

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, May 9, 2011
356 Main Street, Farmington, NH**

Selectmen Members Present: Paula Proulx, Charlie King, Gerry McCarthy, Joan Funk and Jim Horgan

Town Staff Present: Interim Town Administrator Gary Stenhouse, Public Works Director Scott Hazelton, and Water/Wastewater Superintendent Dale Sprague.

Public Present: Neil Johnson, John Scruton, Steven McDuffee, Art Hoover and Elizabeth Johnson

Chairman King called the meeting to order at 6:15pm.

Jim Horgan motioned to go in non-public session under RSA 91A:3.II (d), 2nd Joan Funk. Roll call – Charlie King (yes), Paula Proulx (yes), Jim Horgan (yes), Gerry McCarthy (yes) and Joan Funk (yes).

At 6:50pm, the Board came back into public session and Charlie King announced the minutes were sealed.

1. Public Comment:

A. none

2. Review of Minutes:

- A. Joan Funk motioned to accept the public minutes of April 25, 2011 as amended, 2nd Paula Proulx. Motion carried with all in favor.*
- B. Joan Funk motioned to accept the non-public minutes of April 25, 2011 part A as written, 2nd Jim Horgan. Motion carried with all in favor.*
- C. Joan Funk motioned to accept the non-public minutes of April 25, 2011 part B as written, 2nd Paula Proulx. Motion carried with all in favor.*
- D. Joan Funk motioned to accept the non-public minutes of April 25, 2011 part C as written, 2nd Paula Proulx. Motion carried with all in favor.*
- E. Joan Funk motioned to accept the non-public minutes of April 25, 2011 part D as amended, 2nd Paula Proulx. Motion carried with all in favor.*
- F. Paula Proulx motioned to un-table the public minutes of 3-28-11, 2nd Jim Horgan. Motion carried with all in favor.*
- G. Gerry McCarthy motioned to accept the public minutes of 3-28-11 as amended, 2nd Jim Horgan. Motion carried with all in favor.*

3. Introduction of Senator Kelly Ayotte's Representative Neva Foley:

Gary stated that Senator Ayotte is not available tonight and her next available Monday night is July 11, 2011. The Board agreed it would be fine to put her on that agenda.

4. Junkyard License: 371 NH Rte 11, Steven McDuffee:

Art Hoover, Attorney for Steven McDuffee, explained that Mr. McDuffee has applied for a 2011 Junkyard License and they are seeking approval. He offered the concept of Mr. McDuffee providing the town with a monthly report on vehicular sales on the property. The response from the town's attorney just came in today with their opinion on how the Board should proceed and the Board took the time to review it. The Board decided that they would like the opportunity to meet in non-public to review town counsel's opinion.

Gerry McCarthy motioned to table the discussion of the Junkyard License for Steven McDuffee to May 23, 2011, 2nd Jim Horgan. Motion carried with all in favor.

5. Mobile Home Park License Renewals:

Gary stated that he did some research into the Farmington Ridge "gate" to find out who owns it and discovered that in the winter of 2004-2005 the town installed a new gate and billed the owner of the park for the cost of the gate. Therefore it is logical to deduce that Farmington Ridge owns the gate and Gary recommends the Board tables the park license until the gate is repaired. *Joan Funk motioned to table the mobile home park license renewal for Farmington Ridge (Dick Dame Lane), 2nd Jim Horgan. Charlie King offered a friendly amendment to notify the park owner that the license renewal has been tabled until the gate is repaired and the amendment was accepted. Motion carried with all in favor.*

Gerry McCarthy motioned to renew the mobile home park license for Peaceful Pines, 2nd Joan Funk. Motion carried with all in favor.

6. Campground License Renewals:

Dennis Roseberry forwarded memos to the Board that stated he would recommend campground license renewals for Beaver Pond and Garland Campgrounds without any contingencies.

Joan Funk motioned to approve the Beaver Pond Campground license renewal, 2nd Gerry McCarthy. Motion carried with all in favor.

