

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

July 20, 2015

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

Staff Present: Town Administrator Michael Branley

Also present: Don Jutton from MRI, BJ Carbee, John Arnold, James Gann, Susan Cripps, Jan Hicks, Pat Thalhauser, Michael Tartalis, Tom Anderson, Ben & Robin Haubrich, Ted and Marcia Tripp, Sue Jonas, Polly Freese, Becky Moul, Lee Davis, Bruce Harrington, Isabella Britain Hill, Barry Brenner from Brenner Associates, and others

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

Appointments

1. Don Jutton from Municipal Resources Inc. – Don stated the field of prospective municipal managers is challenging based on Francestown's size and the lack of available candidates. The millennials have not gravitated to the public sector so the size of the pool is shrinking and the experience level is shrinking. He did offer a few interim candidate possibilities like Pat McQueen from Keene, who is retiring and he has a few others in mind. If the Town does a full blown recruitment it will likely take somewhere between 60-90 days, at best, 120 days is comfortable. The focus area would likely be the Northern 3 states; New Hampshire, Vermont and Maine. A full recruitment would cost between \$5,000 and \$7,500. He offered some advice for when and how to do background checks and some other hiring tips.
2. Mike has suggested the Board use a consent list instead of passing each item around. The Board agreed to try it and it will be set up for next week.

Items to Sign

1. Payables Manifest for 7/20/15
2. Payroll Manifest for 7/20/15
3. Two quotes from Rymes for propane and heating oil for \$1.459 and \$2.399 per gallon respectively. Mike stated we have taken into account that the fire station is now using propane as opposed to oil. Based on the revised prices Mike projects we will save about \$3,500 for the heating season compared to last year's prices.

MOTION: Scott made a motion to purchase fuels from Rymes as outlined and to authorize Abigail to sign the contracts, seconded by Brad. All in favor.

4. A letter to Primex requesting a check for premium holidays.

5. Report of Cut for Map 8 Lot 61 and grading chart. Scott explained how he graded the cut.
6. Painting Contract and partial invoice for Target New England for paint and partial clapboard replacement of the Town Office.

MOTION: Scott made a motion to accept the Target New England painting proposal and authorize Abigail to sign the contract, seconded by Brad. All in favor.

7. Contract for Prosecutorial Services for 2016, recommended by Mike and Steve Campbell, who met with the prosecutor.

MOTION: Scott made a motion to accept and sign the Contract for Prosecutorial Services, seconded by Brad. All in favor.

8. Letter to BJ Carbee responding to her complaint that Officer Douglas startled her while showing a property with attached copy of Steve Campbell's report stating that Officer Douglas was following proper police procedure. Scott argued that a letter wasn't necessary and that an apology from Fred Douglas would be sufficient. Abigail responded that Town Counsel recommended the letter. Brad repeated the action Officer Douglas took was standard procedure under the circumstances. It was suggested to Scott that he recues himself from the vote since the incident involved his wife. Scott refused.

MOTION: Abigail moved to send the letter to BJ, seconded by Brad. Scott opposed. So moved.

Appointments (continued)

3. Waste Disposal Committee – the Board reviewed and approved a proposed sharps policy put together by the waste disposal committee. Lee stated this policy is based on a course the transfer station attendants participated in. Becky stated in reference to the pad under the metal pile they are currently waiting for an estimate from Randy Wilson. Becky stated we have been having trouble finding a vendor for household hazardous waste day. Mike sent out letters to vendors and none of them responded and he also tried calling prior vendors with no luck. Abigail proposed forgoing household hazardous waste day this year for budgeting reasons and there was a discussion regarding the advisability. The Board agreed to have Mike continue to try to identify a vendor. Becky stated there is no such thing as a "tilt-scale" as was discussed previously. She said that portable scales are illegal and the best possible solution would be a truck scale which would cost over \$27,000. The Board agreed they did not want to continue to pursue this and they thanked Becky for the research. Becky asked if the transfer station has tried measuring smaller amounts of construction and demolition debris and the board stated they had not yet. She encouraged them to again look at that option. Becky stated she wanted to discuss the swap shop because she was not present when the board previously discussed it. She understood the swap shop was for personal use and not for commercial use and she did not understand what the board was thinking in allowing someone to fill their van with items. Scott stated he supports capitalism and thinks as long as people remove the items the Town does not have to pay to haul it away. Brad stated he understands Becky's concerns however he does not see a realistic way to enforce a rule limiting resale. Becky stated she would prefer to try to change the mindset even if the rule was not enforceable and there was discussion about putting

up a sign. Michael Tartalis stated he spoke to George Cilley and he was told that a number of seasonal people were interested in having household hazardous waste day during the summer.

