

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, November 15, 2010
356 Main Street, Farmington, NH**

Selectmen Members Present: Paula Proulx, Gerry McCarthy, Charlie King, Gail Ellis and Joan Funk.

Town Staff Present: Interim Town Administrator Alan Gould, Public Works Director Scott Hazelton, Fire Chief Rich Fowler and Assistant Fire Chief James Reinhardt.

Public Present: Steve Dean and Bob Grillo

Chairman Proulx called the meeting to order at 6:04pm.

1. Public Comment:

- A. Steve Dean explained that 3 Phase Electric has graciously donated their truck and labor to place the new top on the downtown flagpole and restring it on December 3, 2010. He also explained that the Community Action Program (CAP) has 300 plus families to support with Thanksgiving/Christmas baskets for families from Farmington, New Durham and Middleton and they are in need of turkeys and other supplies. If anyone is willing to make a donation they should contact the CAP office and they will graciously accept all donations.

2. Progress Report on Landfill Closure:

- A. Bob Grillo of CMA Engineers reminded the Board that the landfill is schedule to close for trash acceptance on December 31, 2010 and then during 2011 the landfill will be covered and closed. Over the past year money that was put aside for closure was utilized to construct the transfer station and therefore there are not sufficient funds to close the landfill in 2011. In order for CMA Engineers to complete the design for the landfill closure a few items need to be resolved. First, the agreement regarding the lot line with the Cardinal Landfill needs to be agreed upon by all parties involved. CMA would like to delay the closure for one year in order to complete the agreement and possibly continue to dispose of the trash on-site for the year in order to “save” money towards the closure. They feel there will not be a negative impact in continuing the use of the landfill and CMA feels they can make a legitimate case for this extension. Paula asked how soon they would expect to have an answer from NHDES and Scott replied that they would like to meet with them within the next couple of weeks. Paula stated that the contracts for the closing should be made as soon as possible because the costs will continue to increase and Scott agreed that these contracts will definitely be a priority. *Gerry McCarthy motioned to authorize Alan Gould, Scott Hazelton and CMA Engineers to meet with NHDES to negotiate an one year extension on the*

landfill closure with the continued use of the landfill, 2nd Gail Ellis. Motion carried with all in favor.

3. Public Works/Landfill Departments:

- A. Short Term Waste Hauling Services - Scott Hazelton, Public Works Director, submitted the price quotes he received for hauling the waste from the transfer station up to the landfill for the next few weeks. However, after the previous discussion he would like to hold off on the awarding of the bid so that if NHDES approves the extension he can request more formal bids for a yearlong contract. The bids he received thus far are from BH Cameron for \$50/hr and William Renaud Jr. Trucking for \$85/hr or \$50/container (plus an \$85 travel charge).
- B. Charlie asked if all the misc. paving was completed and Scott replied no, he has few more left to be paved. The paving contractor was in town last week and left early stating they would be back this week to complete the other projects.
- C. Charlie then asked how the handrails of the transfer station are coming along and Scott replied that he has a few more to install and anticipates them to be completed by early next week.
- D. Scott reported that he has three trucks ready for plowing and the remaining trucks will be ready by next week. Joan asked if the wing people are advertised for and Scott explained that he was told of the people who have historically served in this part-time position he has asked them to work again this winter season. Joan then asked how Scott would replace these positions in the future when the people are no longer available and Scott explained he would post the open positions.
- E. Scott requested the Board consider a temporary part-time position at the landfill/transfer station through December 31, 2010. Charlie asked what this position would entail and Scott explained that he would like to use the person to assist with all matters on the site. Alan added that Pam checked the numbers today and there is funds in the landfill budget to support a part-time employee at 24 hours a week. Paula explained that there has been a part-time position at the landfill for almost two years but it was paid through a State Workforce program. Alan added that this position can also help to limit the overtime of the Public Works Department. ***Charlie King motioned to have a 24 hour temporary part-time position at the landfill/transfer station for the remainder of the year effective immediately, 2nd Gerry McCarthy. Motion carried with all in favor.***
- F. Scott explained that culvert cleaning and street sweeping has been scheduled and he has also just begun to look into the tree trimming.
- G. Gerry questioned who notified Joel Moulton that he could not pick up his shelving over the recent holiday. Scott replied that this directive was not given; he just told him that he would like to be present when he came to pick up the materials.
- H. Joan pointed out that the road striping is important and has not been completed yet this year. Scott replied that he does not typically like to stripe after September 15th but if there are areas of concern he will put down some temporary striping for safety concerns. Charlie

stated that a bid was awarded for the striping and possibly the contract could be put together so these funds can be encumbered.

