

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, October 13, 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, Recreation Director Rick Conway, Town Clerk Kathy Seaver, Fire Chief Rich Fowler, Water/Wastewater Superintendent Dale Sprague and DPW Director Scott Hazelton.

Public Present: Neil Johnson and Betty Mros

Chairman King called the meeting to order at 6:00pm.

1. Board Presentation:

The Board presented Betty Mros a plaque to recognize her thirty years of supporting Farmington Hay Day. Mrs. Mros thanked the Board for their recognition and noted it was a privilege to accept the award and volunteer and live in Farmington.

2. Public Comment:

A. Charlie stated a complaint letter was received from a resident on Freedom Drive and he asked Gerry if a response from the Police Department would be appropriate. Gary said the Police Department did respond.

3. Review of Minutes:

A. *Paula Proulx motioned to reconsider the public minutes of September 12, 2011 , 2nd Joan Funk. Motion carried with all in favor.*

B. *Joan Funk motioned to accept the public minutes of September 12, 2011 , 2nd Paula Proulx. Motion carried with all in favor.*

C. *Joan Funk motioned to approve the non-public minutes of September 12, 2011 part A as written, 2nd Charlie King. Motion carried with all in favor.*

D. *Joan Funk motioned to approve the non-public minutes of September 12, 2011 part B as written, 2nd Jim Horgan. Motion carried with all in favor.*

E. *Joan Funk motioned to approve the public minutes of September 26, 2011 as amended, 2nd Jim Horgan. Motion carried with all in favor.*

F. *Joan Funk motioned to approve the non-public minutes of September 26, 2011 part A as written, 2nd Jim Horgan. Motion carried with all in favor.*

G. *Joan Funk motioned to approve the non-public minutes of September 26, 2011 part B as written, 2nd Jim Horgan. Motion carried with all in favor.*

H. Joan Funk motioned to approve the non-public minutes of September 26, 2011 part C as written, 2nd Jim Horgan. Motion carried with all in favor.

4. Interware Online Capabilities:

Kathy Seaver explained the Interware online software she would like the Board to consider for the tax collector office. There is a \$25 a month fee for the software and will not cause her office to do any more work. Residents will be able to go online and register their vehicles, obtain dog licenses, taxes and such. The cost for this service to the residents will be \$1.50 per transaction. This will be a secure site as the NH Department of Motor Vehicles approves it. The Board asked if the agreement can be cancelled at anytime and Kathy said yes, the agreement speaks to a 3 yr. agreement for credit card use but the town will not be using credit cards and therefore it won't apply. *Jim Horgan motioned to authorize Gary Stenhouse, Interim Town Administrator, to enter an agreement to obtain the Interware Service for vital records, water/sewer bills, dog licenses and vehicle registrations, 2nd Joan Funk. Motion carried with all in favor.*

5. Town Administrator Selection Process:

Charlie stated he would like to review all the candidates and have the Board select which ones they would like to see go through the interview process. Gary explained that MRI would want to meet with the Board in February/March to discuss the criteria the Board would want in their candidates. They would then run the ad, do a preliminary screen and forward their recommendations for interview by the Board. Jim stated he would be in favor of MRI do the screening of candidates and bring the top candidates forward. Joan agreed noting she feels it would be a good opportunity. Gerry stated he doesn't have a problem utilizing MRI but noted the Board went through the process with Alan from MRI and he feels it is the Board's duty to hire an administrator. Gary explained this would be a more thorough process because it would be MRI as a whole and not just Alan on behalf of the town collecting the resumes.

Jim Horgan motioned to allow MRI to assist in the hiring process for town administrator to include advertising and screening for candidates at no cost to the town, 2nd Joan Funk. Motion carried; Joan Funk (yes), Paula Proulx (abstain), Charlie King (yes), Jim Horgan (yes) and Gerry McCarthy (no).

6. Wage and Salary Plan Discussion:

The Board reviewed the draft wage and salary plan provided. Joan asked if the employees at the maximum rate and above are really above due to their longevity. Gary replied that employees who stay 20-30 years generally tend to be above the maximum because of their longevity. The Board discussed that they would like to look at a "bonus" for this year as they have been unable to present the employees with a raise for the past several years.

Some individual positions were discussed. Gary noted the crossing guard position is currently being filled with the Americorps people from the fire station. There are six positions that are below the minimum but three of those of vacant. There are seven positions that are above the

maximum and the Board discussed that any salary increases in the future should be in the form of a bonus in lieu of a rate increase. Original discussion was to have a minimal 1% increase salary adjustment with a possible merit increase on top of that. Gary reminded the Board that every few years the Town should adjust the minimums and maximums to keep up with the times using the CPI to keep the document current.

Dale said he would like copies of the plan for all department heads and noted it would be helpful to have some figures for the budget planning process. Gary stated he asked all department heads to budget their departments at the current rates plus 3% and noted he picked 3% arbitrarily for lack of a better number. Gary will provide the department heads with a copy of the draft plan tomorrow.

Jim stated the plan also included some information on employee evaluations and he would like to see the Board look at this as well.

7. Any Other Business to Come Before the Board:

A. Charlie asked Dale about the water leak on Webster Street and Dale explained it is still leaking at this point a little bit but if it does not resolve itself in the next few weeks they will dig it up and fix it.

B. Gerry asked if the paving on Bay Road has an agreement to do the entire paving at no extra cost. Dale said the agreement is in place and the grant will pay for the project.

