

**FRANCONIA BOARD OF SELECTMEN  
MEETING MINUTES  
Monday, December 19, 2016**

A meeting of the Franconia Board of Selectmen was held at 3:00 pm on Monday, December 12, 2016 at the Franconia Town Hall. Regular members in attendance were Bernie Costa, Eric Meth, John Lachapelle, Sally Small and Herbie Bartlett.

**Guests of the Board:** Greg Wells, Holly Burbank, Chris Pastorizia

**Other Guests:** Russ & Lydia Cumbee, Claudia Lachapelle, Dawn Steele, Mary Grote, Peter Grote, Claudia Lachapelle, Brian Williams, Lynn Terres, Kim Cowles, Nick Mike.

**BOS Minutes for 12/12/2016 & 12/14/2016:** A formal reading of the December 12, 2016 & December 14, 2016 minutes was waived and the minutes were approved as amended.

<b>FOR CONSIDERATION OF APPROVAL:</b>
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**BOS Minutes 12/12/16 & 12/14/16 - approved by the Board.**  
**Transaction List - 12/22/2016 - approved and signed by the Board.**  
**Intent to Cut - Sandroff (Map 23/Lot18) approved and signed by the Board.**  
**Letter of Engagement - Plodzik & Sanderson - signed by the Board.**

<b>APPOINTMENTS:</b>
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**A big welcome to Holly Burbank our new Town Administrator.**

**3:00 - Greg Wells** - The budget was discussed. He has insufficient outside heat. He will have to do something different next year. Greg was concerned about the price to get rid of certain items like electronics. Maybe we could charge more for items of this nature to be disposed of. Greg will look into hauling electronics ourselves. If he goes over budget the money will come from the special revenue fund.

**3:30 - Wage & Salary Committee** - Discussed job descriptions of the Recreation Director and the Youth Director. Bernie asked if the descriptions were sent to the Recreation Committee for review and comment and recommended that they share the descriptions with that committee. The Board monitors and reviews the employees. The Recreation Committee works on the budget and representatives of three towns in a joint meeting approve the budget. Sally will contact Jennifer Gaudette to set up the January Tri-Town meeting.

Buildings & Grounds and Parks have two different people doing the job. It is a two person job for most of the year. John stated that both had seasonal assistants. Kim Cowles stated that they have blended the two together and can eliminate the two seasonal assistant jobs.

The Committee has more job descriptions to give to the Board. The Committee is presenting the Transfer Station Supervisor Description and Recommendation to the Board.

The Committee has come back to the Board to see if anyone had questions in regards to the descriptions and recommendations that have been presented thus far.

Jeff Woodward said that they did two descriptions for Buildings and Grounds -but assumed that down the road the Town Administrator can oversee what each department is doing so there will be no need for a supervisor. B&G can do the job and then it can go back to the way it was before.

The job descriptions and recommendations have been done uniformly. Lydia will forward to Sally/Holly. Lydia has asked for input in regards to what had been submitted and Eric liked it being uniform and more defined.

**4:15 - Chris Pastorizia** - In regards to Sam's house she would still like to repair it and has a plan for relocating it. She asked if she could replace the house with two metal sheds for \$300/a piece. The Board will have to talk to highway and transfer station for their input. If the board agrees, Chris would like a year to get it out of there. She also asked if we had seen the new specs from Northern Pass? She said that there was misrepresentation of the ROW. Peter stated that he could print it up for her.

**Bernie made a motion to go into Closed Session, Eric seconded with all voting in favor at 5:20pm.**

<b>FOR DISCUSSION:</b>
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**Selection of Formal Audit Committee** - John made a comment about the Formal Audit Committee email that went out and was not approved by the Board. Looking back thru the minutes from March til now he never saw the committee listed as formal or informal in the minutes. The committee that is in place is being called a formal committee. Bernie was reviewing the process and wanted to get it right and had it posted on the website, the post office and the Village Store to expedite the process. John stated that this was not discussed and agreed upon by the Board. Bernie assumed that we were following the proper procedure and she decided to put this out there.

John wants to share a few things - her role of Chairman is to see that town business is done openly, fairly and efficiently. The Chair has no authority to work on behalf of the Board unless it is delegated to the Chair. This did not happen.

There is a track record of you opposing this and John doesn't understand the urgency. What is the urgency? As Bernie understands it the Audit Committee was to review the audit that the Citizens Group had requested and make recommendations. Bernie asked if the Board wanted the committee to proceed according to the regulations in regards to the Audit Committee.

We set a policy when you ask for credentials John stated. He advised that you had better ask for credentials for any volunteer committees that we have then. We have the capacity and knowledge and the skills. Bernie stated that John said you would take the lead on this as you volunteered to be on the committee. John hasn't done anything in regards to this. John stated that Bernie had misunderstood that too. John had nothing more to say in regards to this. Where are we going with this Bernie asked? Bernie recommended that we have three interested people with the Selectmen and have the committee adopt bylaws and be specific and have credentials checked. John stated that he had volunteered as a Select Board representative of the committee.

Brian Williams stated that we have had an Audit Committee for several months now and the board has come along with this. The Board took a vote to have this Audit Committee. He said the Committee welcomes new members.

