

A regular meeting of the Franconia Board of Selectmen was held at 3:00 p.m. on Monday, April 10, 2017, at the Franconia Town Hall.

Members Present: Eric Meth, Bernie Costa, Jill Brewer, Holly Burbank, Herbie Bartlett

Guests: Chief Guadette, Scott Leslie, Charvak Karpe, Michael Koeller

Others: Earle Collins, Charles Micciche, Lynn & Ed Bart, Ernie Hansberger, Peter Grote, Mark Moran.

Eric Meth called the meeting to order at 3:00 p.m.

➤ **TO SIGN AND APPROVE BY THE BOARD**

- The BOS minutes of April 3, 2017, were approved as amended.
- The Transaction List of April 13, 2017, was reviewed and signed by the Board.
- Tax Exempt Charitable Property Forms - A9 Form - Catholic Church and Neskaya.

➤ **APPOINTMENTS**

- **3:00 pm - Charvak Karpe** - a letter dated January 24, 2017 was sent to the owners of 41 Timber Lane in regards to safety violations after a police disturbance report was filed. The town is concerned about the safety issues that were raised by our Fire Chief. This property cannot be rented out until the life safety codes are corrected and a re-inspection by the Building Inspector and the Fire Chief is done. The Fire Chief was adamant that no renters were to be in there until violations were corrected. The owners will contact Chief Gaudette and the property will have to be re-inspected by both the Fire Chief and the Building Inspector once they have life safety issues tended to. Recommendations in regards to egress can be given by Allan Clark so they will be code compliant.

The Town Attorney will have to define what the property definitions are rather it be a boarding house or a bed and breakfast. The Fire Marshalls office will have to be consulted. It is a single family and can be rented to a single family. Everyone has to be related and can have three unrelated person there. It was listed as an AirBnB and you have guests that you do not know. The owner stated that they have never accepted bookings for this and he took those listings down. Mr. Koeller stated that they could not legally ask about familial status.

Mr. Charvak stated that the CO and smoke detectors should be hardwired by the end of the week. David Gabriel is the electrician. The key locked deadbolts were removed. The gas line was removed by Franconia Gas. Stan Parker, a local

contractor has reviewed the letter and is working on issues. Electrical covers have been installed. The firewall between the house and the garage has to have 5/8" sheet rock installed or the entire wall and/or the ceiling of the garage. Mark Moran had asked questions about how far up the sheetrock had to go. There was a question about the hinges on the deck posts. Stan Parker said the hinges were okay.

If this is determined by the town attorney that this is a rooming house there will be another whole list of issue that will be developed. The owners will have to make two appointments. One to check the fire wall and then a re-inspection will be done. Rick will talk with Allan and get back to them as to when they can come for the inspection. The owners prefer to be emailed in regards to these issues. The Owners will give Holly a call when smoke detectors are hooked up and we will do an inspection.

Charles Micciche of 103 Timber Lane - He stated because this was being run as a business it had to have disability access. The owners stated that they will look into this.

- **3:30 pm - Scott Leslie- Road Plan** - Scott presented his road plan. This is what he has done for the past five years. His road budget keeps getting cut. This will result in roads not getting paved and then we will have to play catch up and be very costly. Road and bridge history was discussed. Scott has quotes coming in. The town needs to decide if they will do it piece meal or do a major paving and pay less. It is very expensive for granite curbs on the sidewalks. Prices will be reviewed.

At one time the town talked about having a sidewalk in front of the Village Store and Steve Heath didn't want anything to do with it. Scott said no because the State had to give you permission. Comments were also made in regards to a crosswalk between the Dow Field and the Church parking lot. The State usually doesn't give permission for putting in a crosswalk. Bernie wanted Scott to pursue this with the State anyway.

Bridges were discussed. Capital reserve puts \$5K per year away to go towards the bridges. Bickford Hill Bridge is ready for Red List. The state would drop the weight and the fire trucks would not be able to go over it. It will cost about a \$100K for this bridge. The culverts were \$140K to do them on Wells Road. We lost the grant because the damage was not bad enough.

The bridges we have are Delage Farm Road, Hillwinds Bridge, Lafayette Bridge and Bickford Hill Bridge. Bernie wants a list of the bridges and what we need done.

CIP will prioritize maintenance. Scott wants to wash the bridges. He has an old fire truck that needs new seals and put packing on the seals so that it will draft water. The truck is a 1981 Fire Truck with only 23K on it for miles. They could possibly coordinate with the Fire Department to help with washing the bridges.

Scott will get back to the Board with his quotes.

➤ **FOR DISCUSSION**

- **Town Administrator Update** - There has been a lot of activity with rehab of the office. Jim Cyr came over to help Corey with the project. Chip is working on Carol's side and everything is up and running. Chris Harris and the electrician got us up and running with the computers and the phones.

Holly will be attending training - Trainings Benefits Administrator Update at Health Trust. Wednesday she will be out for this. May 4th & 5th NHGFOA conference and May 10th and 11th for Primex.

