge and Mike to discuss an addendum to the Hazard Mitigation Plan to make it easier to get mitigation funds. She will attend a subsequent Selectmen's Meeting.
2. Steve Campbell has scheduled a Police Department Open House on Monday, June 8th from 5:00-7:00 p.m. Therefore, Mike suggests cancelling the Selectmen's meeting normally scheduled that night.
3. In scheduling the hearing for the proposed acquisition of Taylor Lot Mike reported that there has to be a series of 3 meetings that have to take place before moving forward; first there has to be an initial hearing, then 10 days but not more than 14 days later there has to be another hearing; after that in 7 days and not more than 14 days there has to be a vote. Mike proposes that they have the first meeting on Thursday, June 11th; the second meeting on June 22nd; and the vote on June 29th. The Board discussed dates and times and will get back to Mike tomorrow with firm dates and times.
4. Mike created a Request for Proposal for painting the Town Building and he wanted to know how the Board wanted to advertise for proposals. It was agreed to use the same process as last year.

MOTION to enter nonpublic made by Abigail, seconded by Scott. All in favor.

Entered nonpublic at 7:57 p.m.

Mike stated Fred and Steve spoke to him about Fred's certification. To get recertified before his three years from his retirement date he would need to be offered employment as a part-time officer. The Board agreed to offer him employment as a part-time officer subject to a background check.

MOTION to leave nonpublic session and return to public session made by Scott, seconded by Brad.

At 8:22 p.m. the Board returned from nonpublic session having not sealed the minutes and announced that they had decided to offer Fred Douglas employment as a sworn part-time officer.

NEXT BOARD OF SELECTMEN MEETING: TBD

ADJOURNMENT: Abigail adjourned the meeting at 8:23 p.m.

Respectfully Submitted by Michael Branley

Approved on _____, 2015

Board of Selectmen Chair, Abigail Arnold

Selectman Scott S. Carbee

Selectman Brad Howell