

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
Monday, November 14, 2011
356 Main Street, Farmington, NH**

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

Selectman Excused: Joan Funk (excused)

Town Staff Present: Interim Town Administrator Gary Stenhouse, Police Chief Scott Roberge and Public Works Director Scott Hazelton

Public Present: Neil Johnson, Richard Ballou, Tim Nichols and Bobby Place

At 6:04pm Charlie King called the meeting to order.

1. Public Comment:

None

2. Surplus Property Activity:

Scott Roberge gave the Board a brief summary of the property obtained by the Police Department through the surplus property acquisition process. Scott explained the town has been approved to receive the tractor trailer truck and Scott Hazelton says he can use it. The town was also approved for a plow dump truck with only 18,000 miles on it. The next item is a bucket truck that is available but is in Maryland; this truck would need to be delivered or picked up. Also, there is a pile of wooden tresses and two large garage doors that the town has been approved for; with these items the town will have the materials to construct a 42ft building (will need to be picked up in Bangor, ME). The last item is a 4 x 4 pick up truck and Scott R. is awaiting the approval for this item. Scott asked the Board if they would like to take possession of all of these items. Charlie asked where the funds would come from to pick up these items and Gary said he could find \$2,000 in the budget at this time of the year. Scott added that he is working very hard to get as much equipment as he possibly can in fact he is currently working on obtaining a pumper fire truck. *Jim Horgan motioned to authorize Scott Roberge to obtain the items discussed tonight (dump truck, bucket truck, building materials, pick up, etc.) and Gary Stenhouse, Interim Town Administrator, to find the money to do so within the budget, 2nd Gerry McCarthy. Motion carried with all in favor.*

3. Application for Conservation Commission: Richard Ballou

Gerry asked Mr. Ballou asked what his feelings are on using conservation lands for fishing and hunting and he replied that he doesn't hunt but he believes it is an important use. *Jim Horgan motioned to appoint Richard Ballou to the Conservation Commission for three years, 2nd Gerry McCarthy. Motion carried with all in favor.*

4. Intent to Cut Application: Map R-51-1, Lot 45-4:

Paula said that there is no attachment from the public works department and Scott Hazelton said his recommendations were to follow best management practices with no bond required. *Jim Horgan motioned to approve the intent to cut for map R51-1, Lot 45-4, 2nd Paula Proulx. Motion carried with all in favor.*

5. Appoint Alternate BOS rep to Budget Committee:

Jim Horgan motioned to appoint Charlie King as the alternate to the budget committee, 2nd Paula Proulx. Motion carried with all in favor.

6. Energy Improvement for Municipal Building with Tim Nichols:

Tim Nichols of Acadia Engineers and Constructors explained that he completed the heating and cooling load calculations for the Municipal Offices and has developed a conceptual design for the Board to review. Charlie asked what the required BTUs would be and Mr. Nichols replied they estimate 40.42/tons. Mr. Nichols explained the different ways the system could be installed to include the upstairs. Gary stated at present we have \$50,000 left in ARRA funds and \$53,000 in fund 19 and \$38,000 in public buildings trust fund. The estimated cost for the new heat pump and ventilation systems is \$110,000 to \$130,000. Gary recommended that if the Board would like to move forward then they should ask Mr. Nichols to design a system for exactly what is needed.

Charlie asked what the cost would be to have Mr. Nichols put together an exact design with scope of work for the bidding process and Gary explained the cost is not to exceed \$6500 and if the plan is moved forward under the grant the costs will be covered and if not the funds will need to be found in next year's budget. *Jim Horgan motioned to authorize Gary Stenhouse as interim Town Administrator to have Acadia Engineers and Constructors to create an exact scope of work for a heating/ cooling system for the Municipal building and then post the RFP, 2nd Paula Proulx. Motion carried with all in favor.*

7. Middleton Welfare Program:

Gary the Board copies of the new draft welfare guidelines for their review. Gary explained that the Middleton Selectmen's secretary contacted him and asked if they could continue the practice of having our welfare director accept intakes from Middleton in our office. The previous welfare director did do this and had an average of 10 applications from Middleton each year. Gary suggested charging Middleton a fee for the overhead costs if this practice is continued. It was discussed that there should be a fee for the overhead costs. Also, she is being paid hourly by Farmington and then given a stipend by Middleton for her service. Gary suggested \$150/month plus the welfare director's hourly rate (plus benefits) for the hours she is servicing Middleton and she should not be receiving a separate stipend from Middleton. If she chooses to handle the cases for Middleton in Middleton then she can go to Middleton. Or if she wants to schedule a separate set of office hours for Middleton in our building then Middleton

would only need to pay the overhead costs of \$150/mo plus a separate stipend to her (the Board was not in agreement this would be a good solution). Charlie said he thinks \$100/mo., would be appropriate. It was also discussed that this agreement is only in place while the current welfare director is employed with Farmington.

Charlie King motioned to authorize Gary Stenhouse, interim town administrator to draft a memorandum of understanding for Middleton welfare at a cost of \$100/month and the complete cost for the welfare director's time spent on Middleton applications and the understanding any party can cancel with one week's notice, 2nd Jim Horgan. Motion carried with all in favor.

8. Schedule Budget Meetings with departments:

The Board agreed to start budget reviews next Monday.