Joan Funk motioned to approve the Garland Campground license renewal, 2nd Gerry McCarthy. Motion carried with all in favor.

7. Public Works Department (Scott Hazelton):

- A. **4 Day Work Week** – Scott informed the Board that his work crew is now back up to full staff (minus one full-time person and one part-time seasonal person) and he would like the Board to reconsider approving the four day work week for the summer. He

would like a four day work week, going Monday through Thursday, and then Friday through Saturday he will have two people plus himself on call for emergencies. It was discussed that if someone is called in on Friday through Sunday then they are given comp time to use the following week. Paula asked if the comp time is given at time and a half and the Board said this would need to be decided.

Charlie asked what would happen if it rained Monday through Thursday and Scott replied that work wouldn't get done. Charlie then suggested having two crews with a split week. Joan asked Scott if he could get sufficient work done with split crews and Scott replied yes because the crews would overlap three days of the week. Jim stated he would be in favor of split crews (4 day work week) over 6 days a week.

Paula stated she is concerned with not paying workers to be on call and Joan reminded her that part of the trade off for having a four day work week was that they would have to be on call.

Jim Horgan motioned to decline the four day work week, 2nd Paula Proulx. Discussion followed in which Gary noted that all motions should be made in an affirmative way even if the intent is to vote it down. ***Jim Horgan rescinded his motion.***

Jim Horgan motioned to keep the highway garage at a five day work week (8 hrs/day), 2nd Charlie King. Motion failed with Jim Horgan and Charlie King in favor and Joan Funk, Paula Proulx, and Gerry McCarthy opposed.

Charlie King motioned to have the highway garage utilize a five day work week (Monday-Friday) with split crews working four, ten hour days, 2nd Paula Proulx. Discussion followed that Paula stated she would want a weekly report on how Scott is utilizing his crew to complete the projects he has on his schedule. Scott said he would provide this information to the Board. ***Motion failed with Jim Horgan (no), Joan Funk (no), Paula Proulx (yes), Charlie King (yes) and Gerry McCarthy (abstain).***

Scott then asked if the Board would approve the work day to change to 6am to 2:30pm instead of 7am to 3:30pm because it is cooler in the morning.

Joan Funk motioned to reconsider the previous motion to go to five day coverage with split crews, 2nd Charlie King. Motion carried with all in favor.

Motion was put back on the table to utilize a five day work week with two crews working 4 day work weeks. Paula offered a friendly amendment that a work schedule be provided each week and Charlie accepted the amendment. Motion carried with all in favor except for Jim Horgan.

B. Proposed Gas Pump Modification –

The Board previously requested Scott look into converting one of the “regular” gasoline tanks to a diesel fuel tank because there is a higher quantity of diesel fuel use versus regular gas. Scott received a verbal estimate from Gaftek, LLC of approximately \$1,500 to do the conversion. The estimate includes the removal of approximately 3” of existing gas and sludge from the “regular” tank, cleaning of said tank and addition of a new diesel hose, nozzle and calibration of the converted pump.

Also, Scott recommends changing the key system to having one key slot for each department. Gerry stated the keys were all individualized because there was some questionable usage. It was then noted that maybe a camera needs to be placed at the pumps to monitor the usage. The Board noted they would like the key system to stay in place as is.

Scott said the cost for the tank change could come from the parts and repairs DPW budget and Dale said that historically these types of costs are shared amongst the departments. The Board agreed the pump should be changed and the cost should be shared amongst the departments.

C. RFP Striping – Scott received the following quotes for striping;

Company	4” solid line	4” double	total
Highway Safety Systems, Inc	\$0.033/ft.	\$0.065	\$16,340
Seal-Tec Asphalt Coatings, Inc	\$0.034/ft	\$0.065	\$16,520
Sir Lines-A-Lot,LLC	\$0.035	\$0.066	\$16,860

The Board asked if Scott has the \$16,340 in his budget and Scott replied no, he has \$10,000 but there was an error in linear foot (he doubled last year’s numbers). He talked with the bidding companies and they will hold their bids for half linear feet which will not expend more than \$10,000.

