



**TOWN OF FRANCONIA**

**INCORPORATED 1764**

**BOARD OF SELECTMEN'S REGULAR MEETING**

**JULY 24 2017 AT 8:00 O'CLOCK AM AT TOWN OFFICES**

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**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:** Mr. Peter Grote, Ms. Kim Cowles.

The regular meeting was called to order at 8:05 AM by MR. ERIC METH- BOS CHAIRMAN

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**ITEMS FOR BOS REVIEW/APPROVAL/DENIAL/DISPOSITION**

1) MEETING MINUTES OF JULY 17, 2017 REGULAR MEETING: Mr. Meth made a motion to accept the minutes as amended. Selectman Brewer seconded the motion with all in favor.

2) LAND USE CHANGE TAX (MAP 19 LOT 10 SL-2 & MAP 31 LOT 16 SL 2): Holly presented two land use change requests for Map19/Lot10/Sublot2, and Map31/Lot16/ Sublot 2. Both change requests were to leave current use status which The Board signed.

3) PLODZIK & SANDERSON DRAFT AUDIT REPORTS AND GOVERNANCE LETTER: Holly presented The Board with The Representation Letter from Plodzik & Sanderson which was reviewed and signed by the Selectmen. There was a short discussion initiated by Chairman Meth pertaining to post-retirement benefits. Holly also discussed the services of an actuary to review our policies and financials in 2018.

4) NH DOT BRIDGE AID PROGRAM: Holly presented the Letter of Intent in regards to The New Hampshire Bridge Aid Program. The Board signed the letter. Holly informed The Board of the

preliminary work that she and Red McCarthy have been working on to enhance our chances of receiving this important funding.

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**SCHEDULED APPOINTMENTS**

RE: **NO SCHEDULED APPOINTMENTS**

ACTION(S)

RE:

ACTION(S)

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**TOPICS FOR REVIEW/UPDATE/ DISCUSSION**

- 1) **TOWN ADMINISTRATOR HOLLY BURBANK**: Holly has been working together with Mr. Mark Taylor to finalize The Hazardous Mitigation Letter of Intent. Holly has sent a comprehensive package detailing the recent flood damage, hence to increase our chances to receive this important funding. Holly estimated that we have approximately one-hundred and twenty three thousand dollars of repairs to be made. Specifically, the Wells Road culvert sustained the most damage and is included in the request for funding. Holly reported receiving an e-mail of receipt from the officials.
  - 2) **COMPUTER SERVICES**: Holly updated The Board with a list of three vendors to address her concerns pertaining to our computer systems back-up and vulnerability. Holly was impressed with the reputation of Certified Computers and she noted that this firm services over ninety percent of the New Hampshire municipalities. After a discussion regarding specifics of cost, needs, and reliability, Selectman Brewer made a motion to discontinue the services of the current vendor and hire one of the firms noted: Certified Computers, Secured Network Services, or another firm till the end of the current year. A request for proposal to enter into a new contract is on the agenda for 2018, through the formal bidding process.
  - 3) **FOBES ROAD PLOWING AND MAINTENANCE**: The Fobes Rd.plowing and maintenance plan was discussed. Holly drafted a letter of notice as to the intentions of the town to discontinue plowing and maintenance. Holly read the letter into the minutes and Selectman Costa made a motion to send this letter, and with Selectman Brewer seconded with all voting in favor.
  - 4) **N.H. GENERAL ASSISTANCE PROGRAM (NH-GAP)**: Holly gave the Board a profile of The New Hampshire General Assistance Program and talked about how it can aid in the delivery of general assistance.
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**COMMITTEE REPORTING**

**CONSERVATION COMMISSION** : Selectman brewer noted that The Conservation Commission would be meeting on July 25,2017 at 8:00 am.

**CIP COMMITTEE:** Selectman Costa made notification of the upcoming CIP meeting to be held on Wednesday July 26, 2017 at 5:30pm at The Town Offices. She also reported preparations for identifying a list of capital expenses for 2018.

Ms. Costa also reported on the Presby property with the possibility of walking the property at a future date as the property is adjacent to The Transfer Station, Highway Garage, and The Mc Kenzie Property. Selectman Costa also requested to have the maps of that area available for their upcoming walk.

Selectman Meth noted some interesting proposals that were made, and Selectman Brewer made mention of the financial cost of moving forward. Selectman Costa agreed, and voiced her concern of venturing into excess real estate and noted the list of properties that the town currently holds.

**ENERGY COMMITTEE:** Chairman Meth reported that the Street Light Project has been postponed. Eversource, our utility company, has apparently run out of rebate money. Selectman Meth also made mention that Karen Foss will contact Eversource with the hopes of advancing the project next spring.

**PLANNING BOARD:** The Planning Board will be meeting this week and will be discussing amongst other topics, how to attract more commercial/business establishments to the area. Relocating The Chamber of Commerce Building is also on the horizon.

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**PUBLIC INITIATIVES/COMMENTS/QUESTIONS:**      NOTHING TO REPORT

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

- 1) Chairman Meth discussed the Fire Department. Selectman Costa signaled that the department had been washing the winter salt residue from the Dow Bridge. Ms. Kim Cowles informed everyone that the training night for the department is the third Wednesday of every month.
- 2) There is a vacancy for the role of Deputy Health Officer for the town. Holly has communicated with a few departments to query if anyone is interested in assuming this important position. Also noted was that Dr. Wolcott will be out of the area for the next few months.
- 3) Holly noted that Chief Gaudette was in her office last week and mentioned that he has had a conversation with The Heritage Museum regarding housing the antique Fire Truck.
- 4) Selectman Costa noted that the Franconia Chamber of Commerce is talking to the owners of the hardware store building. She also mentioned an article in Town & City Magazine regarding the use of body cameras by The Police Department. She thought it would be a good idea to reach out to the Police Chief about this.
- 5) The Community Development Block Grant (CDBG) was also discussed and how it could be used in regards to public housing and or sidewalks to connect them together and most notably, how the MTAG grant could be incorporated into this kind of project. Also noted was having The Planning Board and The North Country Council discuss these initiatives as a group.
- 6) Kim Cowles has updated The Peabody & Smith Sign referencing the July 28, 2017 Site Evaluation Committee visit.
- 7) Kim Cowles gave notice of the upcoming town wide Pot Luck Dinner scheduled for Sunday August 20, 2017 on The Dow. Kim discussed some specifics of the gathering and is in the initial

planning stages. More detailed information will be forthcoming. Selectman Costa made a motion to grant the BYOB request for the Pot Luck event with Chairman Meth seconded the motion, with all voting in favor.

- 8) The ShoreLand Permit paperwork has been submitted in regards to The Dow Pavilion Project. Kim Cowles reported that donations from all three surrounding towns i.e., Franconia, Sugar Hill, and Easton having been coming in steadily. Kim stated that the base amount has been fulfilled and she hopes to garner additional funding for the “extras.” A huge success so far by the communities that have donated to this worthy project.
- 9) The Trail Side Road takeover was discussed. Selectman Costa stated that three full time residents living on Trail Side Road was required, and that a road study by an engineer would also be encouraged as to what is needed to get the road up to specification.
- 10) Chairman Meth commented on his poetry reading trip to The Frost Place and on how impressed he was with the Frost Place and the nearby walking trail.

**ITEMS TO REVISIT:**

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

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\* Selectman Costa made a motion to enter a non-public session @ 9:45 am for legal and personnel 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.

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

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Prepared and respectfully submitted by:

Mr. Christopher J. Gautreau

Admin. Assistant