

TOWN OF FRANCESTOWN

OFFICE OF SELECTMEN

27 MAIN STREET • P.O. BOX 5

FRANCESTOWN, NEW HAMPSHIRE 03043-0005

BOARD OF SELECTMEN MEETING MINUTES

January 11, 2016

Selectmen Present: Chair Abigail Arnold, Brad Howell, and Scott Carbee

Staff Present: Town Administrator Jamie A. Pike

Also present: Gary Paige, Becky Moul, Tom Anderson, Ashley Saari, Robin Haubrich, Polly Freese, Jim Gann, Guy Tolman, Dennis Orsi and others

Road Agent, Gary Paige, was asked to look at both the financial and nonmonetary issues related to snow removal on the downtown area sidewalks and at the common, which the current budget does not provide for. Mr. Paige indicated that removal of snow from the parking lot at the horse sheds has been done in the past and he doesn't feel it would have a big impact on the existing budget. Snow removal from the sidewalks, on the other hand, would have a big impact on the budget. The highway does not have the equipment necessary to remove snow from the sidewalks efficiently and cost effectively. He said it would likely be an overtime operation, and the snow blower may not be effective in removing the hard pack snow and ice plowed onto the sidewalks from the State plows after a storm. Gary went on to explain the other difficulties and expenses that would be incurred by the Town for in-Town snow removal. He was asked to estimate the amount of time it would take to clear the sidewalks which, he admitted, would be highly dependent on the amount of the snowfall. He estimated to clear the sidewalks would take approximately 8 hours for a 6" - 8" snowstorm. He estimated the cost to be \$1,500 to \$2,000 per event to remove the snow. Mr. Paige indicated that he thinks hiring a contractor to remove the snow, as Bennington does, may be the most cost effective method. Several residents who own property or live on Main Street felt that clearing the side walk on one side of the street, as has been done in the past, is satisfactory. Some residents asked if there were complaints and why the issue is being raised. It was indicated that snow and sand blown over the wall into the cemetery is the problem. The Board decided to table the issue indefinitely.

Ms. Arnold indicated that the **Highway** budget was increased by \$7,000 for salt and labor last year due to excessive snowstorms. She told Mr. Paige that they were thinking about pulling out \$2,000 in labor that had been added last year. Also, the salt budget that was at \$43,000 is now at \$50,000. She asked if Mr. Paige thought he could get by with \$43,000 for salt this year. Mr. Paige thought \$45,000 may be enough. The Highway budget will be increased by \$2,000 this year over last year.

Transfer Station – Becky Moul

Ms. Arnold indicated that Waste Management made an error on their proposal and when it was brought to their attention they realized that more hauls would be needed, which increased their price significantly. The Board is still waiting for numbers to install a compactor. It is thought the price may be around \$5,000. Single phase is not an option at the present time without another compactor. Mr. Pike negotiated a new price with Monadnock Disposal to reduce their haul rates by \$2,000 per year but they want a 5-year contract in return. There have been no further conversations with NRRRA. It was decided to go with the 5-year contract with Monadnock Disposal.

There was a Warrant Article to pay \$34,000 salary for **Tax Collector/Town Clerk**, Pamela Finnell. She asked for \$35,000 per year and it was agreed. The consensus of the Budget Committee is that it should remain at \$34,000 per year. Therefore, it has been lowered to \$34,000.

New **Building Inspector**, John Kendall of Antrim, will be taking some training courses (at the Town's expense) to become certified. Mr. Pike added \$250 to the Professional Development line to cover the costs of training and certification. Mr. Kendall's hourly wage will be at a lower rate until he is certified.

The **Police Department** proposed budget assumes 32 hours for the Chief and a total of 56 hours for full and/or part time officers. There was discussion about tracking how much time is spent on police work/administrative and clerical work and having the Chief itemize the clerical work on a weekly basis. Mr. Pike reduced the fuel budget for the Police by \$2,500 and he will discuss the clerical itemization issue with the Chief.

The **Budget Committee** would like to reduce the legal budget by \$10,000 for a budget of \$25,000.

Ms. Arnold felt another meeting should be scheduled to discuss Preliminary Undesignated Funds and Capital Improvements, including the cement pad at the Transfer Station and a survey of the layout of the Transfer Station before the cement pad is poured and efficiency improvements of the geo thermal system at the library.

Ms. Arnold suggested a January 25th meeting at 5:30 for follow-up on the Preliminary Undesignated Funds and Capital Improvements. There will be no Selectmen's Meeting on the holiday, January 18th.

Consent Agenda

- A. 01/11/2016 Payroll and Accounts Payable Manifest
- B. Intent to Cut for Map 9 Lot 11, Greg and Comfort Cope

A motion was made by Ms. Arnold to approve the Consent Agenda, seconded by Scott Carbee.
Motion passes.

Items to Sign

1. 2016 Forest Fire Warden/Deputy Reappointment Forms
2. Building Permit Application from Robin Bullock, 1275 New Boston Rd., Map 6 Lot 42-5
3. Snow Removal and Ice Control Policy & Procedures
4. Purchasing Policy
5. Fund Balance Policy

Correspondence

1. Police Department Press Releases for 12/28/15 to 1/3/2016 and 1/2/16 – 1/10/16
2. Police Department Job Tasks Reports for 1/4/16 – 1/7/16
3. Letter from Primex regarding Property and Liability Coverage Improvements
4. Town Administrator's weekly report for 1/11/16

Administrative Update

Mr. Pike indicated:

- He finally got a price back for finished repairs for the PD furnace from Rymes \$1,029 (does not include general cleaning service and recharge of antifreeze). He wanted to know if he could go ahead and schedule work. Board agreed to have the work done.
- He will be meeting with EMD Kevin Holdridge and Police Chief to start work of 911 addressing problems
- Turnaround at the end of Farrington Road – Mr. Pike talked with the home owner and Road Agent. Mr. Paige suggested putting up an "Emergency Turnaround - No Parking" sign. The Board gave their approval to erect the sign.

Minutes Approval

A motion was made by Ms. Arnold to approve the Meeting Minutes of December 9th, December 10th and December 21st as written and December 14 as amended, seconded by Scott Carbee.

Motion passes.

Public Questions/Comments

Mr. Gann discussed bundling newspapers. Mr. Tolman commented that he couldn't understand why the PD can't itemize their daily activities and create a report.

NEXT BOARD OF SELECTMEN MEETING: Monday, January 25th, 2016 at 5:30 p.m.

ADJOURNMENT: Ms. Arnold adjourned the meeting at 8:00 pm.

Respectfully Submitted,

Jamie A Pike

Not approved until signed.

Abigail Arnold

Scott S Carbee

Brad Howell