Joan Funk motioned to award the striping bid to Highway Safety Systems, Inc, 2nd Paula Proulx. Discussion followed where Paula asked if the \$8,000 encumbrance will be utilized and Scott replied yes that work has been scheduled. Motion carried with all in favor.

D. Town Padlocks/Proposed Restricted Locks –

Scott stated that he researched the cost of “restricted” keys for the many gates in town and New England Lock & Safe Company offered a price of a new padlock with two keys per lock at \$117.00 a piece. At this point, Scott is aware of 8 padlocks in town. He would suggest that each department head due an inventory of what keys they have and to what gates so that he can put together a better cost estimate. (Gerry asked who

has a key to the gate on the Smith Conservation Property and Gary stated he would find out.) Gary and Scott will continue this research.

E. Vehicle Policy/GMC 2500HD Truck Usage –

Scott asked if he is able to take home the town highway department vehicle on a daily basis. Gerry stated the Board previously discussed this and were in agreement this vehicle was not to leave town and if there is an emergency outside of normal hours than the highway director would be reimbursed mileage. The Board agreed that this is what was previously discussed.

- F. **Other** – Gerry asked if the contract crew sweeps Paulson Road and Scott replied yes, it will be done. Charlie then asked for an update on the two vehicle that require costly repairs. Gary reminded the Board that Scott Roberge is waiting for information from the County and therefore these vehicle repairs are on hold at this point.

8. Downtown Committee Signage:

Joan provided the Board with samples of the signs that are being ordered through the Downtown and Business Committee and asked for their approval as well as, where they should be placed in town. Gerry stated a sign should definitely be placed in the downtown area. Joan asked how the Board would feel about one of the signs being placed on Chestnut Hill Road by the “Farmington” sign. Gerry replied he feels it would be too far down and the sign should probably be closer to the dump road. It was then suggested to put the sign on Elm Street across from the Chestnut Hill Road stop sign. The Board was in agreement the sign placement are good as proposed except for the Elm Street sign being by Chestnut Hill Road. ***Charlie King motioned to allow the Downtown Committee to purchase an additional sign and place the signs as discussed, 2nd Gerry McCarthy.*** Discussion followed where Jim stated he would like to see exactly what the signs look like for each location with arrows before he is willing to approve. ***Motion carried with all in favor.***

9. Facilities Use Request –

Gerry McCarthy motioned to approve the facilities use request for the Autism Education Fund on June 18, 2011, 2nd Joan Funk. Motion carried with all in favor.

10. Other Business To Come Before the Board:

- A. Gary reported that Friday an issue arose where Megan was the only personnel in the building after 4pm because both Dennis and Kathy Menici were out. Megan called Charlie and Gary but since both were unavailable she then called Paula and Paula told her to close the doors and go home because she did not feel it was appropriate to have one person in the building. Charlie stated that the town office hours are scheduled till 5pm and somehow we need to arrange schedules to make sure the office has more than one staff member in the building in the event such as this. Gary will look into a possible solution.