4. Fire Department:

- A. Rich Fowler, Fire Chief, informed the Board that his department will be doing a training burn on Ridge Road this Saturday morning.
- B. Rich also informed the Board that he will be going on vacation for two weeks after Thanksgiving.
- C. Rich asked the Board to approve his purchase order for the stipend he receives for being the Emergency Management Director.
- D. Also, this Saturday night the department is having their annual fire appreciation night.

At 7:14pm, Charlie King motioned for a short recess, 2nd Joan Funk. Motion carried.

At 7:23pm the Board reconvened.

E. Fire Budget Review –

- 1. The per-diem and on-call line was increased by \$7000 to hopefully keep the line from being over-expended. Rich explained that it is difficult to get an exact number for this line because he can't predict how many calls there will be and how many people will answer the call.
- 2. Joan asked if Rich could get a copy of the uncollected ambulance fees and Rich replied that he would get this. Gail asked if we have ever put out an RFP for billing services and Rich replied no, that there are not many companies that provide this service but he can. Rich also explained that the cost is 7% of what they collect and this fee has been the same for the seven years the town has used them.
- 3. Joan asked if the training is the same each year and Rich explained for the most part they are but there are also specialized trainings and protocol update trainings as well.
- 4. Rich stated he received some new information about joining the Rochester Dispatch and would like to review this possibility with the Board in the future.
- 5. Rich explained that there is a new program called "Iamresponding.com" in which the volunteers can push a number on their phone when called to say they are responding to a call, which then gets reported to the station and the Chief. The program is free for 2 months and Rich is going to try it. The yearly subscription is \$800 to \$600 depending on the number of years the contract is for.
- 6. Rich explained that some of his budget lines have not been expended thus far because he does not want his total budget to be over-expended with the on-call/per-diem fees. As the year comes closer to an end he will be purchasing the items he still requires.
- 7. Pam will review the fuel line for usage to see what would be appropriate to budget.
- 8. Rich informed the Board that he discovered that his department has a contract with Waste Management for 3 years that was signed on March 3, 2008 by someone other than himself and therefore he has to keep his current container until next year. Once the contract is complete Rich plans on not having a trash container on-site.

9. Rich explained that he has several projects planned for building maintenance; the wood trim needs to be done, cracks in the building, the two staircases on the outside of the building needs some repairs, some boards on the back of the station need to be replaced, cracks in the cement wall need to be patched and sealed, maintenance to plumbing and electrical (toilet replacement), and ceiling tile replacement.
10. Charlie asked if he has had PSNH do an energy audit and Rich replied no, they have made some energy saving changes but will invite PSNH in. Alan stated that the fire department should be on the list for light replacement under the town light replacement and he will contact the sub-contractor to see when they will be at the fire station.
11. Gail asked why only one ambulance is used as far as the fuel usage line and Rich explained they use one key for both ambulances and the ambulances are used on a monthly rotation. (Charlie asked Alan if the fuel tanks are being switched so there are two diesel tanks and one regular gas tank and Alan replied that he spoke with Scott about this and they are working on it.)
12. Rich explained that the AmeriCorps grant line is up \$9000 because they went up \$3000 per person per year.

