

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, August 22, 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, DPW Director Scott Hazelton, Water/Sewer Superintendent Dale Sprague and Recreation Director Rick Conway.

Public Present: Neil Johnson, Gary Thornton

Chairman King called the meeting to order at 6:30pm.

1. Public Comment:

- A. Joan reported that a local business owner informed her that they had a break in last week and the Police Department, particularly Colin Wheeler, did an incredible job and quickly solved the case. Also the Barrington K-9 was called in to assist and they also did a great job.

2. Review of Minutes:

- A. *Joan Funk motioned to accept the public minutes of August 8, 2011 as amended, 2nd Charlie King. Motion carried with all in favor.*
- B. *Joan Funk motioned to table the non-public minutes of August 8, 2011 part A to double check the figure noted, 2nd Charlie King. Motion carried with all in favor.*
- C. *Joan Funk motioned to accept the non-public minutes of August 8, 2011 part B as written, 2nd Charlie King. Motion carried with all in favor.*
- D. *Joan Funk motioned to accept the non-public minutes of August 8, 2011 part C as written, 2nd Charlie King. Motion carried with all in favor.*

3. Wage and Class Study:

- A. Gary Thornton of Municipal Resources Inc. provided the Board with a supplementary report to support the information he forwarded to the Board several weeks ago. Mr. Thornton explained that there wouldn't be much sense in disregarding the high and lows in the report he provided the Board because he already did that before he provided the information to the Board. Gerry asked if the longevity a person has served in a position factors into the statistics and Mr. Thornton replied no because not every town compensates their employees in the same way and these figures tend to level out. Mr. Thornton then suggested the Board to look carefully at the information and decide on an individual basis on where on the scale each position should go.

Mr. Thornton then answered the question from the previous meeting as to why there is a larger spread in steps in levels five through seventeen. He explained that higher skills are usually

achieved and the compensation usually matches that and then maxes out. Gerry stated that in his opinion a step plan does not work and he would be in favor of working on a way to compensate employees for quality performance. Jim also stated that he agrees performance needs to be accounted for in the plan along with longevity. Paula stated she also is not in favor of a step plan because the Town cannot afford it on a yearly basis. She added that the Town employees are valued and each year the Selectmen work tremendously hard to give something to the employees that work within the budget. Paula also noted that she feels pay increases should be determined based on performance and whether or not they made clearly defined goals established during their evaluations. Joan stated she has multiple feelings because the step plan has worked well within the Police Department to maintain officers. Though it would be nice to utilize performance based increases she does not feel they would be done in a non-bias manner by all department heads because the evaluations would be subjective. Joan added that she feels the town employees deserve to know that some type of pay raise will come each year as for the past three years no raise has been given because the Town could not afford it even though all the school employees received their steps.

Charlie asked Mr. Thornton if it is typical to offer a COLA, step, longevity and performance increases and he replied yes. Mr. Thornton also stated that there is training available to teach department heads how to appropriate complete employee evaluations. Charlie then asked if the longevity pay is typically paid out on a percentage base or as set amounts and Mr. Thornton replied it is typically paid as a set amount. Gerry noted that he feels it worked nice for the Town to give out the “bonuses” that did not increase the pay grade but recognized the employees’ hard work. He also noted that increases should not be tied to the CPI but based on what the Town feels would be an appropriate percentage adjustment. Consensus is that the Board would like to see a small incremental cost of living (set at no less than 1%) increase each year based upon the Town’s ability to pay within the budget along with a “bonus” or step that is performance based. It was also noted that department heads should all be sent to attend evaluator training so they have the appropriate training/tools to complete the evaluations for their department.

The Board accepted the study as presented and recognized it as valid with the positions as stated. Charlie asked how the positions were placed within each section. Mr. Thornton replied that employee questionnaires were handed out when the process began to get information regarding the different positions and then the department heads verified the answers. This information was then used to place each position in a category. Lastly, the Board came to the consensus to leave the data as is and not take out the high and lows because doing so is fairly insignificant.

4. **Other:**

Charlie recognized that Gordon Lubbers of 46 Oakwood Road was in the audience and noted the Board received a response from legal regarding the issues presented on August 8, 2011. The Board will discuss with Gary Stenhouse later in non-public and then Gary will provide a written

response to Mr. Lubbers as to what the town's position is regarding his road and homeowners' association. Mr. Lubbers noted that he has spoken with 18 of his neighbors over the past few weeks and they are all willing to start and participate in a homeowner's association as long as every neighbor is willing to participate. He is going to continue to contact the last six neighbors to obtain their participation. Paula asked if Mr. Lubbers has had a chance to speak with the Town Planner to see what was originally established and replied no, he has not yet had time.

5. **Parks & Recreation Department:**

Rick Conway, Director, forwarded a copy of Kevin Rouleau Construction's revised proposal for the recreation bathroom updates. Also, Mr. Rouleau agreed to comply with the town's standard payment policy and waive the 50% deposit. It was also noted that all licenses and permits should be paid for and obtained by the contractor. Charlie asked where this funding will come from and Rick replied that there is about \$29,500 in the general government buildings fund. ***Jim Horgan motioned to authorize Gary Stenhouse as Interim Town Administrator, to enter a contract with Kevin J. Rouleau Construction for the recreation bathroom updates in the amount of \$12,865, 2nd Joan Funk.*** Discussion followed where Paula questioned if the bid included the installation of the Sloan Royal SLO-111 toilet flush valves and the answer was yes. ***Motion carried with all in favor.***

Jim Horgan motioned to authorize the Trustees to pay \$12,865 out of the public buildings maintenance capital reserve fund for the recreation bathroom updates, 2nd Joan Funk. Motion carried with all in favor.

