



TOWN OF FRANCONIA

INCORPORATED 1764

BOARD OF SELECTMEN'S REGULAR MEETING

JULY 17, 2017 AT 8:00 O'CLOCK AM AT TOWN OFFICES

TOWN OFFICIALS PRESENT: Mr. Eric Meth, Chairman, Ms. Jill Brewer, Ms. Bernadette Costa.

OTHERS PRESENT: Holly Burbank Town Administrator, Chris Gautreau Admin Asst.

INVITED GUESTS: N/A

GENERAL PUBLIC: Justin Roshak

The regular meeting was called to order at 8:03 AM by MR. ERIC METH- BOS CHAIRMAN

ITEMS FOR BOS REVIEW/APPROVAL/DENIAL/DISPOSITION:

1) **MEETING MINUTES OF, 2017 REGULAR MEETING:** Mr. Meth made a motion to accept the minutes as amended. Selectman Brewer seconded the motion with all in favor.

2) **TIMBER TAX – MAP 22/ LOT 11 Re: 2015 Cut-** The Board reviewed and signed a Timber Tax Warrant from a 2015 timber cut.

3) **INTENT TO CUT- MAP 6/ LOT22:** Holly reported that we are waiting for the owner(s) to sign the document.

4) **LAND USE CHANGE TAX:** Holly briefed The Board on two properties that were recently purchased which are coming out of current use. Holly presented Map31, Lot 16, and Sublot 2 for signatures which the Board signed. The other parcel, Map 19, Lot 10, Sub lot 2, is being finalized and will be ready for review and signatories at next week's Selectman's meeting.

5) **PLANNING BOARD APPOINTMENT:** Chairman Meth announced that Mr. John DiMarzio has been appointed to The Planning Board. Chairman Meth presented The Record of Appointment to The Board for signatories, and commented that John will be a wonderful addition to The Planning Board.

SCHEDULED APPOINTMENTS: NO APPOINTMENTS SCHEDULED FOR TODAY.

RE:

ACTION(S)

RE:

ACTION(S)

TOPICS FOR REVIEW/UPDATE/ DISCUSSION

- 1) **TOWN ADMINISTRATOR HOLLY BURBANK:** Holly had some concerns with regards to the Health Trust Plan and the town policy pertaining to spousal benefits and more specifically should a divorce occur. Selectman Meth discussed the establishment of a policy that addresses this, and did not want to set a precedent making individual policy decisions without further research and discussion. Holly proposed that once a policy is formulated, that it could be part of the Town of Franconia Personnel Policy. Selectman Costa discussed Cobra with some insightful thoughts and comments.

Holly discussed The Hazard Mitigation Assistance Program. She is working with Mr. Mark Taylor to submit a letter of intent as it pertains to the recent flooding that occurred on July 01, 2017. Chairman Meth weighed in saying that the Wells Road culvert would be the most ideal project to address should the town be successful in its application for assistance. With a sidebar, Holly informed The Board that the constant water back-up in the lower are of Town Hall in the garage/storage area, was due to the storm drainpipe that goes directly into the garage to the sump pump.

Holly inquired as to the status of the Trail Side Road letter. Chairman Meth advised that The Planning Board will discuss at their July 25, 2017 meeting. Selectman Costa voiced her concerns with regards to residency requirements and an engineering report. Holly will send a letter to the association inviting a representative to attend.

- 2) **PLODZIK & SANDERSON DRAFT AUDIT REPORTS AND GOVERNANCE LETTER:** Holly presented the audit reports and governance letter to The Board. The audit report focused on specific items/policy's that need addressing, with the second letter focusing on recommendations by the audit firm. Holly discussed fourteen areas that the audit firm highlighted. Holly is taking a comprehensive approach to address every item listed. Among them are General Ledger consistency with state, Sub-Accounts, Chart of Accounts in line with State of N.H., Internal Controls, Bank Reconciliations , Budgets in QB, and Journal Entries to name a few. Holly also drilled down and identified areas that need improvement amongst the departments. Among them was reconciling monthly with The Treasurer and Water Department,

property tax warrants to the General Ledger, transfer station cash reporting, and reconciling between the town and Comstar.

The second report referenced policies that the audit firm recommends including fund balances, delegation of deposit authority, and documenting payment authorizations. There was a discussion pertaining to both exhibits.

Selectman Costa and Chairman Meth made note of the adverse position mentioned on page one of the Audit Report referencing post-retirement benefits and liability reporting on the Balance Sheet.

RSA 228:35 RE-ESTABLISHMENT OF HIGHWAY BOUNDARIES: Mr. Meth noted that this was a legal issue and will be discussed in non-public session.

COMMITTEE REPORTING:

CONSERVATION COMMISSION: The Conservation Commission will be meeting next Monday. The Commission will report back next week, and there is little to report for this week.

CIP COMMITTEE: There was a brief discussion regarding who was on The CIP Committee. Chairman Meth noted that Mark Hessler has been appointed. Holly will reach out to Karen Foss to see when the first meeting will be scheduled. Ms. Costa presented a diagram of Church St. where the planned crosswalk will be situated and will forward the diagram to Mr. O'Donnell of NHDOT, per our application to them. The Board would like to tour The Presby Building. Holly will check with Trevor to see what his availability is.

