

**TOWN OF FARMINGTON  
BOARD OF SELECTMEN  
PUBLIC MEETING MINUTES  
Monday, March 26, 2012  
356 Main Street, Farmington, NH**

**Selectmen Members Present:** Paula Proulx, Charlie King, Arthur Capello, Joan Funk and Jim Horgan

**Town Staff Present:** Interim Town Administrator Gary Stenhouse, DPW Director Scott Hazelton, Water/Wastewater Superintendent Dale Sprague and Lt. Kevin Willey.

**Public Present:** Neil Johnson, Gary Mosher and Dennis Edge

**Chairman Charlie King opened the meeting at 5:30pm. Joan Funk motioned to go in non-public session under RSA 91A.II.3 (b), 2<sup>nd</sup> Jim Horgan. Roll Call – Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Arthur Capello (yes).**

**The Board came out of non-public session at 6:22pm and Charlie announced the minutes were sealed.**

***Jim Horgan motioned for a short recess, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.***

The Board reconvened at 6:27pm.

**1. Public Comment:**

A. Gary Mosher of the American Legion explained that the day of the Memorial Day Parade (the Sunday before Memorial Day) he will need the Old Town Hall in case of rain but there is church scheduled until 1pm. Gary S. will have Rick Conway contact Grace Community Church and explain the situation and have them cancel the Farmington service for that day.

Gary M. then explained that he has the flags mapped out for the downtown area and will keep the extras stored until they are needed.

**2. Review of Minutes:**

A. ***Joan Funk motioned to approve the public minutes of March 12, 2012 as amended, 2<sup>nd</sup> Jim Horgan. Motion carried with Arthur Capello abstaining.***

B. ***Charlie King motioned to approve the non-public minutes of March 12, 2012 parts A through C as amended and part D as written, 2<sup>nd</sup> Jim Horgan. Motion carried with Arthur Capello abstaining.***

C. Gary informed the Board that he would like them to reconsider the non-public minutes of 2-27-12.

**3. Re-Organization of Board/Appointment of Liaisons:**

A. Gary asked for nominations for Chairman. Jim Horgan nominated Charlie King as Chairman, 2<sup>nd</sup> Joan Funk. Arthur Capello nominated Paula Proulx and the nomination failed for lack of a second. Charlie King was appointed the Chairman with a unanimous vote.

Jim Horgan nominated Paula Proulx as Vice-Chairman, 2<sup>nd</sup> Charlie King. Nomination carried with a unanimous vote.

B. Joan commented that she feels the liaisons have been remiss about bringing information back to the Selectmen meetings. Arthur suggested having an item agenda for liaison's reports and the Board agreed. Arthur Capello will serve as the liaison for the Budget Committee. Jim Horgan will serve as the liaison for the EDC and Conservation Commission. Charlie will serve as the liaison for the Planning Board. Paula will be the liaison for the CIP Committee and be the back liaison for the Budget Committee. Joan will be the liaison for the Downtown Committee.

*C. Joan Funk motioned to appoint John D. Aylard to the Zoning Board of Adjustment as a 3 year regular member, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

**4. Intent to Cut for Bean Property:**

Gary explained that he contacted DRA and they said that a municipality cannot hold back an Intent to Cut if a road bond is not in place though they can require a road bond. Arthur asked if a letter can be sent to the property owner to let her know the Intent to Cut has been signed, a bond is requested and if the bond is not put in place the property owner will be held liable and Gary replied yes, he could and would do so. Dennis Edge, the logger for Ms. Bean, was present to answer any questions.

**5. Water/Sewer Abatement Requests:**

A. Dale explained that he received a sewer abatement request by Vicki Parshley because the water was shut off inside the house since 2007 and no one has lived there for all these years. Paula asked why the sewer usage was estimated all this time. Dale explained the estimates are based on historic use and they have been unable to access the home. The meter has not actually been read since 2002. Dale explained that usually when someone moves like this they contact his office to let him know they are not there anymore and to stop billing them but no one ever did. The Board discussed that they would like Dale to do an actual meter reading. Arthur then asked why letters have not been sent to the homeowners to explain that the department needs to get into the home to do a reading since the billing has been based on estimates since 2002. Dale

replied that letters were probably sent. Jim suggested a little extra effort be put forth to identify other properties in town that have had their bills estimated for some time.