4. Barry Brenner from Brenner Associates – Barry stated he is a retired town and city manager in New England and since retiring has been consulting with mostly New Hampshire municipalities. He said he could serve in Fracestown as interim town administrator or assist with coordinating with the recruitment of the replacement. The services can include as much or as little as the Board would like on an hourly basis.

New Business

1. Abigail stated the Road Agent is requesting to cut a tree on Poor Farm Road that is a safety risk. The Board determined the tree is an imminent threat to safety and approved the removal of the tree.
2. Construction Manager for the Town Hall Project – Abigail stated we have an email from Owner's Rep Michael Bruss regarding the working group's review of candidates to serve as the Construction Manager for the project. Mike and Brad outlined the process that the group went through. It was clarified that at this point all that the Town is committing to is the design development phase. The group's recommendation is DEW/MacMillin as the Construction Manager.

MOTION: Scott made a motion to select DEW/MacMillin as the Construction Manager for the Town Hall project as discussed, seconded by Brad. All in favor.

Correspondence

1. Memo from OIC Campbell clarifying the issue involving property check
2. Town Administrators weekly report for 7/17/2015
3. Copy of a Motion in Limine filed by Town Counsel in the Orsi, et al v. Fracestown, et al matter
4. Notice of Decision from the Zoning Board regarding Tax Map 3, Lot 60
5. Email from Tom Anderson regarding house check
6. Email from Arthur and Catherine Houghton requesting the Board waive the \$33.71 interest on late payment of property taxes – discussion ensued. The Board declined to waive the interest penalty. Mike will advise the Mr. and Mrs. Houghton.
7. Letter of resignation as of August 1, 2015 from OIC Campbell
8. Two Letters from DOT regarding reimbursement to the Town for the two bridge projects
9. Weekly Report from Fred Douglas for 7/12 – 7/18
10. Withdrawal of Counsel, Robert Upton II, in the Northern NE Telephone Operations v. Fracestown matter
11. Police Department SOPs from Fred Douglas

Approval of Minutes

MOTION: Abigail made a motion to approve the Meeting Minutes from June 10, July 2 and July 11, 2015 as written and June 15, June 22 and June 29 minutes with minor amendments.

All in favor.

For the Board's information Mike noted that Michael Bruss will be meeting with the Heritage Commission tomorrow at 4:00 p.m.

Scott asked about landscaping and grading of the Town Hall parking lot. Scott asked if they should use a Special Town Article in 2018 rather than including it in the overall project. Brad said he didn't know if they were planning on doing any significant landscaping. Mike explained that the Town Hall contract allows the cost of items included in the budget in the beginning of the contract that change, could transfer to other items that were deemed less critical at the end of the project.

MOTION: Abigail made a motion to enter non-public pursuant to RSA 91-A:3, II(a), seconded by Scott.

Roll Call vote to enter nonpublic session:	Brad Howell	Aye
	Scott Carbee	Aye
	Abigail Arnold	Aye

The meeting room was cleared and the Board entered nonpublic session at 7:55 p.m.

MOTION: Brad moved to seal the minutes because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board, seconded by Scott.

Roll Call vote to seal minutes:	Brad Howell	Aye
	Scott Carbee	Aye
	Abigail Arnold	Aye

At 8:05 p.m. the Board returned from non-public session having decided to seal the minutes.

MOTION: Abigail made a motion to enter non-public pursuant to RSA 91-A:3, II(b), seconded by Brad.

Roll Call vote to enter nonpublic session:	Brad Howell	Aye
	Scott Carbee	Aye
	Abigail Arnold	Aye

The meeting room was cleared and the Board entered nonpublic session at 8:07 p.m.

Mike stated if the Board is interested he is willing to assist the Town on a temporary basis to keep a number of projects moving. Abigail moved to hire Mike as a part-time temporary employee at \$25.00 per hour, seconded by Brad. All in Favor. So moved.

At 8:10 p.m. the Board returned to public session and announced that Mike Branley has been hired as a part-time temporary employee at \$25.00 per hour

NEXT BOARD OF SELECTMEN MEETING: July 27, 2015 at 6:30 p.m.

ADJOURNMENT: The meeting was adjourned at 8:11 p.m.

Respectfully Submitted by Michael Branley

Approved on August 31, 2015

Board of Selectmen Chair, Abigail Arnold

Selectmen Scott S. Carbee

Selectperson Brad Howell