C. Charlie explained the Board received a letter from Mr. Maynard on Sheepboro Road with some concerns and he would like to discuss them. Scott stated he did forward a letter to Mr. Maynard that outlined the Board's discussion regarding his property and Mr. Maynard received it on October 12, 2011. (Paula noted that all correspondence to the town should be date stamped when they are received.) Charlie stated that he visited the site today and does not feel the re-grading should be the town's responsibility as the depth of the road has not changed that much over the past 3-4 years. Scott stated he read the most recent letter and has some concerns. Scott reviewed the history of the concern. On 10/26/10 he received a complaint from Mr. Maynard and went out to visit the site with a witness. Over the winter he monitored all the roads to note where the snow banks were and how they were. During the winter season the town plows did move one of Mr. Maynard's granite pieces and did agree to put it back. On April 1, 2011 after the large snowstorm Scott went out to purposely observe the drainage and did not observe any negative impacts. Scott stated he and his staff have made multiple attempts to resolve the situation and have not engaged in any confrontational discussions with Mr. Maynard. It is his opinion that one or two of the granite slabs in the right of way should be removed because it is a safety concern. Charlie asked if there was a witness to the statement by Mr. Maynard that he placed the granite slabs and Scott said yes.

Gerry commented that he also visited the site and believes the first row of granite needs to be removed because it is a safety concern and in the right of way. Paula stated that she feels part of the problem is that Mr. Maynard did not receive a response from the town in a timely manner after the 9-26-11 meeting and therefore Mr. Maynard probably felt he had

not got any resolve from the town and got angry and/or frustrated. Charlie stated he would like to see Scott have a face to face conversation with Mr. Maynard and not do any road or right of way repairs until an agreement to remove the first row of stones can be made and Mr. Maynard agrees to the suggested driveway repairs. The Board was in agreement to have Scott meet with Mr. Maynard and continue as previously voted and approved. Gerry stated that when the work is complete he would like Scott to take a photograph of the repairs with a grade stick present.

- D. Scott stated that he would like permission to encumber the sidewalk funds for the sidewalk repairs down Main Street because he does not feel he will have time to accomplish the work before the asphalt plants close because of all the rain. He has spoke with the paving contract and they are in agreement to hold their price until the spring of 2012 (the contractor will forward this in writing to Scott.) The Board was in consensus that they would like him to try to get the project done if at all possible.
- E. Gerry asked if the guardrails for River Road and Sheepboro Road are scheduled to be installed. Scott replied Sheepboro Road is scheduled but he cannot put them on River Road without a public hearing with the Planning Board and Conservation Commission because it is a scenic road.
- F. Scott reminded the Board that they approved installing a culvert at 613 Ten Rod Road if the residents would pay for the culvert. The residents have requested a payment plan for the culvert at \$20 per month. Gary said he would not recommend a payment plan because it requires oversight. Paula stated she disagrees because she feels it resolves the problem and shows imitative from the residents. *Charlie King motioned to allow the residents to pay for the culvert under a payment plan at \$20 per month, 2nd Paula Proulx. Motion failed with only Paula Proulx and Charlie King in favor.*

At 8:20pm, Jim Horgan motioned for a short recess, 2nd Paula Proulx. Motion carried with all in favor.

At 8:30pm the Board reconvened.

- G. Gerry asked if the lights in the square have been replaced yet and Gary said he just spoke with Scott about it and they are going to contact 3 Phase to see if they can supply a truck.
- H. Gerry stated he got the minutes from the most recent Budget Committee meeting and read the schools are returning some unexpected funds that should cut the anticipated tax increase by \$0.84. Gerry believes this cut should be a larger. Gerry also asked why the Middleton tuition is higher and Neil Johnson said it was stated that there was a significant increase to the number of students attending from Middleton. Gerry then noted that he thinks it would be a great idea to have a joint budget committee with Middleton to oversee the SAU budget. Joan stated she noticed the Committee also asked who the alternate Selectmen's representative is and Gary said he would do some research to find out who it is.

- I. Gary stated the town is not in the queue at this point to set the tax rate but that he will let the Board know as soon as we are. The school and town paperwork was in on time and it seems the work is being held up by the NH Board of Education.
- J. Gary informed the Board that there is approximately \$109,000 in uncollected ambulance fees and he would suggest the Board start aggressively start collecting these funds. Gerry said the policy discussion was to not ignore all the uncollected fees but to not go aggressively after the elderly who definitely do not have the money. Charlie suggested setting up an income guideline where the town would not pursue collection for people who meet the hardship requirement. Gary will bring back some specific recommendations for the Board to consider.
- K. Gary said under the last authorization for the CDBG grant funding for the wastewater treatment plant upgrades Paula Proulx and Gail Ellis were authorized to sign the request documents and therefore a new authorization is needed. *Jim Horgan motioned to authorize Gary Stenhouse as Interim Town Administrator to sign the forms to submit claims for payments, 2nd Joan Funk. Motion carried with all in favor.*

At 8:50pm, Joan Funk motioned to go in non-public session under RSA 91A.3.II (b), 2nd Jim Horgan. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

At 9:18pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

At 9:18pm, Jim Horgan motioned to go in non-public session under RSA 91A.3.II (b) and (c), 2nd Gerry McCarthy. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

At 9:25pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

At 9:25pm, Jim Horgan motioned to go in non-public session under RSA 91A.3.II (b) and (d), 2nd Gerry McCarthy. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

At 9:37pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

At 9:37pm, 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).

Approved 10-24-2011

At 9:42pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

At 9:42pm, 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