

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

BOARD OF SELECTMEN MEETING MINUTES

August 31, 2015

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

Staff Present: Interim Town Administrator Barry Brenner

Others present: Bob McAllister, Police Chief Kevin Furlong, Fred Douglas, Polly Freese, Jim Gann, Susan Cripps Downs, Betty Behrsing, Paul St. Cyr, Karen St. Cyr, Linda Douglas, OIC Steve Campbell (Ret.), Sue Jonas, Ted Graham, Marcia Tripp, Judi Miller, John Arnold, Tom Anderson, Sarah & Charlie Pyle, Becky Moul, Henry Kunhardt, Stewart Brock, Nick Wilder, Gary Paige, Jason St. Cyr, Guy Tolman, Michael Branley, Jamie Pike and others

CALL TO ORDER: Abigail called the meeting to order at 6:31 p.m.

Appointments

Oath of Office -

Abigail announced that the meeting would start with the swearing in of the new Town Administrator, Jamie Pike, and the new Chief of Police, Fred Douglas. Abigail indicated that Jamie is coming to Francestown from Chichester and will be starting on September 8, 2015. Fred Douglas was then sworn in as Francestown's new Chief of Police. He made a short statement about his plans for department staffing going forward and photos were taken for the newspapers.

Solid Waste Committee -

Becky Moul asked for confirmation of whether or not the Town would have a hazardous waste day. She indicated she has been unable to find a hazardous waste vendor. The best time of year to have a hazardous waste day was discussed. Becky will send a notice to the newspapers that there will not be a hazardous waste day this year in Francestown. Since Empire, who is a subcontractor of NRRA, is going out of business Becky said that two 30-yard containers at the Transfer Station are now for sale at a cost of \$1800 each. Brad asked if Empire has filed bankruptcy and expressed concern that if they had the Bankruptcy Court may prohibit the selling of any assets. Becky will check with Bonnie at NRRA about the bankruptcy issue and the price of container rentals. It was decided to revisit this issue on September 14th. Scott said the motor that runs the hydraulic pump for the compacter is about to fail and wanted to have an industrial electrician look at it. Abigail said that the Town already has a company responsible for maintaining the pump and asked if George Cilley had contacted them. After discussion it was decided to use the existing maintenance contractor for any repairs or preventative maintenance that may be necessary.

Budget Advisory Committee -

Abigail created a budget report of YTD expenditures for the meeting. She noted that \$5000 that's not reflected in her report is showing in projects instead of the account it will come out of which is general government buildings. Of the \$5000 advance limit the Selectmen agreed to for the Town Hall expenses, \$4800 has been expended so far. Any further expenses will have to come from the seed money from the Heritage Commission. Abigail said that in January the estimated up-front amount was \$12,500 so it should be alright, but she said we might be committing at a faster rate than that. They are currently looking into that issue. Therefore, with the payables through the end of July, the unfavorable variance would be \$53,000. Scott commented on line item 2. He said that the \$2000 for tree removal was budgeted as of November of last year. Abigail asked for any suggestions for offsetting the unexpected expenses the Town faces this year and said that the Board of Selectmen have to make decisions about putting some of these items on hold, as was done with the Hazardous Waste Day. She said that, although they can't put a hold on Welfare, the tracking suggests there may be \$15,000 favorable. The Road Agent thinks that, barring any unforeseen circumstances, there may be about \$4000 in the bridge account. The facility painting account has \$5000 and the Town could potentially hold off on some other projects such as septic, computer upgrades, and the employee dinner that could be delayed or cancelled. That adds up to \$32,500. She felt the Selectmen should ask Gary to hold off on any further bridge expenses, if possible. Henry Kunhardt asked about the FEMA reimbursement. Abigail said that would be in the range of \$12,000 and it will be used to offset the cost of the separation pay for the Police Department. Henry asked if the department heads have been asked to trim their budgets by 5%. Abigail said they had not done that and asked how the BAC and Selectmen felt about that. Scott suggested sending out a memo to the department heads and Brad felt it was a good idea to get their suggestions. The Board decided to go ahead and ask the department heads to trim their budgets by 5%.

Abigail put together an outline of the schedule for the Budgets. The Town Administrator will send letters out to the department heads in September asking that they turn in their budgets by October 2nd and ask for capital improvement plan numbers 2 weeks later. Before the Town Administrator meets with the Selectmen and the Budget Committee he will review the budgets with the department heads. The Board and Budget Committee agreed this time frame was acceptable.

Tentative Budget Preparation Schedule:

Letters go to Department Heads	week of September 7 th
Budgets due	October 2 nd
CIP due	October 16 th
TA meets with Department heads	October 3 rd -29 th
TA Reviews Budget with Selectmen	November 2 nd
TA meets with Budget Committee	week of November 11 th
CIP Workshops	November 10 th & 12 th
TA, BC, BoS, Key Department Heads	December 1 st

Follow-up meetings to be determined.

Consent Agenda

BoS Minutes
August 31, 2015

1. Payroll Manifest for 8/24 and 8/31
2. Payables Manifest for 8/24 and 8/31
3. NH DRA MS-1 Summary Inventory of Valuation Report

MOTION: Abigail moved to approve the Consent Agenda, seconded by Scott. All in favor.

