

## Town of Fracestown

Board of Selectmen

Minutes of Meeting

Monday, March 5, 2018

Members Present: Chairman Brad Howell, Abigail Arnold, and Henry Kunhardt

Other Present: Town Administrator Jamie A Pike, Admin Asst. Kim Dalley, Kevin Pobst, and Polly Freese

Chairman Howell called the meeting to order at 5:32pm.

### **Consent Agenda**

- a. Accounts Payable Manifest 3/6/18
- b. Approval of Minutes as amended: 2/1/18, 1/29/18, 2/12/18, and 1/31/18
- c. Property Lien Discharge, Map 7 Lot 5-9B
- d. Conservation Fund Donation Acceptance \$400
- e. Heritage Fund Donation Acceptance \$200

A motion was made by Ms. Arnold and seconded by Mr. Kunhardt to approve the Consent Agenda.

### **Motion Passes**

The Board signed off on the final payment to McMillan which reflects a return of unused contingency of \$20,321.00. There was some discussion of how to use these funds. Replacing all the windows with screens for approximately \$10,000 was one idea. Ms. Arnold felt that we should reduce Warrant Article 5 by \$10,000. It was determined that Mr. Pike would type up an amendment to Warrant Article 5 to reduce the amount by \$8,000.

Mr. Pike had a quote for Hazardous Waste Day that would enable a reduction in the budget of \$2000 and with a reduction in the Public Assistance load we could reduce that budget line by \$10,000.

The Board signed the MS-535.

A number of refrigerator choices were presented by Mr. Pike who was given the go ahead to acquire one for use at the Town Hall.

The Heritage Commission placement of the quilts, which are much smaller than originally planned, was discussed.

The Board did not accept the gift of a storage cabinet that had been offered for use at the Town Hall. Storage options were discussed including the need for a door on the stair tower alcove to cover the accumulation of stuff that is bound to happen.

Mr. Howell signed the contract with Solitude confirming a commitment to move forward with the permit. The EPA is expected to issue an approval for new herbicide.

Mr. Pike addressed the need for a Municipal Records Retention Committee since storage has become an issue with the Police Dept. occupying the space in the lower level of the Town Offices. He outlined materials encompassing some 35 boxes and 2 file cabinets that could be disposed of prior to the convening of the committee. These records, abatements, bank statements, invoices and payroll exceed the time legally required for retention by RSA 33-a. The Board authorized Mr. Pike to dispose of:

1. Abatements - applications greater than 5 years old (pre 2013)
2. Treasurer's Records - bank statements, deposit slips, checks, vouchers and receipts greater than 6 years old (pre 2012)
3. Invoices/bills – greater than 5 years old (pre 2013)
4. Payrolls/Time cards – greater than 4 years old (pre 2017)

A motion was made by Ms. Arnold and seconded by Mr. Kunhardt to enter into a non-public session pursuant to RSA 91-A:3, II(c) at 6:30 pm. Howell, Aye; Arnold, Aye; Kunhardt, Aye **Motion passes.**

Others present: Jamie Pike and Kim Dalley

The Board authorized an application for Property Tax Deferral.

The Board authorized the installation of an accessible porta-potty at the Transfer Station.

A motion was made by Ms. Arnold and seconded by Mr. Howell to exit the non-public session at 7:14pm. Howell, Aye; Arnold, Aye; Kunhardt, Aye. **Motion passes.**

A motion was made by Ms. Arnold and seconded by Mr. Howell to enter into a non-public session pursuant to RSA 91-A:3, II(c) at 7:15 pm. Howell, Aye; Arnold, Aye; Kunhardt, Aye **Motion passes.**

Others present: Jamie Pike and Kim Dalley

The Board discussed the candidates that applied for Recreation Director.

A motion was made by Ms. Arnold and seconded by Mr. Howell to exit the non-public session at 7:40pm. Howell, Aye; Arnold, Aye; Kunhardt, Aye. **Motion passes.**

During Town Meeting the downstairs of the Town Hall will be occupied by the Heritage Commission for the purpose of selling their Town Hall memorabilia and the Library selling books. Others can approach Mr. Pike for permission to have a table if wanted.

Mr. Kunhardt updated the Board on the progress with the contract with Dave Cutter and the renovation of the Police Dept. building if approved at Town Meeting.

Paul Lawrence has suggested creating an evacuation plan for Town Meeting. Mr. Pike will contact the necessary personnel and arrange a time.

Respectfully Submitted,

Approved 04/23/2018

Kim Dalley

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Brad Howell

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Abigail Arnold

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Henry Kunhardt