

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

**BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**August 8, 2016**

Selectmen Present: Chairman Brad Howell and Henry Kunhardt

Staff Present: Town Administrator Jamie A Pike

Also Present: Robin Haubrich, John Thalhauser, Elizabeth Lavallee Hunter, Deb Rogers, Guy Tolman, Betty Behrsing, Jan Hicks, Polly Freese, Mike Swinford and Nicholas Handy and others.

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

Mr. Howell opened the meeting by commending the Fire Department for the services they arranged and coordinated for the funeral services for Cole Wohle on Sunday.

**Appointment – Library Trustees**

Elizabeth LaVallee indicated that they will be changing the hours of operation at the Library to include two evenings and two weekday lunch-hours. This change will not increase staff hours. Additionally, she indicated there will be an Open House at the library on Tuesday, September 27<sup>th</sup> from 5:30 pm to 7:30 pm. Entertainment will be provided and all are encouraged to attend.

Deb Rodgers was in attendance to discuss library building repairs that need to be completed. She is hoping that the Town will pay for some of the building repair costs. The carpet for the children's area is need of professional cleaning, which she admits should come out of the library budget. She went on to explain that there is an odor emanating from the walls at the bottom of the stairs. She thinks it may be caused from previous moisture issues in that area. She would like the wall board removed and replaced. She asked the town to pay for this expense. Mr. Kunhardt explained that the basement is subject to temperature and dew point fluctuations, resulting in condensation. He thinks that the moisture has been absorbed by the porous material on the back of the wall board, thus causing the odor. Mr. Kunhardt will go to the library and take a look at the problem. The last item that Ms. Rogers wanted to address is a fence for the back of the library to enable the library to safely hold outside activities. There is a steep drop off that is a safety concern, especially for young children. The library would like the town to approve erecting a fence to block access to the area where the drop-off is located. Mr. Kunhardt said that there are currently some Japanese Barberry planted there for that purpose. He also went on to say that with the geo-thermal and window restoration expenses this year, he would rather not undergo the expense of putting in a fence at this time. Ms. Rogers asked to town to consider the library lawn the next time they schedule landscaping work to be done. She said the library was not included in the last round of landscaping repairs that were done on town buildings a few years ago. The Board decided that it would be best to wait until after the window restoration work was done to work on landscaping.

## **Consent Agenda**

### **A. 08/08/2016 Payroll & Accounts Payable Manifests**

A motion was made by Mr. Howell and seconded by Mr. Kunhardt to approve the consent agenda. **Motion Passes.**

## **New Business**

Landscaping Request for Proposal (RFP) - Mr. Pike explained the requirements of the proposal and differences from last RFP

Assessing Request for Proposal (RFP) - Mr. Pike explained that the Assessing RFP is identical to the last Assessing RFP without re-evaluation

Engineering Request for Qualifications (RFQ) - Mr. Pike discussed the RFQ and stated that he consulted with Nancy Mayville who gave him samples of engineering proposals to use as a guide.

Polly Freese asked if the landscaping proposal includes the cemetery. The Board indicated that it does.

A motion was made by Mr. Howell to approve the Landscaping Request for Proposal and the Assessing Request for Proposal, seconded by Mr. Kunhardt. The RFQ for Engineering was not approved. **Motion Passes.**

## **Correspondence**

Chairman Howell reviewed the correspondence received since the last meeting.

- Letter from Jen Drociak (DES) indicating the issue on Pleasant Pond Road has been resolved
- Email from Michael Bruss asking for update on Town Hall project
- Highway weekly report from Gary Paige
- Harvest Report from Aqualogic regarding milfoil treatment on Scoby Pond
- Email from Deb Rogers regarding maintenance and repair needs at the library
- Transfer Station Recycling Report
- Press Release from Francestown Fire Department regarding the passing of Cole Wohle
- Email from Jen Drociak to Mr. Pike, Mr. Kunhardt and Mr. Paige regarding their meeting on August 3<sup>rd</sup>
- Notice from Assistance to Firefighters Grant Program regarding Application Development Workshop Schedule
- Email from Bill McAuley regarding moving old wood out of lower level of museum, renting a 60 yard dumpster and having Warren Kiblin move the wood to the dumpster
- Police Department Job Task Report for 8/01/2016 through 8/3/2016
- Town Administrator's Report 08/05/2016

## Old Business

Mr. Howell said that the Town Hall budget summary correction has been completed and it contains the most accurate figure with a minor tweak to the accounts payable fund. The Board agreed that budget summary should be used for grant writing purposes.

Mr. Howell moved that the Town Hall Budget Summary that has been prepared will be forwarded to Barbara Miller for use in grant writing, seconded by Henry Kunhardt. **Motion passes.**

## Administrative Update

Mr. Pike indicated that;

- He's been working with Paul Lawrence to compose a letter to the Secretary of State asking for a grant for a ballot counter at a cost of about \$5,000. Mr. Pike is seeking Board approval before mailing the letter. The Board approved.
- He spoke to Nancy Mayville (DES) regarding bridge repairs for Russell Station Road, South New Boston Road and Old County Road North. The town cannot move forward with Russell Station Road and Old County Road until 20% of its funding is in place. Nancy Mayville doesn't think the bridge repairs/construction will be scheduled until 2025 or possibly later.
- There was a complaint about the no parking sign at the boat ramp at Pleasant Pond. It is not a town sign and the Board wanted more information before deciding how to proceed.
- Mr. Pike indicated that the Town Office being open on Tuesday has not increased traffic for the Selectmen's Office. He therefore has asked that the office be allowed to close on Tuesday nights. John Kendall will still be in the office and the Town Clerk and Tax Collector's office will remain open on Tuesday nights as usual. The Board agreed to close the Selectmen's Office on Tuesday night.

Chairman Howell adjourned the meeting at 6:20 pm.

Respectfully Submitted,

Jamie A Pike

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Brad Howell

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Abigail Arnold

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Henry Kunhardt