**B.** Dale explained that Christos Tsiros requested a sewer abatement for 20 Water Street because the home burnt down on January 1, 2012. Dale calculated the abatement to be \$25.31 for the water that continued to run from January 1, 2012 till January 18, 2012 (the meter could not be removed until the fire debris was removed). *Joan Funk motioned to approve the sewer abatement for Christos Tsiros for \$25.31, 2<sup>nd</sup> Arthur Capello. Motion carried with all in favor.*

**C.** Dale explained he would recommend approving a sewer abatement in the amount of \$420.84 for Donald Clark of 11 Mooney Street. The property is vacant and a pipe burst. *Arthur Capello motioned to approve the sewer abatement for Donald Clark for \$420.84, 2<sup>nd</sup> Joan Funk. Motion carried with all in favor.*

**D.** Dale explained that Ed Leonard of Wright-Pierce would like to come to the next meeting to discuss a few things including the recent letter that was received stating the town's time frame is being reduced to 2013 in lieu of 2015. They would also like to discuss potential cost items for the grant. The Board was in consensus the next meeting would be a good time. Dale then reminded the Board that he would like Emery and Garrett to also come back and discuss the direction the town would like to take for the water exploration. An additional meeting will be scheduled for this discussion.

## **6. Public Works Department:**

**A. Cold Storage Building Bid Award** - DPW Director, Scott Hazelton, forwarded the three lowest contractor's bid proposals that were received for the construction of the 32' x 48' cold storage building at the highway garage. JMS Roofing provided a proposal cost of \$34,595.00, Kevin Rouleau provided a proposal cost of \$35,320.00 and A+ Roofing provided a proposal cost of \$35,325.00. The DPW is responsible for the building permit for the project and for the excavation and backfill for the construction of the footings, frost walls, floor slab, and for electric service to the building. Scott recommends the Board aware the project to JMS Roofing for a cost to not exceed \$34,595. The project will be funded through the DPW and the Police Department. Scott has worked with JMS Roofing in the past and has no concerns. *Jim Horgan motioned to award the cold storage building bid to JMS Roofing with a cost to not exceed \$34,595.00, 2<sup>nd</sup> Joan Funk. Motion carried with all in favor.*

**B. FEMA-Hazard Mitigation Grant Program Application** – Scott reminded the Board that the Town received preliminary approval from FEMA for drainage mitigation improvements to be completed in the Town within the next three years. With the grant the Town would be responsible for 25% of the total final project cost estimated at \$400,000. The Town's share would be \$100,000 and this funding can include town force labor spent on the project. Charlie

asked if this grant includes any conditions like previous grants and Scott replied no. The proposed project will include design and construction of drainage improvements including dredging the swamp on Union Street for increased stormwater volume storage, and replacing failed drainage pipes and drainage structures that are located on sections of Main Street and Central Street. Paula asked for clarification if the FEMA funds can be utilized to fund the town's share since it is for drainage improvements and Gary will look into this. Charlie asked Scott if he will be utilizing all of the 2009 FEMA funds in 2012 and Scott said yes, he will be using those funds for drainage work on and by School Street. The Board was in consensus to move forward with the grant application.

**C. Proposal for Four Day Work Week** – Scott explained that he would like to propose a four day work week to consist of Monday through Thursday 6:00am to 4:00pm. If approved the schedule will begin Monday, April 16, 2012 and will end on Friday, October 12, 2012. A minimum of two DPW staff members will be on-call Friday through Sunday every week to provide full coverage for the town. It was discussed that a lunch break should be taken and the schedule should be until 4:30pm if approved. Charlie commented that he is still not in favor of a four day work week. Joan stated that she likes the four day work week because it allows for jobs to be completed more effectively without moving equipment back and forth and it has proven to be effective over the past few years. Paula agreed with Charlie and Jim stated he would like to see the DPW have coverage over 6 days. Arthur commented that he likes a four day work week with lunches. Paula brought up the concern that additional coverage might be needed at the landfill with the transfer station coming on line and a four day work week might prevent DPW workers from covering the transfer station.