6. **Public Works Department:**

A. **Transfer Station/Recyclables** – Scott Hazelton provided the Board with spreadsheets that depicted the available recycling options. At this time the single stream recycling facility through Concord Co-op is “on hold indefinitely” until they get enough municipalities to participate in the single stream recycling program. Scott feels the town would fare better financially if we continue to disperse of our own recycling with a few changes. Paula asked Scott to confirm the single stream rates with the individual facilities because the figures appear to be low and Scott said he would make the calls for those figures. Charlie asked Scott to utilize the 2011 recycling data in lieu of the 2010. Gary stated that the Town has received a draft administrative order with an end date of December 31, 2011 to utilize the landfill. Gary would like to request an extension (noting the landfill will not be closed over the winter months) and the Board agreed this would be a great idea.

Scott would like to purchase a horizontal baler for the recycling at the transfer station because the revenues would be substantially higher with it. He can apply for a grant for the horizontal baler and/or make a partial trade with the vertical baler. Scott then stated that he will be sending out a lot of the recyclables over the next three weeks and therefore will have more concrete figures at that time. He is projecting the recycling revenue to double.

Charlie polled the Board to see if they wanted Gary to investigate if there is a way for the town to get out of the contract with Concord Co-op and the consensus was yes, they should look into it.

- B. Waste Commodity Disposal Revenue Summary** – Scott provided the Board with the information they requested on the waste commodity revenue. He calculated that from January through June 2011 \$57,128.63 has been generated from the sticker and waste disposal fees. Based on this total, it appears that the Town is on track to generate approximately \$114,000 for 2011. Paula pointed out that some of the formulas for the totals are off and Scott stated he will look at the program and provide the Board with an updated copy.
- C. FEMA Project Update:** Scott stated that his department has completed all the FEMA projects as detailed in the FEMA applications. Also, the Hornetown Road culverts were not included in the applications but the Board of Selectmen did vote to utilize FEMA funds for the Hornetown Road culvert upgrades in conjunction with the drainage study.
- D. Other:** Gerry asked if the town can look into providing a space for collection of compost/brush because there is a lack of areas for residents to place this stuff. Scott replied that there is an application process to go through in order to do this.
- E.** Scott informed the Board that the Town is eligible for two 100% (free) FEMA grants that he would like to apply for. *Jim Horgan motioned to authorize Scott Hazelton and Gary Stenhouse to apply for the two FEMA grants, 2nd Joan Funk. Motion carried with all in favor.*
- F.** Paula asked Scott for specifics on the Charles Street drainage upgrades and it was discussed that the pipes being installed are undersized. Paula also remembers that there are a number of springs under the road and these repairs/upgrades may not make a difference. Scott explained that he spoke about this with Doug Deporter of NHDOT and their plan was to install pipe that will capture the water prior to it crossing the road. He is also confident that the captured water will not be too much for the area.
- G.** Paula asked Scott to confirm that the Town has the design for the River Road bridge. Scott replied that a design will not be done until the grant has been awarded but we are in the queue for grant funding. Paula said she would like confirmation that the Town is on the bridge replacement list and Scott said he could provide that.

7. Discussion of Draft Safety Policy:

Gary informed the Board that he updated the draft policy with the Board's recommendation and the State requirements. The draft will now go to the JLMC Committee for comment and then the State. Gerry pointed out that the library should not be included as an entity that has a representative on the JLMC and Gary stated he can remove this as long as it is not State required.

8. MS-1 Extension Request:

Gary stated that the Town will probably not need the MS-1 Extension but if the State does not have its requirements in order then the Town will not be able to file the document. The Board signed the MS-1 Extension request.

9. Any Other Business To Come Before the Board:

- A. Gary informed the Board that the Town is receiving a payment in lieu of taxes for Blue Job Mountain in the amount of approximately \$200.
- B. Gary informed the Board that the gate was installed at the Farmington Ridge Mobile Home Park and therefore Dennis Roseberry, Code Enforcement Officer recommends granting the Mobile Home License. The Board signed the license.
- C. The Health Officer term ends in October. Dennis Roseberry is the current health officer. *Charlie King motioned to nominate Dennis Roseberry as the local health officer, 2nd Jim Horgan. Motion carried with all in favor.*
- D. *Charlie King motioned to confirm the authority of Gary Stenhouse, Interim Town Administrator, to sign the right of way certificate for the sewer replacement project certifying that the town has acquired the necessary rights of way and permits for the construction of the project, 2nd Gerry McCarthy. Motion carried with all in favor.*
- E. Gary informed the Board that he is not available for the October 10th meeting. The Board agreed to reschedule the meeting in September as the meeting gets closer.

At 9:38pm, Jim Horgan motioned to go in non-public session under RSA 91A.3.II (a), 2nd Charlie King. 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 10:04pm, Jim Horgan motioned to go in non-public session under RSA 91A.3.II (b), 2nd Gerry McCarthy. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

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

At 10:11pm, Jim Horgan motioned to go in non-public session under RSA 91A.3.II (b), 2nd Gerry McCarthy. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

At 10:12pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

At 10:13pm, Jim Horgan motioned to go in non-public session under RSA 91A.3II (c), 2nd Gerry McCarthy. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

At 10:23pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

At 10:23pm, Jim Horgan motioned to go in non-public session under RSA 91A.3II (c), 2nd Gerry McCarthy. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

At 10:30pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

At 10:32pm, Gerry McCarthy motioned to adjourn, 2nd Joan Funk. Motion carried with all in favor.

Respectfully Submitted,

Brandy Sanger

Recording Secretary

Chairman Charlie King

Jim Horgan

Joan A. Funk

Gerald McCarthy

Paula Proulx