ENERGY COMMISSION COMMITTEE: Chairman Meth discussed the progress made in regards to The Street Light project. Mr. Meth also reported on the CDFA underwriting and that Ms. Karen Foss was very helpful with this aspect of the project. Mr. Meth also stated that things were happening sooner than later, and expressed his thanks for all the principals that are involved to make this very important initiative a reality.

NORTHERN PASS: Selectman Meth reiterated the upcoming SEC tour on July 28, 2017 between 2 O'clock and 3 O'clock pm at the Gale River crossing. Holly came up with the verbiage that will be posted on the Peabody & Smith information sign on their property, adjacent to the crossing.

Selectman Meth mentioned that a Canadian Indian Tribe will be testifying as non-interveners at the July 20, 2017 Adjudicative Hearing. Some of the testimony will include the devastating effect that Hydro-Quebec has had on the land in Northern Quebec, which is situated approximately 400 miles north of Montreal.

Northern Pass has filed a motion to add fifteen new hearing dates which have been denied by the SEC.

Eric also mentioned that National Grid is the competing line to Northern Pass, and they will be having a series of meetings, the time and place of which has yet to be determined.

PLANNING BOARD: Selectman Meth reported on continuing business as well as adding new members to The Planning Board. Eric also voiced having a quorum as an obstacle for the Planning Board. He

would ideally like to attract candidates that have a business or real estate background. Eric also discussed the business district in town and the closing of a few iconic businesses that have been there for years. Eric suggested meeting with The Franconia Chamber of Commerce for strategies and ideas to attract new business.

MISCELLANEOUS: Chairman Meth reported that he sent two pictures on July 08, 2017 to Mr. Chris Nicodemus pertaining to the beaver dam. He reported that there was little water at the dam when he took the pictures.

CABLE FRANCHISE: The Board entered into discussion with regards to the current franchise agreement with our cable provider, Spectrum. There was some concern as to representation of Franconia, and missed representation but an important meeting. Ms. Holly Burbank offered to represent the town, and as the Select Board is the franchising authority, a motion was made by Ms. Costa to nominate Ms Burbank to the Cable Consortium for The Town of Franconia. Selectman Meth seconded said motion, all were in favor.

ROADS SCHOLAR DESIGNATION: Holly singled out Mr. Scott Leslie for having achieved the Roads Scholar designation, as he has completed 25 contact hours for this achievement. Holly and the Board commended Scott for all of his efforts as Road Agent for The Town of Franconia. Selectman Meth commented that because of his hard work and effort, the July 01, 2017 flooding that occurred in Franconia was no doubt mitigated due to his dedication and foresight. A copy of the achievement was filed in Mr. Leslie's permanent employee folder.

MITTERSILL WATER SHUT-OFF: Selectman Brewer questioned the status of the water main project and subsequent shut-off at The Mittersill Resort. Holly advised that the shut-off has been postponed.

SYSTEMS BACK-UP: Concerns were raised pertaining to some recurring computer back-up issues. Holly was most concerned about vulnerability as well as reliability, with the contractor currently being utilized. Numerous discussions have occurred but with no permanent solutions. A general lack of confidence and knowledge were cited pertaining to the current contractor. Chairman Meth along with the entire board agreed that a solution was a priority above all else. Holly addressed this with some concrete resolutions that she has been working on. Holly will update The Board when she has prospected other solutions and contractors.

OTHER WORK/ COMMUNICATION(S)/ ACTION(S)

- Selectman Costa sent an e-mail to Chief Gaudette regarding the Fire Pond, and is waiting for a response from the owners of the Fire Pond.
- Primex/Workers Comp - A new risk pool is being created with Holly advising not to sign the Cap this year as rates have fallen for those towns opting not to re-sign.
- Selectman Costa Re: Police Grant: This has been submitted but with no communication back yet.
- Ladder Truck- The Property and Liability Insurance for the ladder truck have been updated through Primex, Holly has reported. Asset tracking was also mentioned.

ITEMS TO REVISIT:

AirBnB's	Cisterns & Fire Ponds (3/28/16)
Buildings Plan	Updating Pole License Agreement
Road Plan	F150 vs F550 (highway)
Sidewalk Plan	Purchasing & Bidding Policy
Tri-Town Recreation Agreement	Purchase of Presby Building
FD Generator in Trailer	Antique Fire Truck Storage

PUBLIC INITIATIVES/COMMENTS/QUESTIONS: Justin Roshak commented that through his sources, he has been advised that the water shut-off at Mittersill will be intermittent

* Selectman Costa made a motion to enter a non-public session @ 10:09 am for legal issues as per RSA 91-A: 3, II. Chairman Meth seconded the motion with all in favor.

*Selectman Costa made a motion to seal the Non-Public minutes, Chairman Meth seconded, and all voting in favor at 10:43 AM.

The Board came out of Non-Public session at 10:43 am.

*With a unanimous voice vote, The Board adjourned the meeting @ 10:45 am.

Prepared and respectfully submitted by:

Mr. Christopher J. Gautreau

Administrative Assistant

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