

TOWN OF FRANCESTOWN
OFFICE OF SELECTMEN
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FRANCESTOWN, NEW HAMPSHIRE 03043-0005

BOARD OF SELECTMEN

MEETING MINUTES

June 13, 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

Abigail Arnold called the meeting to order at 5:34pm.

Francetown Land Trust - Ben Haubrich

Ben Haubrich came before the Board asking for endorsement from the Selectmen for LCHIP funding for the fee acquisition of 99 acres of land off of Wilson Hill Road. Mr. Haubrich said that 40% of the land area is Tier 1 Habitat. Tier 1 is the highest ranking wildlife habitat in the state. The area is also a denning area for otter. It is home to Moose, Fischer Cats, Otters, and other wildlife

Henry Kunhardt moved to endorse the acquisition of the 99 acres of land by the Francetown Land Trust, seconded by Abigail Arnold. **Motion passes.**

State Representatives Carol Roberts and Kermit Williams

Mr. Williams indicated that in excess of 250 bills have been signed into law this year. Given that he is a Selectman himself he wanted to talk about some of the town specific laws that have been put into place. For example, during an election the Constitution requires all Selectmen to be present for the entire day, which can be difficult for Selectmen who have jobs. The Legislature passed a bill that says that each Selectman can appoint a pro-tem selectman to represent him or herself at the election. If you don't appoint a pro-tem selectman, and you are unable to attend, the moderator can appoint one for you. Mr. Williams also explained that the Veteran exemption rules have changed. Any Veteran, regardless of when they served in the military and as long as they were honorably discharged, can be eligible for an exemption as long as the Town has voted to allow it.

5:41 PM Brad Howell joined the meeting.

Mr. Howell asked if there had been any changes to the Right-to-Know Law. Mr. Williams indicated that there were a number of attempts, none of which passed. Discussion ensued. Ms. Roberts commended

the Town's efforts regarding LCHIP Grants. Tree trimming and certified mail notification were discussed. It was asked if some legislation making it more affordable and less cumbersome for small Towns might be introduced. Mr. Williams and Ms. Roberts said they would look into it. Ms. Roberts brought some Medicare Expansion material for Board review. Ms. Arnold asked about bridge money. Mr. Williams indicated that part of the increase in the gas tax is allocated to bridge repair. As a result there will be a small increase in the amount of money available for bridge repair. However, the cost of repair has gone up so much that he's not sure how many bridges will be repaired. The Board thanked Mr. Williams and Ms. Roberts for attending the meeting.

Consent Agenda

- A. 06/13/2016 Payroll & Accounts Payable Manifests
- B. Building Permit, 69 Main Street, Map 13 Lot 11
- C. Building Permit, 787 Dennison Pond Road, Map 9 Lot 42
- D. Intent to Cut, 433 Bible Hill Road, Map 6 Lot 26

Pamela Finnell – Tax Collector/Town Clerk

Dog Licenses - Ms. Finnell was present to update the Selectmen on dog licenses and taxes. She indicated that she has printed out a number of Civil Forfeitures for unlicensed dogs. Ms. Finnell explained the procedure for licensing, the deadlines and how it progresses to Civil Forfeiture. Chief Douglas will serve the Civil Forfeitures.

2013 Tax Liens - Ms. Finnell indicated that her scheduled deed date for 2013 liens is Thursday. She has a list of remaining 2013 unpaid liens consisting of 2 residents, 3 parcels. Ms. Finnell explained her method for scheduling her deed date for Thursday. She indicated that she will have another deed date in September on another property because there was some confusion about property ownership and the property owner was notified of a lien on a different date. She gave the forms to the Board for their review and explained that she needs to know whether or not the lien will go to deed by Thursday afternoon. Town counsel recommends that the day the property goes to deed a notice should be sent immediately indicating intent to sell and outline the right to repurchase. Additionally, the auctioneer should be contacted and an auction date should be scheduled. There should be no appearance that the Town is willing to become a "landlord." The Board discussed the redemption period and other methods that the owner could recover from the lien and it would not go to deed. Currently the amount of the tax lien is approximately \$18,000 for 2013. Ms. Finnell explained that if the owner pays the taxes by Thursday noon, the property would not go to deed, but taxes for 2014, 2015 and 2016 are still owed.

Re: Map 3 Lot 73

I, Abigail Arnold, make a motion on this 13th day of June, 2016, that we, the Board of Selectmen, accept the Tax Collector's deed to the following property (per RSA 80:76) as of noon on Thursday, June 16, 2016 if the tax has not been paid by owner Michael Stone. Seconded by Brad Howell. **Motion passes.**

Re: Map 5 Lot 61

I, Abigail Arnold, make a motion that we, the Board of Selectmen, accept the deed as of noon on Thursday, June 16th, 2016 if tax has not been paid and Town Counsel considers notice to have been adequate.

