

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

BOARD OF SELECTMEN
MEETING MINUTES
11/28/2016

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

Staff Present: Town Administrator Jamie A Pike

Also Present: Polly Freese and Abby Kessler.

Chairman Howell called the meeting to order at 5:35pm.

Consent Agenda

- A. Payroll and Accounts Payable Manifest for and 11/28/2016
- B. 2017 Holiday Schedule
- C. 2017/18 Assessing Contract – Avitar Associates
- D. Building Permit - Marsha Dixon – 33 Poor Farm Road – Interior Renovations
- E. Building Permit – Larry Kullgren – 121 New Boston Rd– Accessory Dwelling
- F. Timber Grading & Warrant – Barbara Coates – Map 11 Lot 3

A motion was made by Brad Howell to approve items A, B, D, E and F of the Consent Agenda, seconded by Abigail Arnold (abstaining from item F). **Motion Passes.**

Henry Kunhardt asked to discuss the assessing contract (item C). After a brief discussion regarding the estimate received for the 2019, a motion was made by Abigail Arnold to approve the 2 Year Assessing Agreement for 2017 through 2018 with Avitar Associates, seconded by Brad Howell. **Motion Passes.**

Correspondence

- Letter to Chief Douglas from NH Police Standards and Training Council advising that Officer Zamachaj successfully completed the 272nd Part-Time Officer Academy and was presented with a certificate at graduation on November 18, 2016
- Police Department Press Release for 10/16 through 10/31 and 11/08 through 11/20
- Letter to Selectmen's Office from TD Bank declining participation of the Benjamin Couch Trust because distributions are targeted to organizations serving Concord, NH
- Gary Paige's Weekly Report from 11/14 through 11/19
- Copy of letter to Scott Carbee from SSG Tom Thibeault regarding the Veteran's Day ceremony
- Email to the Board of Selectmen and Francestown PD complaining of cars speeding on Route 136 and suggesting that a cruiser patrol the area between 6:15 and 6:45 am to slow down the commuters (referred to PD)
- Email to Board of Selectmen from a resident complaining of a vicious dog on Russell Station Road explaining the ongoing problems with this dog over the years (referred to PD)
- Email to the Board of Selectmen from Bill McAuley regarding the Town Common

- Gary Paige's Weekly Report from 11/21 through 11/26
- Letter from Health Trust outlining proposed amendments to the Bylaws
- Memo from Jamie Pike to the Board of Selectmen and Budget & Advisory Committee regarding upcoming budget meetings

Administrative Update

Mr. Pike indicated that:

- Budget meetings will be held on December 7th and 13th
- Watershed (Piscataquog) Meeting at New Boston Library, 12/14 at 7:30 pm, presenting final report of culvert projects. Francestown submitted two culvert projects for conceptual design, one will be chosen and a conceptual design will be created for the chosen culvert
- There are two meetings scheduled with vendors to discuss Library windows on Tuesday. Winn Mountain Restorations is scheduled at 9:00 am Tuesday and Cheshire Glass at 10:00 am Thursday.
- The appreciation dinner is on the 9th and a final menu item must be selected. After brief discussion the Board approved the Italian II dinner.
- December 7th is Marti's last day. Mr. Pike requested part time office coverage until a replacement can be found. The Board agreed to the hours of 8:00 am to 12:00 pm on Tuesday, Wednesday and Thursday on a temporary basis. Henry Kunhardt will help out on Monday mornings.
- Mr. Pike asked the Board about selecting a bridge engineer. The Board discussed the options and services provided by an engineer and the parameters of the Bridge Aid Program. The Board agreed that they would like Gary Paige's input on the top 3 engineering firms; CLD, Hoyle Tanner and a 3rd is yet to be determined. The Board will discuss the issue with Gary at the Budget Meeting next week.
- Mr. Pike stated the last two issues to be discussed are budget increases relating to general employee raises for 2017 and public assistance. All employees, part time and full time, received raises in 2015. Ms. Arnold raised the issue of increases in health insurance for 2017 for full time employees. Percentages were discussed. Mr. Pike suggested a 3% pay increase for all employees. Mr. Kunhardt and Ms. Arnold felt that 3% was too high given the other increases in employee benefits. Mr. Pike will do some calculations and will present those for discussion at the next meeting.
- Mr. Pike asked about setting up a meeting with Susan Cripps regarding public assistance this week. The Board will check their schedules and Mr. Pike will contact Ms. Cripps.

Public Questions

Polly Freese asked when the new police officer started and if he has to be trained with another officer. Ms. Arnold said that he started field training with Chief Douglas last week. Mr. Howell replied that he does have to be with another officer for training.

Liaison Report

Mr. Kunhardt attended a SAC meeting last week. There was discussion about why the towns' costs increased despite the fact that the fund balance for the ConVal school district was ½ million dollars more than anticipated. The ConVal financial representative presented documentation explaining why this occurred. Discussion about how undesignated funds affect taxes ensued.

Chairman Howell adjourned the meeting at 6:25pm.

Respectfully submitted,

Marti Callahan

Approved 12.12.2016

Brad Howell

Abigail Arnold

Henry Kunhardt