

**MINUTES
FRANCONIA BOARD OF SELECTMEN MEETING**

Monday, January 13, 2014

A meeting of the Franconia Board of Selectmen was held at 2:00 pm on Monday, January 13, 2014 at the Franconia Town Hall. Regular members in attendance were Ted Hoyle, John Lachapelle, Bob Montagno, Sally Small and Suzy MacDonald

Guests of the Board – Scott Leslie, John Monaghan, Greg Wells, Sally Small, Kim Cowles

Also – Three Select Board Members from Sugar Hill and from Easton

Ted Hoyle called the meeting to order at 2:00 pm.

SELECTMEN'S TIME:

BOS Minutes 1/6/2014: Formal readings of the January 6, 2014 BOS meeting minutes were waived. The minutes of January 6, 2014 were approved.

FOR CONSIDERATION OF APPROVAL:

Transaction List for 1/16/14 - The Board reviewed and signed the transaction list for 1/16/14.

Provan & Lorber change of scope – was reviewed and signed by the Franconia Select Board.

APPOINTMENTS:

2:00 pm – Department Head Meeting – Scott Leslie, John Monaghan, Greg Wells, Sally Small and Kim Cowles all attended the first Department Head Meeting in 2014. These meeting will continue to take place the first Monday of each month at 2pm.

John Lachapelle shared thoughts on a once a month meeting. The Select Board is at a disadvantage on doing performance appraisals and hope this will provide some insight. This is an opportunity for open discussion. Sally mentioned the different challenges during the different time of year. The Highway Department is using lots of salt and sand due to the freezing rain.

The Recreation Department has had the rink open and it's be used a lot. Kim is working on getting Curling going on the rink. There seems to be lots of interest for this out in the community. Kim has been working on the website and updating it. If your department has something important going on let Kim know and she can be sure it gets to the website. Kim would like to get a gas card for the Recreation van. The Police Department will also need two for the new part time officers. Sally will get them the information. Kim discussed mostly with Scott the best way to decal the side of the van. Scott will provide her with a name and number.

Kim asked if the Finance Advisory Committee still exists. John Lachapelle says it does and this is a good time to resurrect the committee. He has a few tasks for them to tackle.

The Van is now available for Recreation and other “town” use. The Select Board would like to see all three towns listed on the logo.

Sally would like to know who our Community Forest Representative is. There has not been one assigned yet. A meeting will be held on Thursday at 5:30pm in Easton and a representative should be there. John Lachapelle will attend this meeting as the representative for now.

Greg Wells thinks communication is good and is happy with the interdepartmental workings. The only thing he would like to see is a little more advance notice when bringing in lots of stuff to the Transfer Station from a department. The best way to deliver shredded paper to the Transfer Station was discussed.

Who is responsible for gathering the rubbish from the Safety Services Building? This rubbish should be removed once a week. Currently there is really no one assigned to this task. It’s been done by the FD and the PD in the past. Jeff Phillips does not have access to this building so he does not remove the trash. Greg has some barrels he can give to the building so that it will make recycling easier. John will discuss with Rick and Paul how best to remove the trash from the Safety Services Building.

Greg still needs to do a recycling comparison. His first thought is recycling is up about 5% from last year. About 600 ton goes to Bethlehem a year for household trash.

It is possible for the Transfer Station to piggy back on the uniforms with the Highway Department.

The Police have hired two part timers. John Monaghan has been working with the Safety Services Building Committee on a new building. John has given lots of thought on how to best approach the community, how to be the best public servant. He is may send out a community survey in the future to get townspeople input. The town is facing a challenge of a older growing population which creates many challenges in his position.

Scott Leslie has been very busy with snow and freezing rain. The parking at Mittersill on some roads is hindering the Highway Department. Marcia Graham is trying to get word out regarding parking thru MACO.

Scott thinks the replacement value of Sam’s Place is about \$8000.

Sally would encourage the Department Heads to get their reports in for the Town Report.

Ted Hoyle would like to know if there is any increase in thefts in the area. John Monaghan reports he has not seen an increase.

The Department Heads will continue to meet on the first Monday of each month at 2pm. It is important that each department head be at the Budget Hearing and the Town Meeting. If there are subjects you would like to discuss just email Sally or the Selectmen.

Employee Appraisals were discussed and a blank copy was handed to each department head. This form must be filled out on all employees prior to October of 2014. The Department Head will discuss each appraisal with the Select Board and the Select board will be doing an appraisal on each Department Head. Sally will send a digital copy of the appraisals to each department.

3:00 – Safe Routes to School – Scott Leslie – Scott Leslie continues to work with the NH DOT and the Engineers on Safe Routes to School. The next phase of the program is to obtain easements and to have right of ways drawn into the plans.

