

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

**BOARD OF SELECTMEN**

**MEETING MINUTES**

**June 6, 2016**

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

Also Present: Town Administrator Jamie A Pike

Others Present: Susan Downs-Cripps, Guy Tolman, Polly Freese, Betty Behrsing, Jan Hicks, Robin Haubrich

Chairman Howell called the meeting to order at 5:33pm.

**Consent Agenda**

- A. 06/06/2016 Payroll & Accounts Payable Manifests
- B. Intent to Cut – Map 6 Lot 26 – Jonas Revocable Trust
- C. Timber Tax Warrant – Map 6 Lot 5 – Walter & Joan Rohrscheib -\$1,255.64
- D. Parade Permit – Labor Day – September 5, 2016

A motion was made by Abigail Arnold to approve the consent agenda, items A through D, seconded by Henry Kunhardt. **Motion passes.**

**Kalwall at Fire Station**

Mr. Pike noted that after the review of the contract for Kalwall construction at the Fire Station there are questions that need to be answered by the contractor. The contract states “Both the GC and Architect are to sign off on approved drawings prior to their submittal.” Mr. Pike questioned who would be in that role and whether or not an architect would be required. The second question is regarding the language about providing a dumpster. Chief Kullgren told Mr. Pike that the Town would have to provide a dumpster or take it to the Transfer Station. Lastly, there is language in the contract regarding the cost of additional equipment which is not included in the contract price but may be necessary. The contractor should indicate what equipment may be needed and the additional costs of said equipment. Mr. Pike will follow-up with the contractor for clarification.

**Library Windows Request for Proposal (RFP)**

Gregory Cope provided Mr. Pike with the names of several contractors who could restore the Library windows. They are all members of the Window Restorers Association of NH. The RFP indicates that the work should be performed over the fall and spring of 2016/2017. Mr. Howell felt the language in the contract might be too specific and he thought the Town might be limiting itself as there may be other methods/material options. Mr. Kunhardt suggested adding language to allow alternate repair methods and materials to be used if details are provided. The Board agreed to the RFP with the proposed changes.

Polly Freese presented a cemetery plot (Crawford) deed for signature.

The Board discussed an Intent to Cut submitted for Map 6 Lot 27 and Map 6 Lot 27-1. Since there are taxes due on the property, the owner must submit a Bond in the amount of \$823.00. Once the Bond is paid the Intent will be signed by the Board. Mr. Pike will prepare a letter to the owner and all tenants in common stating the above.

### **Correspondence**

1. Town Administrator's Report 06/03/2016
2. Budget Report – April 2016
3. Police Press Release 05/25/2016
4. Police Department Report 05/31/2016
5. Police Department Report 06/06/2016
6. Animal Control Officer Report – May 2016
7. Letter from Milone & MacBroom – Piscataquog River Watershed Culvert Prioritization Model
8. Email from Kevin Pobst – Update on status of Soapstone Mill
9. Email from Henry K – To store ice rink boards in horsesheds
10. Email from S Derosier (DRA) – Town Meeting and Appropriations Review
11. Letter from James St Jean – Check for sale of guns – net proceeds \$3,720.85
12. Community Action Report – Department of Revenue
13. Email from Peterborough Chamber of Commerce – Notice of Fireworks celebration
14. Letter from Red Cross – Thank you for donation
15. Email from SNH Planning Commission – RE: Transportation Alternative Program (TAP)
16. Letter from Bart Mayer – Original recorded deed for Taylor Property
17. Letter from Hillsboro-Deering Class of 2017 – Thank you to Police for supervising Prom
18. 2015 Final Auditors' Report

### **Old Business**

Mr. Kunhardt drafted the Selectmen's Policy for Signs on Town Property. He added the sentence, "Persons wishing to place a sign on Town property should submit a sketch of the proposed sign, with dimensions, to the Selectmen's Office" to address some concerns expressed by the Board.

Ms. Arnold made a motion to adopt the revisions to the Sign Policy, seconded by Mr. Kunhardt. **Motion passes.**

### **Request for Proposal for HVAC & Plumbing Contractor**

The Board reviewed the language in the RFP for a HVAC and plumbing contractor for the Town. There was discussion about how best to word the contract to convey the level of service and that some experience working on geo thermal heating systems is desired. However, the Board recognizes that it may be difficult to find a contractor with experience on geo thermal systems that is willing to work on the existing geo thermal system. The Board chose the language carefully so as not to limit responses from contractors. The Board revised the language of the RFP.

### **Concrete Slab for Metal Pile at Transfer Station**

Mr. Pike indicated that the Solid Waste Committee will be meeting next week and will be seeking an update on the concrete slab at the Transfer Station. The Board talked about location, fencing, safety,

expense and design. It was decided that Mr. Kunhardt would contact Earl Sandford to discuss design of the slab.

### **Administrative Update**

Mr. Pike indicated the following:

- Over the past two weeks the Highway Department has spent much time hauling crushed gravel to Pleasant Pond Road.
- Six candidates were interviewed for the Police Department positions by the review board. Thank you letters have been mailed to all who participated.
- Mr. Pike discussed the complaints he has heard about the lawns around the Town Common and asked the Board if they wanted to look into have the lawns fixed before Labor Day. The Board discussed different options to make it look better now while planning for a permanent fix next spring. Mr. Pike will ask Bryant Landscapes for options.
- Mr. Pike will be out of the office Wednesday through Friday to attend a Municipal Management Conference at Loon Mountain.

### **Approval of Minutes**

Brad Howell made a motion to approve the Meeting Minutes of May 16, May 20, May 23, May 25 and May 31 with revisions as noted, seconded by Abigail Arnold. **Motion Passes.**

Chairman Howell adjourned the meeting at 6:19pm.

Respectfully Submitted,

Jamie A Pike

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Brad Howell

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Abigail Arnold

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Henry Kunhardt