So moved.

Items to Sign

1. Approved Building Permit for Patten, Map 8 Lot 78
2. Request from the Town Hall Working Group for an additional 12 hours expense for energy modeling to establish a base code building and show energy improvement associated with improved envelope details. Elly Miles was going to check to see if they would be able to cover this expense from their seed money.

MOTION: Abigail moved to approve the payment of this additional expense contingent upon the Heritage Commission verifying that they have sufficient seed money in undesignated funds to cover this expense, seconded by Scott. All in favor.

Abigail said she spoke with the DRA and the tax rates will not be delayed because of the budget stalemate in the legislature.

Michael Petrovick and Michael Bruss will be coming in late September with a firm number for the estimated cost of the Town Hall and when they are ready to prepare bids for the project once the funding is secure. Elly Miles is concerned about commitments already made and suggested that we ask the two Michaels to attend the next BOS meeting on September 14th. Since they are already scheduled to meet at the Town Office at 3:30 p.m. Elly was hoping the BOS meeting could be moved up to 5:00 so they will not have to wait around. The Board agreed to have the meeting start at 5:00 p.m.

Abigail said that Target New England has invoiced the Town for additional work on the painting job on the Town Office. She was concerned about the additional 36 hours invoiced to complete the additional work and wondered if it should have been covered in the original contract. Scott confirmed that 36 hours is likely what it took to complete the work and felt the work was warranted. Brad agreed with the work but noted it should be checked on.

3. Letter from the DRA regarding whether the Town will be using Form PA-28. The Board signed the letter stating they will not be using the PA-28 from in 2016.

Correspondence

1. Police Press Release for 8/24 through 8/30
2. Letter from NH Division of Historical Resources regarding denial application for license plate grant for the Library windows project
3. Thank-you email to Abigail from Francis Army a Town Administrator applicant
4. Letter of Resignation from Police Officer Jeff Danforth
5. Two Press Releases announcing appointment of new Police Chief and Town Administrator
6. Weekly Interim Town Administrator Reports dated 8/17 and 8/24
7. Letter from Health Trust refunding surplus (\$6,535.69) for medical coverage
8. Letter from Bart Mayer enclosing The Town's Trial Memorandum and Requests for Findings of Fact related to Orsi, et al v. Francestown, et al litigation
9. Police Reports for 8/16 – 8/22 and 8/23 – 8/29
10. Email from Chief Douglas regarding his communication with Mr. Gann
11. Letters of support for Fred Douglas as Police Chief
12. Wetlands Permit Application for Miller property on Avery Road Map 3 Lot 70
13. Letter from Lawrence Barr regarding Labor Day weekend clean-up

Liaison Reports

Fire Extinguishers – Scott reported that the fire extinguishers will be recertified tomorrow at the Library, Town Office, Town Hall, Horse Sheds, Police Department, FIHS, Fire Department, Highway Department and Transfer Station. Warren will open the buildings for the recertification.

Milfoil – Brad reported that the milfoil treatments have been completed. They did the final DASH treatment this week and he thinks the overall cost may come in slightly under budget but doesn't have final numbers yet.

Old Business

Abigail said Scott Jenkins who created the bulletin board at FIHS at the Police Station building is going to take a look at putting one up on the other side for the Police Station and work up a price.

Approval of Minutes

MOTION: Abigail moved to approve the nonpublic minutes of July 28th as amended and July 17th, July 20th, and July 27th as written, seconded by Scott. All in favor.

So moved.

Abigail said that the Board would be entering non public and there would be no business conducted after so she asked if there were any questions from the public.

Polly Freese asked who is on the Police Department now. Abigail said that Robert McAllister, Phil Marcellino, Chris McGillicuddy and Lester Milton are currently on the Police Force.

Guy Tolman asked if the increase in the average hourly wage for the police officer is a cause of the unexpected increase in expenses. Abigail did not think so. He also asked if being a Police Chief in one town and a Chairman of the Board of Selectman in another town was a conflict of interest. Brad disagreed. Guy Tolman went on with hypothetical scenarios to make his point and suggested

that the said Selectman should resign his post. The Board did not agree. Guy Tolman spoke at length about his disapproval of Town issues involving the Police Department.

MOTION: Abigail moved to enter nonpublic pursuant to RSA 91-A:3, II(b), seconded by Scott. All in favor.

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 7:36 p.m..

MOTION: Brad moved to draft an Employment Agreement for a one-year term for Fred Douglas as Police Chief with a salary of \$35.00 per hour, seconded by Abigail.

Roll Call vote:	Brad Howell	Aye
	Abigail Arnold	Aye
	Scott Carbee	No

So moved 2-1.

MOTION: Abigail moved to leave nonpublic session and return to public session, seconded by Brad.

So moved.

At 7:40 p.m. the Board returned from non-public session having decided not to seal the minutes.

The meeting was adjourned at 7:41 p.m.

Next Board of Selectmen Meeting: September 14, 2015 at 5:00 p.m.

Respectfully Submitted by Marti Callahan

Approved on September 14, 2015

Board of Selectmen Chair, Abigail Arnold

Selectmen Scott S. Carbee

Selectperson Brad Howell