

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

BOARD OF SELECTMEN MEETING MINUTES

MONDAY, DECEMBER 14, 2015

Selectmen Present: Chairperson Abigail Arnold, Scott S Carbee and Brad Howell

Staff Present: Town Administrator Jamie A Pike

Also present: Dennis Calcutt, Mike Petrovick, Charlie Pyle, Marsha Tripp, Tom Anderson, Polly Freese, Sue Haurbrich, Sue Jonas, Susan Cripps, Jim Gann, Betty Behrsing, Dennis Orsi and Guy Tolman

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

United Way – Dennis Calcutt

Dennis Calcutt asked for Board approval to solicit donations from the Francestown Employees by including a solicitation with their paychecks. This is a one-time request and they would not receive further solicitations. The Board approved.

Mike Petrovick – Town Hall

Ms. Arnold wanted to address 1½ pages of exclusions in the McMillan proposal. Mike Petrovick was in attendance to address those questions. Ms. Arnold asked about hazardous waste to be removed from the building. Mike admitted there is a small amount and the cost should be under \$1,000. It was asked if there would be additional costs for structural engineering. Mr. Petrovick said it would involve foundation work and he has that covered. Air sealing and blower door testing was listed as an exclusion and Ms. Arnold asked Mr. Petrovick to explain what that is. Mr. Petrovick said that it is a process to test that there are no air leaks and that the building is air tight. It is an energy efficiency measure but they will not be doing that on the Town Hall. Toilet compartments will not be necessary because the restrooms are all single user. Mr. Petrovick went through the list of exclusions explaining that most of the exclusions are unnecessary or may only minimally apply to this project. It was determined that a phone jack would be necessary for the booth and where it will be placed has to be determined. Ms. Arnold asked about security. Mr. Petrovick said that the Town will have to coordinate with Capital Alarm on security issues. Mr. Petrovick will check on “Utility Company Costs” as he was unsure what that refers to. Ms. Arnold asked what additional monies the Town may have to pay to cover the necessary exclusions. Mr. Petrovick will check with the construction manager.

Consent Agenda

- A. 12/14/2015 Payroll & Accounts Payable Manifests
- B. Pole license on Scoby Pond Road for Eversource

A motion was made by Ms. Arnold to approve the Consent Agenda items A and B, seconded by Mr. Carbee. **Motion passes.**

Items to Sign

- Previously approved Meeting Minutes for October 19th, November 9th and November 16th were signed

New Business

- The Board received an abatement application from Jonathan & Courtney Shaw for a veteran's credit that was approved in 2014 but never entered into the assessing database. The Board agreed to grant the abatement for 2014 and 2015 since it was a Town error. Mr. Pike will prepare the paperwork for a \$1,000 check to be issued to the Shaws.

Correspondence

1. Letter from NH Division of Historical Resources indicating that the Town Hall has been nominated to the National Register of Historic Places
2. Police Department Press Release for 11/3 through 12/6
3. Police Department Job Tasks Report for 12/7 through 12/10
4. Letter to Chief Douglas from the Police Standards and Training Council regarding the financial crisis caused by the decline in revenue and Legislative transfers
5. Letter from Division of Forests and Lands regarding the 2016 Volunteer Fire Assistance matching grant for fire equipment purchases
6. 12/14 Weekly Administrative Report

Liaison Report

Mr. Howell reported that there was a meeting of the Historical Commission but the issues discussed were those discussed at the Board of Selectmen meeting.

Administrative Update

Mr. Pike updated the Board on the following issues:

- On Tuesday Rymes visited the PD to provide an estimate for needed upgrades/replacement of the furnace. Rymes felt there was no need to replace the furnace, and it should have a number of years of life left. He did recommend some maintenance such as replacing the remaining original circulating pumps and high vents. Mr. Pike plans to schedule this work at the beginning of the year to coincide with a full-service cleaning.
- A complaint was received by a resident about the crosswalk in front of the Town Office which needs to be repainted. DOT indicated it is the Town's responsibility to repaint the crosswalk so the Highway Department was advised. Ms. Arnold asked Mr. Pike to notify the complainant.
- The auditors were in the office on Thursday to complete the preliminary audit. The Board of Selectmen were asked to review the three financial policies for update and comment;

purchasing policy, fund balance policy and the investment policy. Copies were provided to each Board member for review and discussion at a later meeting.

- Rick Patnaude has been contacted and is trying to schedule time to service the geo-thermal system at the Library. Henry Kunhardt flushed the filter but it was decided to wait for Mr. Patnaude to install the elemental filter.
- There was a request that money be added to the budget for replacement of the Christmas tree on the Town Hall lawn. FHIS has money earmarked for its replacement and they have tree donors who will donate a tree from their property. They prefer not to proceed until the soil condition has been tested to see if it will support a new tree long term. Mr. Carbee added that his experience has shown that transplanted trees do not transport well and nursery stock would be a better option.

Approval of Minutes

A motion was made by Mr. Carbee to approve the Minutes of December 7, 2015 as written and the minutes of November 30th as amended, seconded by Mr. Howell. **Motion passes.**

Questions and Comments

Marsha Tripp indicated that someone told her that when the State Police were recently called due to a recent burglary, the State Police allegedly indicated that Francestown no longer has State Police coverage. Ms. Arnold said that is inaccurate and Mr. Pike will speak to Chief Douglas about it.

NEXT BOARD OF SELECTMEN MEETING: Monday, December 21, 2015 at 6:30 pm.

ADJOURNMENT: Chairperson Arnold adjourned the meeting at 7:05 pm.

Respectfully Submitted,

Martha J Callahan

Not approved until signed.

Abigail Arnold

Scott S Carbee

Brad Howell