- **Audit Review** - The auditors will be back on April 27 and 28th. They have a list of items to be done and she will get that off to them. They will complete the work in their office before they come back.

There will be extra costs involved in this audit. There will be an additional \$2500 - \$5000 of work that will need to be completed in order for them to finish the audit. We will be reconciling on a monthly basis and this will make Holly's job easier.

Moving forward they are making recommendations in regards to accounting and budgets. We may have to look into different accounting software. It may be an additional cost but will save money in the end. Holly will get a few quotes.

A typical audit is we hand the books over, The auditors look at them, and they hand them back. Unfortunately, the auditors are having to dig a bit deeper to complete their work. They gave us a \$3K discount in the beginning that was one of the reasons we went with this firm. The Auditors are finding things that should have been caught years ago in regards to financial reporting. They are willing to direct us and help get our books in working order. They are making recommendations in regards to Policy, Procedures and Process. We may not get it all done in a year but it will give us priorities and what we should do this year. They are expecting us to include the water in the budget, so that will be part of the budget now. Are the commissioners aware of this? Holly has other things to discuss with them.

- **Request from Capital Reserve Funds**

Eric Meth read a paragraph from a preliminary document from the Auditors in regards to the Ladder Truck Purchase. That paragraph read, "Request from Capital

Reserve Funds. It was noted in August of 2016 a special town meeting was held to make the Board of Selectmen the agents to expend from the Fire Truck Tanker Capital Reserve Fund. In addition, it was voted at the meeting to purchase a multi-purpose ladder truck for the fire department which had a tank on the truck and funds were to be taken from the Fire Truck Tanker Capital Reserve Fund. This whole transaction with run by both the Department of Revenue Administration, Charitable Division at the Department of Justice and the Town's attorney and all concurred that this purchase and reimbursement from the trust was acceptable. However, when the request for reimbursement was made of the Trustees of the Trust Funds to reimburse the Town for the purchase of the truck the request was denied since the Trustees of Trust Funds felt the purchase did not meet the purpose of the trust. This situation has also led the Town to over expend their 2016 budget and this over expenditure was not approved by the Department of Revenue Administration which is a violation of Municipal Budget Law.

We strongly recommend that the Board of Selectmen have the Town attorney write a letter to the Trustees of the Trust Funds and demand reimbursement for this purchase. If said request is made then an interfund receivable and operating transfer in will be set up in the general fund and the over expenditure of appropriations will be reduced.”

After reading the paragraphs, Holly noted that the Auditors mentioned that we can re-request the money for the ladder truck. If they don't then we can do a letter thru the attorney for the truck. The Auditors can adjust and Holly will get the process in motion.

- **Letter from the Auditors for extra expenditures...**signature to approve.
- **Treasurer Printer** - Tina mentioned that the printer she does the town work on has died. Holly will get her another one. The Board approved spending no more than \$100.00
- **Sansoucy Bill** - Holly asked about the reduction of \$10K that Peter had negotiated. Peter Grote stated that he thought it was only \$5K. Holly will call Sansoucy's office to find out what the amount is.

➤ COMMITTEE REPORTS

- **Conservation Commission** - Jill nothing to report. Still trying to find a meeting time.
- **CIP** - Bernie - policy document from auditors. We need lots of policies.
- **Energy Commission** - Moving forward on street light project. Eric will speak to the Planning Board at the meeting on Tuesday.
- **Northern Pass** - was discussed.
- **Planning Board** - A meeting is scheduled for Tuesday night.
- **Erik Rasmussen** wants to promote the Duck Race at the Transfer Station. He asked Greg but Greg wanted approval from the Board. The Lions Club and the

Sugar Hill Fire Department sponsor this event and the proceeds being split for scholarships and expenses. The Board approves this.

- **Purchasing and Bidding Policy** - this has come to a screeching halt. There is lot of policy work that needs to happen. We should have special meeting to formalize the policies. Dick Reinhold, Bob Montagno and Trevor Presby would like to be involved with this. Holly will reach out to them and schedule for the next Board meeting.
- **Presby Building** - Bernie's friend wants to come on a weekday morning to view the buildings. Bernie cannot get it done in the morning for the next couple of weeks.

➤ **PUBLIC INPUT**

- **Peter Grote** - wanted to discuss Northern Pass. He is impressed with the new auditors.

➤ **CLOSED SESSION**

- **5:09 P.M.** - Motion by Bernie Costa, second by Jill Brewer, to enter into Non-Public Session pursuant to RSA 91-A: 3 II(a). All were in favor and the motion passed.
- **5:21 P.M.** - Motion by Eric Meth, second by Bernie Costa, to come out of non-public session and to seal the minutes. All were in favor and the motion passed.

After a motion by Bernie Costa, second by Eric Meth, all were in favor and the meeting adjourned at 5:21 P.M.

Respectfully submitted,

Herbie Bartlett
Executive Secretary