

A regular meeting of the Franconia Board of Selectmen was held at 3:00 p.m. on Monday, April 17, 2017, at the Franconia Town Hall.

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

Guests: Trevor Presby, Dick Reinhold

Others: Mary Grote, Edward Rolfe, Karen Foss, Larry Plate

Eric Meth called the meeting to order at 3:05 p.m.

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

- The BOS minutes of April 10, 2017, were approved as amended.
- The Transaction List of April 20, 2017, was reviewed and signed by the Board.
- Tax Exempt Charitable Property Forms were approved and signed by Board.
- The Board reviewed a Septic System Permit Application, but needed further clarification regarding the size of the lot and if it conforms to our zoning ordinance.

➤ **APPOINTMENTS**

• **3:00 pm - Capital Purchasing Policy**

Trevor Presby and Dick Reinhold were invited to attend today's meeting to discuss the Town's Capital Purchasing Policy. Bob Montagno and Paul Pinkham were also invited, but were unable to attend. Chairman Costa addressed the Board as well as Trevor and Dick stating that she was hoping to update our current Capital Purchasing Policy and that there were some questions as to how to go about making these changes. She asked Trevor and Dick to be part of the discussion, as they had some advice in the past and experience on ways that it could be improved.

There was a brief discussion regarding the different sections of the current policy, and what areas could be improved. Town Administrator Burbank spoke regarding sample policies that other Towns in NH use. When looking at updating Franconia's policies, we could use them as templates and discussion.

Trevor wanted clarification as to what exactly the Board was looking to accomplish. The Board clarified that they were looking to take the current purchasing policy, take suggestions/brainstorming ideas and use them to update the policy. One area that Bernie Costa felt we fell short in last year, was selling Town property at a price before checking to see what the current actual value of the item was prior to the sale. This resulted in underselling the item. Although the CIP estimates that a vehicle would be

worth a dollar amount after 8 years of ownership, many factors could change that value. For example wear and tear. The group agreed that when property is sold, it should be sold at current market value. Trevor Presby noted that there are many websites out there where you can find market values.

There was further discussion about making changes to the policy allowing the Town Administrator to make decisions on purchases under \$5000. The Town Administrator can make sure that the proper bids/quotes have been received, and make those decisions. Trevor also noted that anything over \$5000 that needs to be purchased should go out to open bid for fair treatment to all businesses in Town and the surrounding area. Trevor also noted that he feels there should not be any special exceptions. Trevor also talked about different auction websites where we could advertise our equipment for sale.

With no further discussion, Trevor and Dick will meet to discuss the policy, and will bring back to the Board their suggestions/changes. They will also invite Bob Montagno and Paul Pinkham to be part of the discussion.

➤ **FOR DISCUSSION**

- **Town Administrator Update** - Town Administrator Burbank gave the Board an update regarding the Town Hall renovation project.
- **Administrative Assistant Position** - Holly presented the Board with the job description and newspaper advertisement for the newly created Administrative Secretary position. Holly noted that the advertisement would be going in the newspapers this week. After a brief discussion the Board agreed that the job title should be Administrative Secretary and not Administrative Assistant, as that title places the job in a higher pay category.
- **Better Bookkeeping Proposal** - Town Administrator Burbank spoke to the Board regarding the need to have a professional company come in and help get our QuickBooks accounting software up-to-date. This update was at the suggestion of the Town auditors. After some research into the cost of purchasing new accounting software designed for municipalities, it would not be cost effective at this time to purchase. These software programs can cost anywhere from \$10,000 and up. Better Bookkeeping can come and get our QuickBooks program updated for \$2,240.00. The Board agreed to move forward with Better Bookkeeping. Holly will contact the company and set-up a schedule with them to do the work.

➤ **COMMITTEE REPORTS**

- **Conservation Commission** - Jill Brewer noted that the Conservation Commission would be meeting tomorrow morning.
- **CIP** - None
- **Energy Commission** - RFPs have been coming in, and the Energy Commission is still waiting on a couple more.

- Northern Pass - None
- Planning Board - None

➤ PUBLIC INPUT

- Mary Grote asked Bernie Costa about her engineer friend that would be coming to inspect the Presby Building that has been offered to the Town for Sale. She wanted to know if he is doing it as a friend, or for free? Bernie noted that he is a friend that is a Systems Engineer, and that he was in fact going to do it for free. She did note that the Town would buy him breakfast at Polly's Pancake Parlor. She also noted that his name is Charles Buckley.
- Edward Rolfe next spoke to the Board regarding a concern that he had regarding a project that has been proposed by the non-profit group - Old Man of the Mountain Legacy Fund and NH Parks Division. This proposal would place a Board in and along the east shore of Profile Lake. He noted that the public comment period for this project ends on Friday, April 21st. He also discussed the impacts he felt it would have on the area, tourism, and the ecology of the lake. After a brief discussion by the Board, it was decided that a letter should be drafted by Town Administrator Burbank to the Governor and Executive Council and Union Leader expressing the Towns opposition to this project. The Board will also call our State Senators to let them know of our opposition. With no further discussion, a motion was made by Bernie Costa to everything in our power to halt the boardwalk on Profile Lake. Jill Brewer seconded the motion, all were in favor.
- Larry Plante from Plantation Road spoke to the Board regarding sand that has been pushed onto his property during the winter plowing season. He has spent countless hours and money renting equipment to remove the sand, has placed barriers up in an effort to keep the Town trucks from pushing the snow/sand onto his property, but that hasn't seemed to help. He provided pictures of the sand and property. He would be willing to speak with Scott Leslie, Highway Director to try to come up with a solution. Town Administrator Burbank with speak with Scott Leslie regarding the issue, and have him contact Mr. Plante.

➤ CLOSED SESSION

- 5:17 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.

- 5:39 P.M. - Motion by Eric Meth, second by Bernie Costa, to come out of non-public session. 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 5:40P.M.

Respectfully submitted,

Holly Burbank
Town Administrator

DRAFT