3:30- Kim Cowles – Recreation Tri Town 2014 Budget – Kim reviewed the budget line by line. She has included a 2% increase for wages. The Recreation Department has purchased a 14 passenger van which includes the driver. The Recreation Budget is up overall 1%. The number of participants in the Recreation program were discussed. There are 87 Franconia, 48 from Sugar Hill and 9 from Easton. The surplus of the budget was discussed. The fundraising for the Dow was discussed. Other area programs were discussed and the question raised; can we share resources or equipment?

The bylaws were discussed as the Recreation Committee is anxious to adopt them. Dick Bielefield made a motion to adopt the Recreation Department bylaws as presented. It was seconded by Ned Cutler. A vote was taken and all were in favor.

4:00 – Greg Wells – Tri Town Transfer Station 2014 Budget –Greg Wells reviewed the Tri Town Transfer Station Budget. He would like to switch Bag Company's since he can get them cheaper. A bag was passed around for all to look at. He will only be ordering a year's worth. He can choose from purple, blue, orange, brown and gram. They are somewhat transparent and he can also get a lighter tint. These bags are all made, labeled and shipped from the same place. Tom Boucher made a motion to order the bags from a new company. Ted Hoyle seconded the motion. A vote was taken and all were in favor. Greg and Sally will choose a color for the bags.

Replacing the baler will be taken from the Special Revenue Fund. It will be \$12,500.

The glass and the plastic recycling were discussed.

Greg would like to bring wages more into line. The question was asked if DES has a wage model to follow regarding wages for certain certification levels. Greg will look into it. All of the Select Boards recommended giving this employee a 10% increase over two years to bring him into line with the category three certifications he has. Greg must do a performance appraisal on the Employee and present it to the Franconia Select Board. John Lachapelle made a motion to increase the wages of this employee who has the category three certification by 10% this year and again 10% next year. Tom Boucher seconded. A vote was taken and all were in favor.

There is no increase in the Transfer Station budget.

People still give cash to the Transfer Station and checks are not used as much as the Select Boards would like for them to be. Receipts are available and should be given to each and every customer who pays. Each "pay" should be written regardless if the customer wants a receipt. Maybe a policy should be written that any "pay" over \$5 must take a receipt. The three boards will continue to think about this situation.

Zack Mei, Easton Select Board would like to commend Greg on having a budget which is less than last year. Zack would like to see the maintenance of the gate taken care of.

The special revenue fund was discussed.

The drainage still needs to be looked at without upsetting the EPA.

Greg needs to have a copy of the Energy Commission Report.

Sally will work on the budget and she will send to the other towns by email. This will be the amended budget.

TO DISCUSS/REVIEW:

Two part time Police Officers were sworn in today at 1:55 by Town Clerk Marilyn Knowlton.

Performance Appraisal was given out during the Department Head Meeting.

Community Forest Plan & Management Meeting 1/16/2014 @ 5:30 – John Lachapelle will attend this meeting as a representative from the Town of Franconia.

Town Hall Steps were discussed and the bids were revealed. The bid from EMC was approximately \$37,000 while the bid from S.D. Szetela was approximately \$41,000. It was discussed that the Highway Department could do the demo of the current steps. The Select Board will need to speak with Scott Leslie as well as the contractors regarding this. The Select Boards feels they can't accept the bid from EMC as presented, bonding is an issue. The Select Board would like to move forward on this item and present it at Town Meeting as a warrant article. The money will not be taken from the Town Buildings Fund but will be asked to come from taxation.

Trustee of the Trust Funds –Bob Montagno has information on the Trustee of the Trust Funds which he has found in the Knowing the Territory book. In his research only the interest from the Cemetery Trust Funds can be spend. Bob would like to take the income from this fund to offset the expenses of the line item budget. At another meeting the Select Board would like to discuss the flat rates at the cemetery and how they compare with other towns.

Bridge Report – The Town does not have to take action on the red listed budget this year. In planning for long term, money should be put aside in the CIP on a yearly basis. Money should be added to the account starting in 2015.

There was discussion on the 2% increase to the wages in the Budget. John wanted to give everybody a 1.5% increase and keep the .50% in the budget so that an employee could be further recognized if need be. Adding to this, John Lachapelle would like to resurrect the Advisory Finance Committee to explore employees, employee salary, and job descriptions. He does not feel that this can be done by the Town Meeting in March.

FOR YOUR INFORMATION:

There will be a Budget work session on Thursday Janaury 16, 2014 at 1pm.

The Public Budget Hearing will be held on Monday February 10, 2014 at 7pm.

Selectman Hoyle adjourned the meeting at 5:15 pm

Respectfully submitted, Suzanne MacDonald, Executive Secretary