

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

BOARD OF SELECTMEN MEETING MINUTES
May 16, 2016

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

Others Present: Town Administrator Jamie A Pike

Also Present: Robin Haubrich, Jan Hicks, Betty Behrsing, Larry Ames, Pamela Finnell, Polly Freese, Guy Tolman, Pat Thalhauser, Chief Fred Douglas, Ben Haubrich, Larry Kullgren, David Hanlon, Celeste Lunetta, Kevin Holdridge, John Thalhauser

CALL TO ORDER: Chairman Howell called the meeting to order at 5:30pm.

Larry Ames, re: Phone Call

Mr. Ames reported that he received a phone call from a woman in upstate NY regarding the purchase of a dog from a resident on Clarkville Road in Frankestown. The women asked if this resident owns an officially recognized business in town and, upon information from her friend living in Frankestown, there are many dogs at the property and it was questionable whether they were being properly, and legally, cared for. Discussion ensued. The Board decided that Mr. Ames should return her call and let her know the Board of Selectmen is looking into the issue. He can also inform her that the business on Clarkville Road is not a recognized business.

Pam Finnell, Tax Collector/Town Clerk

Ms. Finnell was present to update the Board on the One Check system and the ability to accept credit card payments for motor vehicle registrations. Mr. Pike noted that in order for the town to accept credit card payments the Board of Selectmen has to vote and authorize the town to accept credit card payments. The same vote has to occur to allow the prepayment of property taxes. Although the town has been allowing the prepayment of property taxes the DRA is not aware of any formal action allowing such. Ms. Finnell indicated that she is working with the DRA to determine the steps necessary to bring the town into compliance. The One Check system is supposed to begin on June 1st. Online access to view records, paying on line for motor vehicle registration, property taxes, dog licenses, etc. will follow. Ms. Finnell went on to explain the steps to move the State portion of registration fees into the State account and steps in place for the town to recover monies from bad checks that have already been paid out to the State.

Police Chief Fred Douglas

A motion was made to enter a non-public session pursuant to RSA 91-A:3, II (b) By Mr. Howell and seconded by Ms. Arnold to discuss the hiring of persons as public employees. Roll Call Vote: Howell, Aye; Arnold, Aye; Kunhardt, Aye. **Motion passes.** The non-public session commenced at 6:15pm.

Other persons present during the non-public session were Town Administrator Jamie A Pike and Police Chief Fred Douglas.

Chief Douglas provided an overview of the candidate field that had submitted applications for the full-time and part-time officer positions. The timing of the police academy sessions were discussed as well as probationary periods for any new hires.

Chief Douglas laid out the next steps in the hiring process which includes the appointment of an Oral Review Board made up of a Selectman, the Town Administrator, a ranking police officer, and 2 residents. The Board discussed potential candidates. No decisions were made.

A motion was made to exit the non-public session by Ms. Arnold and seconded by Mr. Howell at 7:05pm.
Motion passes.

A motion was made by Ms. Arnold and seconded by Mr. Howell to not seal the minutes of the non-public session. Roll Call Vote: Howell, Aye; Arnold, Aye; Kunhardt, Aye. **Motion passes.**

Consent Agenda

- A. 05/16/2016 Payroll & Accounts Payable Manifests
- B. Electricity Purchasing Contracts – Standard Power of America
- C. Public Service Pole Attachment Application
- D. Town Hall Streams Contract
- E. Building Permit – Map 10 Lot 8-4 – Amy Playfair

A motion was made by Brad Howell to approve the consent agenda, items A through E, seconded by Abigail Arnold. **Motion passes.**

Fire Department – Chief Larry Kullgren, David Hanlon, Celeste Lunetta, Kevin Holdridge were present to discuss the contract for the replacement of the Rescue Truck with a 2016 Ford 550 Emergency Medical Vehicle. The existing Rescue Truck would be converted for use as a brush truck. The new truck will be delivered in approximately 120 days. The contract price for the vehicle is \$217,793.00.

A motion was made by Brad Howell to approve the contract for the 2016 Ford 550 Emergency Medical Vehicle and that Mr. Howell will sign the contract on behalf of the Town of Frankestown, seconded by Abigail Arnold.
Motion passes.

Ms. Arnold indicated to the Fire Department that if they had any property or property owned by the Crotched Mtn. Fire Fighters Association in the Heritage Museum, it has to be insured by the owner, it is not insured by the Museum.

