

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, February 13, 2012
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 and Fire Chief Rich Fowler.

Public Present: Neil Johnson, Alan Gould and Peter Lachapelle

Chairman Charlie King opened the meeting at 6:02pm.

1. Review of Minutes:

A. Jim Horgan motioned to accept the public minutes of January 30, 2012 as written, 2nd Charlie King. Motion carried with all in favor.

B. Joan Funk motioned to accept the non-public minutes of January 30, 2012 part A as written, 2nd Charlie King. Motion carried with all in favor.

C. Jim Horgan motioned to accept the non-public minutes of January 30, 2012 part B as written, 2nd Charlie King. Motion withdrawn

D. Joan Funk motioned to accept the non-public minutes of January 30, 2012 part C as written, 2nd Charlie King. Motion carried with all in favor.

E. Joan Funk motioned to accept the public minutes of February 2, 2012 part A as written, 2nd Charlie King. Motion carried with all in favor.

2. Town Administrator Recruitment:

Alan Gould of Municipal Resources Inc., explained that he wanted to explain the process that MRI would use to recruit a town administrator for the town if the Selectmen decided to have MRI move forward with the process. MRI is willing to advertise for, screen and interview potential candidates for the town administrator position at no-cost to the town except for the direct cost of advertising which they would estimate at \$600. Their process would be to advertise, review resumes, request and review essays, hold phone interviews and then summarize their findings to the Selectmen for review. *Jim Horgan motioned to authorize MRI to begin the process of town administrator recruitment and payment of up to \$600 for advertising, 2nd Joan Funk. Motion carried with Paula Proulx and Gerry McCarthy opposed.*

3. AmeriCorps Funding:

Fire Chief Rich Fowler explained that the AmeriCorps program has provided the town with three full time people at the fire/EMS station for the past 6 years and that funding is being cut as of October 2012. Rich is recommending hiring part-time people to fill those spots for the last three months of 2012 with an estimated a cost of \$20,000. In 2013 to keep the staffing as it is now the additional cost to the town would be approximately \$57,000. Rich then explained that there is a grant that he will apply for through the Federal government for Firefighters and they pay the salary and all the benefits, including retirement for 2 years, at the end of the 2 years the town can keep them or lay them off. He thinks this is a good option as it will give the town a couple of years to prepare for the budget increase to look at other alternatives.

Jim asked if the unpaid bill funds that we are hoping to collect by hiring the new part-time assistant can be used to offset this loss and Gary explained those funds would go into the general fund. It was then discussed that this additional \$20,000 should not be budgeted this year and if it is needed October/November then savings can be found in other departments. Paula commented that she feels it is important to maintain the current coverage at the fire station because it is important to the community and is working fabulously.

4. Waste & Recycling Hauling and Disposal Bid Tabulations and Recyclables Options:

Scott Hazelton informed the Board that he requested supplemental information from Casella and Waste Management as the Board requested.

The bids are as follows:

Company	est. hauling cost	est. disposal cost	est. recycling revenue
Casella Waste Svcs.	\$22,815	\$61,231	\$4,334
Waste Management	\$16,380	\$73,623	\$714
Bestway Disposal	\$26,325	\$74,427	\$0
Zero Waste	none provided	none provided	none provided

Casella agreed to hold their haul rate at \$195 if the town decides to keep the recyclables and \$195 to haul to Concord Co-op. Waste Management agreed to hold their haul rate for MSW but would charge an additional fee if they had to haul the recyclables to the Concord Co-op. Scott also informed the Board that he found out today the Concord Co-op will not be operational in 2012. Joan asked Scott if he is still investigating the possibility of getting out of the Concord Co-op agreement and Scott replied yes, he spoke with a representative today and he is looking into for Farmington and several other towns. Scott's recommendation is to move forward with Casella for 8 months with an opt out clause. Gerry reiterated that he feels the town should move forward with Waste Management for 8 months because of their proximity since this is a new

operation for the town. *Joan Funk motioned to move forward with the low bidder, Casella under option #1 and authorize Gary Stenhouse, Interim Town Administrator to sign the contract for 8 months, 2nd Jim Horgan. Motion carried with all in favor.*

5. DPW - Uniform & Supply Contract:

Scott provided the Board with the bid proposals that were received for uniforms and supplies for the, DPW. Charlie asked why Scott wants to enter a new contract for uniforms and supplies when the Board directed him to get out of the last contract since the Board never approved it. Scott explained that he did get out of the last contract for non-performance however the DPW still needs uniforms and supplies so he requested new bid proposals. The proposals are;

Company	Uniform rental/person/yr	shop supplies rental
G & K Services	\$355.68	\$858.24
Cintas- The Uniform People	\$534.56	\$896.40
UniFirst Corp.	\$696.28	\$1,107.36