- B.** Gary stated that in the survey discussed in the previous public hearing for the water/wastewater department there was a question on what low and moderate income is and Gary pointed out that the mailing does include a definition and income limits/guidelines for the grants.
- C.** Gary informed the Board that Mr. Tsirois owns a parcel on 16 Water Street and would like to know if the Board will waive the sewer connection moratorium in order for him to construct a home on this property. Charlie stated that a planning board applicant requested a waiver from the same moratorium from the State and the response was no. Gerry stated the State Moratorium was put in place due to the state of the wastewater department but since the new system is almost complete they might consider the waiver. Charlie asked if the Town should request the State to revise their moratorium to be more in line with the Town's moratorium since the sewer plant is almost complete and we are no longer putting effluent into the Cocheco River. The Board agreed this would be a good idea and Gary should forward a letter to the State.
- D.** Gary stated that the School Department has requested for Scott Hazelton to assist them in designing an emergency access at the schools and the Board agreed this would be a good idea.
- E.** Gerry commented that a letter of resignation came from the Animal Control Officer and the Board acknowledged it. Gary noted Scott Roberge asked the Board to not fill the position until he is able to learn how the School Resource Officer or the Domestic Violence Prosecution are going to be funded. Gerry stated he would like to go back to a per diem animal control officer. At the present time the police officers are trained enough to handle the animal control calls. Joan asked if anyone is covering the crossing guard duty and Gary stated he is not sure but he will find out. Gerry suggested contacting the school to see if parent volunteers can fill the position.
- F.** Gerry stated he has some concerns with some of the towns listed on the Wage and Salary Study for comparison. Gary replied the listed towns are for data gathering and will be narrowed down afterwards. Charlie suggested MRI come back to talk with the Board to discuss the final towns that will be used for comparison with the town.
- G.** Jim requested the Board hold a discussion on the material condition of the town buildings and the cleanliness/appearance of downtown and he would like Scott Hazelton, Scott Roberge, Pam Merrill, and the maintenance staff present. Jim stated an example that a lot of money was spent on the inside of the town hall but he is unaware of how the outside of the building is being maintained. Gerry stated money is placed in the budget each year in each budget for department maintenance and the department heads are in charge of making

sure their buildings are being taken care of. The Board was in agreement to have Gary remind department heads that they are responsible for the maintenance of their buildings.

- H.** Jim asked why Pam Merrill does not attend Board meetings when large amounts of money are being discussed. Charlie replied that Pam supplies the Board with detailed account reports and if questions arise they ask. Jim then asked if the Board would allow Pam to research the idea of providing laptops for the Board to reduce the amount of paper that is utilized.
- I.** Jim asked if members of the Economic Development Committee can utilize the desk and computer that is available after 1pm for research for the Committee. Joan replied she has some concerns because it is a work place and the internet access is available at the library and the Rec. The Board suggested Gary try to find a free computer and set it up in the Selectmen's Chambers for public use.
- J.** Charlie asked Gary what he found out on the welfare guidelines. Gary stated he found the last time the welfare guidelines were accepted was in 2001. He has directed the welfare director to review the guidelines for accordance with state guidelines and then bring suggested changes to the Board for review and adoption.
- K.** An Intent to Cut on R63, Lot 22 was submitted and okayed by Scott Hazelton with the condition that a landing be installed and before and after photographs be taken. Parcel is located at 412 Bay Road. ***Joan Funk motioned to approve the Intent to Cut for R63, Lot 22, 2nd Gerry McCarthy. Motion carried with all in favor.***

At 9:41pm, Jim Horgan motioned to go in non-public session under RSA 91A.3II (a), 2nd Gerry McCarthy. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

At 9:54pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

At 9:54pm, Jim Horgan motioned to go in non-public session under RSA 91A.3II (a), 2nd Gerry McCarthy. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

At 10:03pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

At 10:03pm, Jim Horgan motioned to go in non-public session under RSA 91A.3II (d), 2nd Gerry McCarthy. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

At 10:13pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

L. Other –

1. Charlie forwarded a memo from NHDOT to Gary to research.
2. ***Jim Horgan motioned to appoint Tracy Major to the Economic Development Committee, 2nd Joan Funk. Motion carried with all in favor.***
3. Charlie asked Gary what Scott Hazelton would like to rent because the paperwork appears to be for an excavator even though the town owns one. Gary will check.

At 10:18pm, Jim Horgan motioned to adjourn, 2nd Joan Funk. Motion carried with all in favor.

Respectfully Submitted,

Brandy Sanger

Recording Secretary

Chairman Paula Proulx

Jim Horgan

Joan A. Funk

Gerald McCarthy

Charlie King