RE: Map 5 Lot 62

I, Abigail Arnold, make a motion that we, the Board of Selectmen, accept the deed as of noon on Thursday, June 16th, 2016 if tax has not been paid and Town Counsel considers notice to have been adequate.

Mr. Howell asked Ms. Finnell to repeat what notice has been so the Board can check with Town Counsel. Ms. Finnell indicated that Certified Return Receipt letters were mailed but returned uncollected. Thus, Ms. Finnell will mail the same letter via first class mail on June 14, 2016. Ms. Finnell confirmed there has been no verbal communication with this property owner.

Motions seconded by Brad Howell. **Motions pass.**

Going forward the Board asked Ms. Finnell to mail deed letters both Certified and First Class at the same time.

New Business – Contract for KalWall at Fire Station

Mr. Pike indicated that when the contract was reviewed at the last meeting there were 3 areas of concern.

- There was a requirement for signed drawings by the architect. The contractor said that if there is no architect there is no need for signed documents. The only document needed is the design documents produced by Kalwall for the wall panels.
- The second concern was the Fire Department would have to arrange for an on-site dumpster. The contractor indicated they will take care of the on-site dumpster as part of the contract.
- The last issue was the contract indicated additional tools may be necessary and the cost for the additional tools was not included in the contract price. The contractor said that no additional tools will be necessary.

These discussions will be memorialized in the form of an email that will become part of the contract.

Ms. Arnold suggested the original contract language be modified per the verbal agreement and note the email attachment on the contract.

After further review and discussion the Board agreed to delete the following paragraphs from the contract:

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G) The General Contractor and Architect are responsible for building codes and loads being met at each installation location, as well as all specifications for materials and design. Both the GC and Architect are to sign off on approved drawings prior to their submittal.

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N) Cleanup to onsite dumpster, to be within 150 feet from work area, provided by others, unless otherwise noted herein.

HH) Equipment rental (any equipment such as lifts, booms, staging, etc.) pricing includes one time delivery, rental fees, fuel, environmental charges, insurance, one-time set up and break down fees, and pick-up. In the event that this installation and/or demo and any work proposed herein is broken up over time and said equipment is required to be re-rented to complete this work proposed, additional fees will accrue for each delivery, additional rental time, fees, charges, insurance and pick-up. These charges will be billed as an *Additional Work Order.

- 1) Equipment rental is not included in this proposal unless specifically listed herein.
- 2) Equipment rental is figured on our allotted time to perform our work, this time is to be consecutive. An example is a one-time rental for one month, in the event that KAN is not allowed, for whatever reasons, to complete work within this one month time frame, and is forced to re-rent equipment to complete its work "Additional Work Orders will be charged for each rental and all fees associated with said rental(s).

Abigail Arnold made a motion to approve the contract as amended, seconded by Brad Howell. **Motion passes.**

Building Permit for Map 3 Lot 29-1 on Cross Road. This is a million dollar home and has been approved by the building inspector.

Abigail Arnold made a motion to sign the Permit Application, seconded by Brad Howell. **Motion passes.**

Correspondence

- Letter from Ben Haubrich re: LCHIP Grant Application
- Memo from Chief Douglas – Weekly activities report
- Press Release from Chief Douglas – 05/23/16-06/05/16
- Letter from George Sansoucy – Abatement recommendations for Fairpoint and Eversource
- Letter from Davis & Towle Insurance re: new insurance group formation
- Transfer Station Recycling Report through May 2016
- Email from Rob Livingston re: Soapstone Mill
- Email from Water Company re: Consumer Confidence Report

Liaison Reports

Mr. Howell attended a Heritage Commission Meeting last Saturday. Fundraising efforts were discussed and a subcommittee was formed to coordinate and organize fundraising. Michele Ferencsik will be meeting with a grant writer to compose and send out a letter to potential donors.

Ms. Arnold indicated that the Planning Board is working on a Complete Streets Application. They would like to have someone look at the intersection in the center of Town and make it safer. There was a brief discussion of a crosswalk at the intersection and whether or not it would improve safety.

Administrative Update

Mr. Pike indicated the following:

- Library RFPs went out with a due date of July 7th

- Bryant will offer landscaping ideas and costs for around town
- Plumbing RFPs will go out asap
- Heritage Commission will attend Selectmen's Meeting for fundraising discussion on Monday, June 2th

Public Questions

Guy Tolman asked for clarification of the Kalwall/KAN contract. He asked who is liable for problems. He commented on the concrete pad construction. Polly Freese asked what was being done at 69 Main Street that required a building permit. The permit is for interior renovations that will not change the outside structure.

Mr. Howell spoke about the tragedy in Orlando, Florida. He wrote a short tribute which he read aloud at the close of the meeting.

Chairman Howell adjourned the meeting at 6:19pm.

Respectfully Submitted,

Jamie A Pike

Brad Howell

Abigail Arnold

Henry Kunhardt