9. Discussion on Household Hazardous Waste Day:

Gary stated that the town's cost is \$800/yr and it is currently scheduled for a spring day in 2012. *Jim Horgan motioned to approve the town's participation in the Household Hazardous Waste Day, 2nd Gerry McCarthy. Motion carried with all in favor.*

10. Discussion of Contract Award Procedures for Landfill Closure Project:

Gary explained that he and Scott met with CMA Engineers last week to review the final drawings and draft RFP. The project is going out to bid on Tuesday, November 15, 2011 and will be due by December 16, 2011 at 11am in which they will then be opened in public in the Selectmen's Chambers. The award of contract is scheduled for April 2, 2012 with execution for April 12, 2012 and final completion by September 5, 2012. Scott reminded the Board they agreed to supply the permeable soil in which we are still compiling the materials. Town is also supplying 6" loam and sand. A 4ft. chain link fence will be installed around the entire area with signage for no trespassing will be installed. The newer two-bay garage will need to be moved to just off the pavement area and the baler building will need to be moved. Also, the older two-bay garage will need to be moved because it is on trash. The landfill will need to be mowed once a year once the project is complete. CMA Engineers estimates the cost at \$1.6 million.

Scott stated one issue is where the Pike Industries property abuts up to our property at the landfill. He would like permission to discuss with Pike Industries a solution for this area that would include the town taking the soils up to the town line and Pike taking the materials up to their side of the line. The Board was in consensus that it would be appropriate for Scott to start these discussions.

11. Any Other Business To Come Before the Board:

A. Wage & Class Study – Gary reported he received another disagreement from a town employee and will forward this to the Board in a memo. The job descriptions were given to the Board and MRI will be present on November 28, 2011 to discuss the study further.

- B. Discussion on Room and Meals Tax** – The estimate amount is \$310,000 but has not yet been given to the town.
- C. Discussion on Upstairs of Municipal Building** – Charlie suggested waiting on this discussion until the heating /cooling plans for the building are tightened up.
- D.** Gary reported that Kathy Seaver and he met with the trustee for the Cardinal Landfill trust concerning taxes. In the past few years only two payments have been received for \$65,000 and \$53,000, a future payment is being proposed in the next few weeks by the trustee. Charlie asked how much they are in arrears and Gary replied in excess of \$150,000.
- E.** Gary thanked 3Phase for helping to change the light bulbs and the Board was in agreement to have Gary send a thank you. Gerry asked Gary to also forward a thank you to Boy Scout Troop 188 for their service during the recent Halloween parade and the roadside clean-up.
- F.** Gary explained that Mr. DeJulio asked if the town is planning to extend the Christmas lights this year downtown. The Board was in agreement the lights should not be extended as it was not budgeted. Any extension will need to be discussed during this year's budget discussion for extension next year. *Charlie King motioned to not extend the Christmas lights due to budgetary constraints, 2nd Gerry McCarthy. Motion carried with all in favor.*
- G.** Charlie shared a letter he received from the County Commissioner's Office in which it was not they are going to get a TAN (Tax Anticipation Note).

12. Review of Minutes:

- A.** *Jim Horgan motioned to accept the public minutes of 10-24-11 as amended, 2nd Paula Proulx. Motion carried with all in favor.*
- B.** *Charlie King motioned to table the non-public minutes of 10-24-11 part A, 2nd Jim Horgan. Motion carried with all in favor.*
- C.** *Charlie King motioned to accept the non-public minutes of 10-24-11 part B as written, 2nd Jim Horgan. Motion carried with all in favor.*
- D.** *Charlie King motioned to accept the non-public minutes of 10-24-11 part C as written, 2nd Jim Horgan. Motion carried with all in favor.*
- E.** *Charlie King motioned to accept the non-public minutes of 10-24-11 part D as written, 2nd Jim Horgan. Motion carried with all in favor.*
- F.** *Charlie King motioned to table the non-public minutes of 10-24-11 part E as written, 2nd Jim Horgan. Motion carried with all in favor.*

At 8:41pm, Jim Horgan motioned to go in non-public under RSA 91:2.III. (b), 2nd Gerry McCarthy. Roll call – Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Gerry McCarthy (yes).

At 9:06pm the Board came back into public session and Charlie announced the non-public minutes were sealed.

At 9:06pm, Jim Horgan motioned to go in non-public under RSA 91:2.III. (b), 2nd Gerry McCarthy. Roll call – Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Gerry McCarthy (yes).

At 9:22pm the Board came back into public session and Charlie announced the non-public minutes were sealed.

At 9:22pm, Jim Horgan motioned to go in non-public under RSA 91:2.III. (b), 2nd Gerry McCarthy. Roll call – Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Gerry McCarthy (yes).

At 9:26pm the Board came back into public session and Charlie announced the non-public minutes were sealed.

At 9:26pm, Jim Horgan motioned to go in non-public under RSA 91:2.III. (d), 2nd Gerry McCarthy. Roll call – Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Gerry McCarthy (yes).

At 9:46pm the Board came back into public session and Charlie announced the non-public minutes were sealed.

At 9:46pm, Jim Horgan motioned to go in non-public under RSA 91:2.III. (b), 2nd Gerry McCarthy. Roll call – Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Gerry McCarthy (yes).

At 9:53pm the Board came back into public session and Charlie announced the non-public minutes were sealed.

Jim Horgan motioned to approve the 10-24-11 non-public minutes part A as amended, 2nd Paula Proulx. Motion carried with all in favor.

At 9:55pm, Gerry McCarthy motioned to adjourn, 2nd Jim Horgan. Motion carried with all in favor.

Respectfully Submitted,

Brandy Sanger
Recording Secretary

Chairman, Charlie King

Jim Horgan

Accepted 11-28-11

Paula Proulx

Gerald McCarthy

Joan A. Funk