New Business

- Report of Cut and Warrant for Map 6 Lot 32 – Hopfenspirger
- Intent to Cut for Map 9 Lot 3 – Eby
- Intent to Cut for Map 6 Lot 61-2 – Pettee Family Trust
- Selection of Household Waste Provider – Clean Harbors and NRR. Waste Disposal Committee has selected Clean Harbors at a price of \$3,000 (half of proposed budget for 2016) for the Hazardous Household Waste Day. Clean Harbors will provide 1 supervisor, 1 chemist and up to 4 staff members to be present at the event. Mr. Pike is waiting for verification of the July 23rd date requested.
- Brigham White Intent to Cut – Mr. Pike spoke to Mr. White and explained that the Statute requires a Bond be paid when property taxes are unpaid and Intent to Cut is filed. Mr. White is challenging the

Board of Selectmen's interpretation of the Statute. Mr. Pike will notify Mr. White that the Board stands by their decision and refer Mr. White to the RSA 79:10-A II.

Correspondence

- A. Inventory of Firearms sold at auction and the prices for each item sold. Total sold \$4,305, less auction fee \$455, for a net of \$3,850.
- B. Chief Douglas' Job Tasks Report for the week of May 8 through May 12, 2016
- C. Letter from the Hampshire 100 bike race advising Frankestown that their race is planned on August 21, 2016 and it will run through Frankestown. A map of the course was attached to the letter. Mr. Pike will advise Chief Douglas. Litter and clean up was discussed. A request to Hampshire 100 will be sent asking that they provide for pickup of litter and debris left by the racers.
- D. Jamie Pike's Administrative Report dated May 16, 2016

Old Business

Mr. Pike indicated there were 2 items of old business; the sign ordinance that Mr. Kunhardt had amended and the plumbing RFP. Mr. Kunhardt asked that the HVAC plumbing contract discussion be delayed until next week. The Board agreed.

Mr. Kunhardt expressed concern about the language in the sign ordinance. Size, permission and appearance were discussed. No decisions were made.

Ms. Arnold indicated that she would like to discuss the water company issue with the horse trough. The Board of Selectmen intended and thought that Frankestown Water Company was going to provide free water at the horse trough. At the last meeting Dennis Orsi stated that he thought the horse trough was now the water company's responsibility, which was not the Board's intent. Repairs were made to the horse trough by the water company and the Board asked for the bill so they could pay it. The Board indicated that the horse trough is still owned by the Town and will be maintained by the Town.

Class A Trail Signs - Mr. Howell indicated that signs, particularly the ones at the trails on Dennison Pond Road and Candlewood Hill Road, should include language prohibiting OHRVs and ATVs. Mr. Howell added that he would like to see all motorized vehicles banned during mud season. Discussion ensued. The Board decided to revisit the issue at the next meeting.

Abigail Arnold asked about the geothermal repairs at the Library. Mr. Kunhardt gave an overview of the work that was completed and said the system is working fine now. Ms. Arnold suggested Mr. Kunhardt should be paid for the hours he has spent at the library supervising the repairs done by Contoocook Well. Mr. Howell agreed, Mr. Kunhardt recused.

Ms. Arnold asked to schedule a non-public personnel meeting. The Board discussed dates and times and agreed on Wednesday, May 25th at 9:00 AM.

Questions from the Public

Polly Freese asked for clarification of item B, C and D of the Consent Agenda. Mr. Pike explained each item. Mr. Thalhauser asked how long the pump at the library had been in service prior to failure, if it was replaced as a preventative measure and what's contained in the Weekly Administrative Report. Mr. Kunhardt replied that the pump has been in service since 2008/2009. Mr. Kunhardt further responded that the pump didn't fail the motor failed and went on to explain the specifics of the repair. Mr. Pike responded to Mr. Thalhauser's question about the weekly Administrative Report explaining that the reports contain the events that take place each week.

Approval of Minutes

Abigail Arnold made a motion to approve the Meeting Minutes of April 25th as amended and May 9th as amended, seconded by Henry Kunhardt. **Motion Passes.**

Mr. Pike noted the following:

- Tim Northcott will be in this week to finish the assessment adjustments. The first issue tax warrant will be submitted next week for signature.
- Tomorrow morning he will be meeting with Kevin Holdridge to go over the street numbering issues and to get ready for the next Emergency Operations Plan
- Wednesday afternoon following the TA luncheon he will meet with TD Bank
- Thursday afternoon he will attend the Piscataquog Culvert Prioritization meeting at the Highway Department at 3:30 pm
- Request for authorization to register for the NH Municipal Management Association Conference at the Mountain Club at Loon. The price is the same as last year at \$480.42.

Mr. Howell expressed interest in attending the Hard Road to Travel seminar on June 10th at NHMA

NEXT BOARD OF SELECTMEN MEETING: Monday, May 23, 2016

ADJOURNMENT: Chairman Howell adjourned the meeting at 8:10pm.

Respectfully Submitted,

Jamie A Pike

Brad Howell

Abigail Arnold

Henry Kunhardt