

**FRANCONIA BOARD OF SELECTMEN  
MEETING MINUTES  
Monday, October 24, 2016**

A meeting of the Franconia Board of Selectmen was held at 3:00 pm on Monday, October 24, 2016 at the Franconia Town Hall. Regular members in attendance were Eric Meth, John Lachapelle and Herbie Bartlett.

**Guests of the Board:**

**Other Guests:** Mary & Peter Grote, Dawn Steele, Claudia Lachapelle, Tinalyn Caisse-Knox, Lisa Cordle, Jim Alden.

**BOS Minutes 10/11/2016:** A formal reading of the October 11, 2016 minutes was waived and the minutes were not approved as amended.

**BOS Minutes 10/17/2016:** A formal reading of the October 17, 2016 minutes was waived and the minutes were not approved as amended.

<b>FOR CONSIDERATION OF APPROVAL:</b>
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**Transaction Lists - 10/27/16 - Approved and signed by the Board.**

<b>APPOINTMENTS:</b>
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Commendation for **Gary Pilotte** - to be commended for his actions on September 12, 2016. Great Job Gary.

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

**CIP Committee (CIP) - No report**

**Energy Committee (FEC) - RFP for Street Lights from vendors for the Street Light Project.** There will be a meeting scheduled November 9<sup>th</sup> for all the RFP's that come in. The deadline is next week. Herbie will share anything that comes in with Eric Meth.

**Northern Pass - Peter spoke with Christine Fillmore.** Everything is going longer in regards to Northern Pass. All town budgets are being stretched. We will have to increase budget next year? We are sharing expenses with 8 towns. More time than anyone has anticipated for all towns. The overage is about \$4K. The other towns are

getting it appropriated. The guarantor is northern pass...they have to come up with money in regards to taxation. Northern Pass has been delayed a year but there are continued costs for the town. There are two PUC Commissioners who sit on the SEC. There seems to be a conflict.

**Planning Board** - MTAG - Grant for the Master Plan - Kaela Gray at NCC. There will be a public workshop on November 15, 2016 from 7:00-8:30pm. We want to get more input from the town. Kaela Gray is sticking to the time line and has made the first submission to Plan NH and they are pleased with it.

**Wages & Benefits** - The Committee just got the rates from Health Trust today. The employee meeting is being held on Thursday at 2pm. There will be a presentation of the new health care plan and the folks from that plan will be there to discuss with the staff. Peter Chapel and wellness director will be in attendance. Jack Herzog from Valic is not available. Dawn Steele asked for additional information. Tinalynn wants to rewrite the job descriptions and meet with all the town employees before we finish them up. The Committee wants to have things more accountable. She wants to write a more comprehensive description. Some descriptions are 16 years old.

**Audit Committee** - Peter Grote - is requesting the open minutes of September 30<sup>th</sup>. That was the day that everyone met at Cornelia Lorentzen's establishment. Herbie was not there at that meeting. Bernie must have taken them. Herbie will investigate. Bernie is on vacation.

**Screening Committee** - There will be a special Closed Session Selectmen's Meeting here at the hall at 4:30 pm on Wednesday to do the screening for the Town Administrators position. Bit Andross is out of state. An email was sent to Jennifer Gaudette but John hasn't gotten a response. Herbie will post a notice in regards to the special meeting.

**Interviewing Committee** - Trevor Presby, Ken Ford, Jennifer Gaudette and the Board will see if Bit Andross will be on the Interviewing committee. Carol Wills was a candidate for this committee but no one wanted a co-worker on this committee. Jeff Woodward or Scott Knox was recommended. We have three in place so far. Tinalyn does not want an employee on the Committee. Carol Wills is an elected position not an employee. They still think it is dicey. There are other really good people that are out there. You can ask Jim Hamblin. Jim is interested in helping out.

#### **Miscellaneous -**

**Town Time Sheets** - John presented a time sheet for all departments.

**Tri town agreement** - An email about Bernie Waugh representing the other two towns in regards to the tri-town agreement from Laura Spector Morgan. Thought there may be a conflict because Waugh's office is representing both towns in regards to another matter. The Board said yes to Laura's email that it was okay for him to represent

Sugar Hill & Easton in regards to this matter. Herbie will send an email to Laura and tell her it is okay.

**PUBLIC INPUT:**

**Jim Alden** - In a previous meetings minutes he was concerned about employee comp times. One employee has a spreadsheet at home. Herbie will get the spreadsheet from the employee.

**Claudia Lachapelle** - "It appears that some Department Heads are self regulating, setting their own hours of work and schedules. Signing and approving their own O.T., comp. I have a problem with that." "The Chair told me the town has an honor system for Department Heads. I will follow up with her when she gets back."

**Tinalyn Caisse-Knox** - when we have a new town administrator we should have new updated procedures. No one is doing anything wrong intentionally. She saw a town employee driving a bus. How can a director, of one of our departments, be moonlighting. Tinalyn said Bernie stated it is okay. It is not above board. She wants transparency. She wants to know why. Her committee is recommending a time clock. Use whatever fits our employees. They can use computers. We need accountability. Who is doing what and that it is above the board. The town needs to be more accountable.

**Claudia Lachapelle** - There is no animosity. We haven't told our employees what we expect of them.

**John Lachaelle** - We need to handle this now. This is being done without malice. Our procedures and mechanism are not transparent. Is comp time legal in a non-exempt position? Comp time benefits the employee not the town.

**Dawn Steele** - FSLA states that non-exempt employees should be paid time and a half over 40 hours a week. The town should stay away from comp time. There may also be confusion with the terms comp time vs. flex time. Everyone needs to speak the same language. The terms should be clearly defined.

**Claudia Lachapelle** - update employee manual and have the employees go thru the manual and have them sign off and have it documented, include an organizational chart.

The Board adjourned at 3:52 pm.

Respectfully submitted, Herbie Bartlett, Executive Secretary