Scott then reminded the Board that he has \$3,500 in his uniform line and \$1,500 in his shop supply line. He would recommend award the annual contract to G & K Services based on a cost “not to exceed” \$3,500 for uniforms and \$1,500 for shop supplies. Paula stated she felt it was a lot of money and asked Scott if he checked the prices for the supplies to see if they are in line with what the rest of the town purchases. Scott replied no, he has not been able to compare the consumables. The Board was in agreement that the consumables like the rolled paper towels, toilet paper, and soap should be purchased through the town’s bulk supplier. Scott stated he could also purchase three mats instead of using the service. *Jim motioned to allow Scott to enter into a contract with G & K Services for uniforms and shop towels only and purchase all other materials the town bulk vendor.* Discussion followed where Paula stated she would have to vote against the motion because she does not feel the town should have a uniform service. *Motion carried with Paula Proulx opposed.*

6. Approve Amended EDC By-Laws:

Joan Funk motioned to accept the amended Economic Development Committee’s by-laws, 2nd Charlie King. Motion carried with all in favor.

7. Withdrawal From Public Building Trust Funds:

Jim Horgan motioned to recommend that the Trustees of the Trust Funds take \$1,069.00 out of the Public Building Trust Fund in order to pay the balance of the town hall bathroom renovation contract, 2nd Joan Funk. Motion carried with all in favor.

8. EDC positions:

Joan Funk motioned to terminate Terry Mills and Tracy Major from the Economic Development Committee due to their lack of attendance at the EDC meetings over the past 11 months, 2nd Paula Proulx. Motion carried with all in favor.

9. 2012 Town Meeting Warrant Articles:

Gary informed the Board that if all the proposed warrant articles were to pass as written the tax rate would be \$7.40 as compared to the 2011 rate of \$7.13. The Board reviewed the articles. In Article 5 which deals with the Police CBA it was discussed that if the article passes the CBA will be approved and the 2nd and 3rd year adjustments will be built into the police department budget and not come back to town meeting until the contract expires in 2014. *Jim Horgan motioned to accept Articles 3 through 14 and 16 as written except Article 3 will need to be amended with the Budget Committee's recommended amount, 2nd Joan Funk. Motion carried with all in favor.*

At 7:40pm, Jim Horgan motioned for a short recess, 2nd Charlie King. Motion carried with all in favor.

At 7:52pm Charlie reconvened the meeting.

10. Any Other Business Before the Board:

A. Gary informed the Board that the town is applying for a landfill closure grant in the amount of \$636,500.42. *Jim Horgan motioned to authorize the Interim Town Administrator, Gary Stenhouse to apply for the landfill closure grant in the amount of \$636,500.42, 2nd Joan Funk. Motion carried with all in favor.*

B. Paula noted she had a few questions about the proposed budget. On line 137 under the Building Inspection Budget (repl. Equipment) Kathy Menici stated that there was \$400 on this line that could be removed at the budget hearing, Gary will double check with Kathy about this line. On line 216 (interest) Paula asked if this is only for half of the interest of the total sewer improvement bond. Gary explained that his understanding that this is for half because the other half is supposed to be on the users only but he will double check. The remaining half of the principal and the interest is shown under the enterprise fund.

C. Gerry asked when the Board is going to take care of the Wage and Class Study and Gary replied he thought the Board was doing it tonight in non-public and Charlie agreed.

D. Gerry asked for an explanation of the letter received by the NH Department of Revenue Administration. Gary explained that the letter states the town assessed value is about 27% over assessed based on most recent sales of properties in town.

At 8:11pm, Charlie King motioned to go in non-public session under RSA 91A.3.II(a), 2nd Jim Horgan. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

At 8:27pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

Gary informed the Board that the town has still not received an answer regarding the HVAC grant and he will continue to contact them for an answer.

At 8:27pm, Charlie King motioned to go in non-public session under RSA 91A.3.II(a), 2nd Jim Horgan. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

At 8:32pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

At 8:32pm, Charlie King motioned to go in non-public session under RSA 91A.3.II(c), 2nd Jim Horgan. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

At 8:50pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

Gary announced that the Police Department does utilize a time clock in their department.

At 8:52pm, Charlie King motioned to go in non-public session under RSA 91A.3.II(a), 2nd Jim Horgan. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

At 9:05pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

At 9:05pm, Charlie King motioned to go in non-public session under RSA 91A.3.II(a), 2nd Jim Horgan. Roll call – Charlie King (yes), Paula Proulx (yes), Gerry McCarthy (yes), Joan Funk (yes) and Jim Horgan (yes).

At 9:47pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.

At 9:48pm, 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