5. **Administration Proposed Budget Review:**

- A. Pam stated that the personnel liability line can be reduced to probably \$10,000 because each department now budgets for longevity. Gail asked what was expended out of this line this year and Pam said she would check.
- B. Charlie stated that the Health-Medical line can reduced now as well because it is only for one person instead of two.
- C. Pam explained that there was a slight increase on the payroll outsourcing line this year but it was not budgeted for so the line shows a slight increase from 2010 and 2011.
- D. Alan forwarded information to the Board regarding a new copier contract. He suggested the Board enter a lease with O'Say for \$199/month for 60 month (color copies will be reduced to \$0.04). Gail suggested the current copier be used somewhere else in town because it is not that old and Alan stated that it would require another service contract. Charlie stated that he thinks the town should get some compensation for the machine and Alan stated this was taken into consideration when the lease amount was negotiated, but he will see what he can do.
- E. Charlie asked what the administrative support line is and Alan explained it is the position that covers the front desk at lunch time. Pam stated this line can be removed because it is being budgeted for within another line.
- F. Gail questioned where the funds are coming from for the remainder of the year for the town administrator since this line is already completely expended. Pam explained that the auditor suggests the line being expended from the line (so the line is over-expended) but the total overall budget will be held to cover this.
- G. Gail asked what else the printing line is for besides the tax bills and Pam explained this for the AP checks, town reports, purchase orders, etc.

6. Old Business:

- A. **Town Report** – Alan informed the Board that Megan received several bids for the printing of the town report and the low bidder was Country Press at \$1240.68. *Joan Funk motioned to contract with Country Press for the Town Report printing at \$1240.68, 2nd Gail Ellis. Motion carried with all in favor.*
- B. **Ground Water Inventory Study Proposals** – Alan reminded the Board that he and Dale recommend the Board interview Wright-Pierce and Emmett & Garrett. Charlie stated he would like to interview at least three companies because the Board has experience with one of the companies. Alan will schedule these interviews for the December 6th meeting.
- C. Gail asked for an update on the grant for this building and Alan explained that it is still in the works and Kathy Menici is following it closely.

7. New Business:

- A. Alan explained there is a new Timber Cut request by Energy Resources Group. All necessary departments have reviewed the request and they suggested the request be approved contingent upon no timber being cut on the town parcel (lot 17-3) or in the right-of-way, the town being notified if the logger needs to utilize the right-of-way and the use of sediment control measures. *Charlie King motioned to approve the Timber Cut Request by Energy Resources Group with the conditions listed by Alan, 2nd Joan Funk. Motion carried with all favor.*

At 9:13pm, Gail Ellis motioned to go in non-public session under RSA 91A.3.II (b), 2nd Joan Funk. Roll Call – Paula Proulx (yes), Gail Ellis (yes), Charlie King (yes), Joan Funk (yes) and Gerry McCarthy (yes).

At 9:20pm the Board came back into public session and Paula stated the minutes were sealed from the non-public session with a unanimous vote.

At 9:21pm, Gail Ellis motioned to go in non-public session under RSA 91A.3.II (b), 2nd Charlie King. Roll Call – Paula Proulx (yes), Gail Ellis (yes), Charlie King (yes), Joan Funk (yes) and Gerry McCarthy (yes).

At 9:30pm the Board came back into public session and Paula stated the minutes were sealed from the non-public session with a unanimous vote.

At 9:40pm, Gail Ellis motioned to go in non-public session under RSA 91A.3.II (b), 2nd Joan Funk. Roll Call – Paula Proulx (yes), Gail Ellis (yes), Charlie King (yes), Joan Funk (yes) and Gerry McCarthy (yes).

At 9:41pm the Board came back into public session and Paula stated the minutes were sealed from the non-public session with a unanimous vote.

At 9:42 pm, Gerry McCarthy motioned to go in non-public session under RSA 91A.3.II (b), 2nd Joan Funk. Roll Call – Gail Ellis (yes), Charlie King (yes), Joan Funk (yes) and Gerry McCarthy (yes).

At 10:02pm the Board came back into public session and Gail stated the minutes were sealed from the non-public session with a unanimous vote.

At 10:03pm, Joan Funk motioned to adjourn, 2nd Gerry McCarthy. Motion carried with all in favor.

Respectfully Submitted,

Brandy Sanger

Recording Secretary

Chairman Paula Proulx

Vice-Chairman, Gail Ellis

Joan A. Funk

Gerald McCarthy

Charlie King