

**MINUTES  
FRANCONIA BOARD OF SELECTMEN MEETING**

**Monday, December 1, 2014**

A meeting of the Franconia Board of Selectmen was held at 3:00 pm on Monday December 1, 2014 at the Franconia Town Hall. Regular members in attendance were John Lachapelle, Ted Hoyle, Bob Montagno, Suzy MacDonald and Sally Small

Guests of the Board: Chuck Lovett, Harriet Taylor, Dinny Richmond, Jim Fitzpatrick

John Lachapelle called the meeting to order at 3:00 pm.

**SELECTMEN'S TIME:**

**BOS Minutes 11/24/2014:** Formal readings of the November 24, 2014 BOS meeting minutes were waived. The minutes of November 24, 2014 were approved.

**FOR CONSIDERATION OF APPROVAL:**

**Transaction List for 12/04/14** - The Board reviewed and signed the transaction list for 12/04/14.

**Safety Services Building Project Transaction List 11/26/2014** – Nothing to sign this week.

**Revised Overtime Policy** – The Board reviewed and signed a revised overtime policy.

**Cemetery Trustee Letters** – The Board reviewed and signed letters to prospective Cemetery Trustees Members.

**Building Permit – Neeson – M23/L19** – The Board reviewed and signed a Building Permit for Neeson, Map 23/Lot 19.

**APPOINTMENTS:**

**3:00 –Library Trustees – Pellet Boiler** – Harriet, Dinny and Chuck discussed the need for a new boiler at the Library. They have looked into getting a pellet boiler and have secured a proposal. They are in the process of looking into what the State of New Hampshire will put towards the purchase price of the pellet system. The current boiler can't continue to run. Fitz thinks maybe the State of NH will pay up to 30% of the cost of a pellet boiler up to \$50,000.

The Library has committed some of their funds for window replacement. The Library is also looking into water coming into a stairwell that may need to be addressed.

The whole amount of the boiler must be paid in full then rebates would come back to us later. The Town Buildings Maintenance has about \$29,000. The Library Maintenance fund has about \$5,000 that could be used. The Library also has \$10,000 put aside for the boiler of their own funds. The Library Trustees still need to meet as a board to discuss which is scheduled to take place on Thursday.

Fitz suggests that the Library group look at the newly installed pellet boiler at the White Mountain School. They will plan a visit.

The Select Board could offer the Library \$10,000 from the Town Buildings Maintenance Fund. The Select Board asks that the Library Trustees come back when they have had a chance to meet as a board with recommendations for the boiler replacement.

**TO DISCUSS/REVIEW:**

**Transfer Station Audit Recommendations** have been taken care of by Greg Wells. Greg has ordered duplicate numbered receipts.

**Administrative Assistant Audit Recommendations** will be taken care of when the auditor comes up and works with Sally and QuickBooks.

**Life Squad Audit Recommendations** – Paul Schmucker is out of Town and has not submitted a fix to the recommendations. The Select Board is asking to see Paul Schmucker on Monday December 15, 2014 at 3pm. He should be prepared with a monthly plan and a quarterly plan. The Select Board is sticking with the auditor's recommendations so his plan should reflect this.

**Schedule for 2015 Budget Meetings** – The Select Board will meet with Department Heads on Monday December 8, 2014 at 2pm. The Select Board will hold the Department Heads to last year's budget. All budgets should now have a quarterly breakdown. Department Heads must prepare the 2015 budget in this format. Sally will work on getting the 4<sup>th</sup> quarter done thru November. It is possible if Sally's budget has enough money at the end of 2014 that office computers can be ordered this year. Bob Montagno will work with Sally on this matter. The Water Department will be asked to pay for half of one computer, probably Suzy's.

**John discussed Cell Phones.** His recommendation would be to do away with all town owned cell phones and give employees a stipend towards a phone. The Town currently pays for 9 phones. The employee would be required to be reachable with any phone. Sally will find out when our contract with Verizon is over. Bob agrees with John. Ted would like to see a reasonable allowance offered for a phone.

**Sally was asked how many hours the Town Clerk/Tax Collector gets paid for.** Town Clerk is 28 hours a week and Tax Collector is 7 hours a week. There was discussion on the position being elected. There was also discussion on offering health insurance.

**SSB IT** – A proposal has been received from Profile Technology to outfit the Safety Services Building with proper computer technology. The building will be prepared to go into the future technology wise.

**SSB Sign** – The name of the building will be Franconia Public Safety.

**Addressing Volunteer practice & procedure errors** – Bob Montagno will be working on addressing a progressive discipline procedure for volunteers.

**Bob Montagno has been in touch with** the company that is outfitting our new Highway Truck. It is still in need of one more part. The Town should be able to take possession later next week.

**FOR YOUR INFORMATION:**

Selectman Lachapelle adjourned the public meeting at 4:00 pm.

Respectfully submitted, Suzanne MacDonald, Executive Secretary