Bernie thinks that the Board should set up our criteria for the audit committee and make sure that we are all on the same page. Bernie recommended that the Board Members review the section in the NHMA Guide in regards to Audit Committees. We should come up with what we want the committee to do. Holly will be in charge of the internal controls and what improvements would be needed. We should give Holly a year to get going on this and we can add responsibilities.

We hired the auditors and we have a problem with the Audit Committee putting their fingers into that part of it. Eric would like to approve the audit scope and the managing control and discuss further.

What are their accountability, education and experience necessary to advise?

Audit - Need to establish the audit charter and bylaws, goal oriented but not so specific as to be restrictive.

The NHMA guide in regards to an Audit Committee will be attached to the minutes.

The existing members of the Audit Committee have no problem submitting their credentials to the Board.

**Eric made a motion do a study group for bylaws and scope of the bylaws and obtain credentials of the existing audit committee with guidance of the NHMA and John seconded the motion with John and Eric voting yes and Bernie abstaining.**

Herbie will notice the request for applications for next Tuesday, 27 December 2016.

**Letter from the Planning Board - Meadow Crest Drive** - next time a road is taken over by the town it has to be in the correct order. A copy of this letter will be added to the minutes. Brian Williams wanted to make sure the Select Board is made aware of this regulation. Eric stated that Planning Board would have taken action in regards to the pitch of the road and runs into Route 116. The Board had the Road Agent and an Engineer look at the road prior to taking it over. No changes had been made to the original profile that was on file. The homes on Meadow crest should be reassessed now that it is a town maintained road.

**Supplemental Insurance Coverage Reimbursement for an employee on Medicare** - The Board should set a policy concerning employees who are still working and eligible for Medicare. Are there state guidelines? Healthtrust's Medicare supplement is not available for employee only for retirees. Should there be a new policy for town employees?

**Criteria for wage increases - following the COLA.** There could be simple way of going about this. Just for discussion do some investigation of what the three biggest companies in the town are doing. We arbitrarily went with the 2% for the department and nobody higher than three percent.

**Dawn Steele** - She would like a separate session to discuss the wages for 2017. We need to determine what the budget would be using COLA and where the person's Salary fits in the range the committee gave to the Board. The range was based on the performance of last year. We need to see where the employees are within the range. We may not do straight COLA. The Wage, Salary & Benefits Committee will meet with the selectmen on January 9<sup>th</sup> with their recommendations.

<b>COMMITTEE REPORTS:</b>
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**Conservation Commission (FCC)** - No report.

**Energy Commission (FEC)** - Eric had a visit from 100% Committed. It's a nice organization that cannot impact the town right now. She met with John Devivo. They discussed the Street Light Project and are working on a warrant article for the March Town Meeting. The current electric bill for 144 lights \$21K per year. The FEC is looking to cut it in half. There is an expense on shutting down or decommissioning street lamps. There will be people who object to having a light shut off in front of their house. They will apply for a loan from NH Community Development for 2% loan rate and we expect that the project will be cash positive. We will be converting to LED lights from the lower sodium that we are presently using. It would cost \$300 a lamp to decommission a street light.

**Northern Pass - Sansoucy report** - Brad Bailey has co-sponsored a bill against high tension power lines without permission of the municipality. Mr. Burton from Portsmouth is the other sponsor.

**Planning Board - MTAG** - grant paperwork came in from NCC for results of the updates. Plan NH MTAG grant is housing specific. Plan NH is pleased with Franconia because we our plan is housing specific and we are the poster child for this. The Village is mixed use and we make our town more walk-able and denser in the right ways. We have a good handle on it and a good person who is working on it. Our money is being well spent.

**Wages & Benefits** - See above.

**Audit Committee** - No report.

**Bernie made a motion to go into closed session at 5:20 pm, John seconded it with all voting in favor.**

**Items to Revisit** - See List - crossed off a few item. Bernie has a person who wants to look at the Presby building. She will have him come and look in January.

<b>PUBLIC INPUT</b>
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**Public Input** -

**Dawn Steele** - The Auditors are coming tomorrow. She is recommending a separate fund for Tri-Town recreation funds. Do we have a separate account? The donations were in a separate account but are currently are in a check that is in the town safe. The account was closed because of our Mascoma Bank branch closing. Sally will ask Laura Spector as to the best way to handle the funds.

Tri-Town agreement - Sugar Hill & Easton's attorney will be working with our attorney so that the agreement will be ready for the joint meeting.

**Claudia Lachappelle** - She had questions regarding the spending procedures of the Recreation Account. She is requesting a copy of the entire recreation budget. Sally deposits all the funds and writes the checks for the recreation budget. At the end of the year any unspent funds go into to the general fund surplus and are not carried over. Tina Peabody signs the checks. The selectmen review and approve expenditures prior to Tina getting the checks.

**Lynn Terres** - check with Paul Lehmane at the high school about switching the LED lights but using the same fixtures. Eric will speak to Fitz.

**Closed Session 5:20 pm. Bernie makes a motion to go into closed session for legal & personal, Eric seconded the motion with all voting in favor.**

The Board adjourned at 6:15 pm.

Respectfully submitted,

Herbie Bartlett  
Executive Secretary