

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

**BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**12/05/2016**

Selectmen Present: Chairman Brad Howell, Abigail Arnold and Henry Kunhardt

Also Present: Town Administrator Jamie A Pike, Kevin Holdredge, Betsy Hardwick, Robin Haubrich, John Kendall, Polly Freese, Kevin Pobst, Jim Tovey, Charlie and Sarah Pyle.

Chairman Howell called the meeting to order at 5:32pm.

**Kevin Holdredge – Local Emergency Operations Plan**

Mr. Holdredge was present to discuss options for updating the LEOP. The Town could hire a consultant or complete the update in-house. Mr. Holdredge stated that there have not been many changes in town over the past 5 years, and an in-house update could be done easily. Most of the work comprises the updating of names and contact information. Mr. Holdredge did explain that the next plan update in 2022 would require a complete update as the FEMA model for the plan has changed. There are grants available for this future work.

Mr. Holdredge also discussed with the Board a number of addressing issues that have been brought to his attention. These are located on Campbell Hill Road and 2<sup>nd</sup> NH Turnpike S/Cross Road. Mr. Holdredge recommends adding signage to the ends of Campbell Hill Road stating which house numbers are accessible from either end. Further, the two homes located at the NW end of the road currently have Mountain Road addresses and need to be changed to Campbell Hill Road addresses. The property addressed as 761 2<sup>nd</sup> NH Turnpike S, has moved its driveway to Cross Road and the address needs to be corrected to reflect its current location of access. Ms. Arnold also brought forward an issue on King Hill Road at Muzzey Road. Mr. Pike will forward the contact information for each of the owners in question to Mr. Holdredge for follow-up.

Mr. Holdredge discussed the lack of displayed addresses in Town, and recognized the concern Chief Douglas relative to this matter. The Fire Dept also recently had a delay in response due to an improperly signed addresses. Mr. Holdredge noted that the Town does have a 911 addressing ordinance that requires address signage, but does not regulate size, location etc. Mr. Holdredge showed the Board two variations of signs that are of the most common style and size. They have 4" reflective white numbers on a contrasting background (red or green). These signs can be mounted vertically or horizontally. The Fire Department is exploring the option of conducting a fundraiser to sell the addressing signs. Mr. Holdredge will work with Mr. Pike to propose changes to the Addressing Ordinance for adoption by the Board.

**Betsy Hardwick – Conservation Commission – Easement Violations**

Ms. Hardwick brought to the attention of the Board a number of structures on Crotched Mountain that are in violation of the conservation easements upon the property. One of these structures was erected

recently, while the others have been there for a number of years. There are two structures in particular that Ms. Hardwick would like to see removed. These are the new structure and the building at the end of the old T-bar lift.

Ms. Hardwick also reported that the lock to the gate at the top of the road has been cut. Mr. Pike will reach out to SBA Properties to have this matter resolved.

Ms. Hardwick also commented on the extent of the construction that occurred during the most recent upgrade of the access road. This construction extended far beyond the 12 foot right-of-way and has destroyed native and endangered plants. Previously Ms. Hardwick had reached out to counsel Bart Mayer regarding this matter. Mr. Pike will follow up with Atty Mayer.

#### **James Tovey**

Mr. Tovey was present to request an update from the Board relative to Lakehouse Recovery. It was stated that Mr. Hatfield of Lakehouse had reached out to the vice-chair of the ZBA for procedures regarding the application process. Mr. Pike has also forwarded to Mr. Hatfield the application and instructions and relative application forms. The Board hopes that Mr. Hatfield will submit an application to the ZBA soon.

#### **Public Hearing – Building Permit Fee Amendment**

Chairman Howell opened the Public Hearing for the amendments to the Building Permit Fee Schedule. Currently the schedule includes the cost of all trade permits under the fees associated with any structural building permit. Mr. John Kendall had previously requested the Board to consider changing the schedule to separate the Trade Permit fees and make them in addition to the regular building permit. Mr. Kendall had requested this change in order to be able to cover the cost of all the inspections that are required.

Mr. Kendall also proposed amending the existing square foot cost that ranges from 15 cents to 30 cents to a uniform 20 cents per square foot permit fee, along with requiring an application fee for each permit. Also proposed was a driveway permit fee.

The Board discussed these new proposals but needs more information before moving forward at this time. Any changes beyond those originally proposed will require an additional Public Hearing.

A motion was made by Mr. Kunhardt and seconded by Mr. Howell to adopt the Building Permit Fee Schedule as proposed. **Motion passes.**

#### **Consent Agenda**

- A. Payables Manifest dated 12/05/2016
- B. Acceptance of Heritage Fund Donations in the amount of \$5,370
- C. Timber Grading and Warrant for Map 3 Lot 17 owned by M & R Shattuck.

A motion was made by Ms. Arnold and seconded by Mr. Kunhardt to approve the consent agenda as presented. **Motion passes.**

### **New Business**

Mr. Kunhardt provided a brief update on the status of the Library Window Restoration. Mr. Roeper has provided a revised agreement for the windows that are in need of the most repairs. Mr. Pike also met with the Matt Harwood to discuss the remainder of the painting to be completed on the remaining windows. It was decided to defer any decisions until the painting budget was provided by Mr. Harwood.

### **Other Business**

A draft of the Frankestown/Deering town line Perambulation was received from Ben Haubrich.

Mr. Kevin Pobst asked the Board about the process of reporting building projects located in the Piscataquog River Corridor to the PRLAC. Mr. Kunhardt was not familiar with the requirement.

A motion was made by Ms. Arnold and seconded by Mr. Kunhardt to enter a non-public session pursuant to RSA 91-A:3, II(b) at 7:15pm. Roll Call Vote: Howell, Aye; Arnold, Aye; Kunhardt, Aye.

**Motion passes.**

The Board met with Mr. Pike to discuss the hiring of a temporary assistant during the interim period of the hiring process. Mr. Pike recommended Kim Dalley for the temporary position at a rate of \$15/hr. The Board was in agreement with the recommendation. (Ms. Arnold recused herself.)

A motion was made by Mr. Kunhardt and seconded by Mr. Howell to exit the non-public session.

**Motion passes.**

Being no further business, Mr. Howell adjourned the meeting at 7:30pm.

Respectfully submitted,

Jamie A Pike

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Brad Howell

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Abigail Arnold

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Henry Kunhardt