*Jim Horgan motioned to decline the four day work week request by the DPW, 2<sup>nd</sup> Paula Proulx.* Discussion was held where Joan stated she is in favor of the request because it has proved to be productive. Charlie stated he would be in favor of the request if the schedules could be flexible around the weather. *Motion carried with Joan Funk opposed.*

**C. Sheepboro Road** – Charlie asked Scott for an update. Scott explained that he had a discussion with the resident and his abutter and there is no solution as of yet established.

**D.** Scott informed the Board that he will be bringing in the paving bids he just received at the next meeting but noted the bids are a lot better than last year's. Arthur noted that he would like a 10 year road plan established and Paula noted the CIP just might get one of those going soon.

*At 8:03pm, Jim Horgan motioned for a short recess, 2<sup>nd</sup> Arthur Capello. Motion carried with all in favor.*

**At 8:11pm the Board reconvened.**

**7. Review Revised Welfare Guidelines:**

Gary reminded the Board that the current welfare guidelines had not been updated since in many years though they should be reviewed and updated about every 2 years. Gary as worked with the welfare director and Mr. Bates from MRI to draft the welfare guidelines provided to the Board tonight. Charlie asked if the town is required to provide services to those who do not provide the requested identifications and/or Immigration and Naturalization Service documentation and Gary replied no. Charlie then asked if a lien is always placed when assets are available and Gary replied yes. Paula asked if there is a standard of who will serve on a “Fair Hearing Board” noted in Section 12 and Gary said no, it would be whoever the Board chose and historically Kathy Seaver has been the Fair Hearing Officer. Charlie stated he would like the Selectmen to establish a Fair Hearing Officer/Board to serve for a year. Arthur stated he feels it should be a regional welfare director and not a town employee in order to keep them out of an awkward situation and alleviate any biases; the Board agreed. Gary will ask Erica, the welfare director, to contact other directors to see if they would be willing to serve in this capacity. *Jim Horgan motioned to accept the Revised Welfare Guidelines effective 12-26-12, 2<sup>nd</sup> Joan Funk. Motion carried with all in favor.*

**8. Primex Contribution Assurance Program:**

Gary explained that Primex has a Contribution Assurance Program that requires the town join them for four years for Workmen’s Compensation and provides back a 5% discount and an assurance that the rates will not increase more than 8% each year regardless of the town’s claims. Joan asked if the town joined this program could Primex drop us and Gary replied no. *Arthur Capello motioned to authorize the Interim Town Administrator, Gary Stenhouse, to sign the Primex Contribution Assurance Program which will ensure the town stays with Primex for workmen’s compensation for four years, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

**9. Discussion on Shared Services with Middleton Police Department:**

Charlie explained that he was approached by the Middleton PD during elections to see if the town would be willing to hold a discussion on sharing administrative services between the two PDs. Joan stated she would like to discuss this in non-public first before making a decision.

**10. Police Chief Replacement:**

Charlie explained that the typical policy for town vacancies is to post internally and then outside and questioned how the Board would like to proceed for the police chief’s replacement. Jim and Joan both stated they would like to post internally first and Paula and Arthur stated they would like to post both at the same time. Charlie would like to post both and consider internal candidates first like Paula stated. The Board agreed to continue this discussion in non-public.

**11. Any Other Business To Come Before the Board:**

A. Arthur asked if the Board would consider changing the meeting night to another night other than Mondays and Thursdays. The Board will discuss this at the next meeting.

B. Gary informed the Board that the town will be billing Fairpoint \$24,000 for their poles.

**At 8:47pm, Charlie King motioned to go in non-public session under RSA 91A.3.II (c), 2<sup>nd</sup> Jim Horgan. Roll call – Charlie King (yes), Paula Proulx (yes), Arthur Capello (yes), Joan Funk (yes) and Jim Horgan (yes).**

**At 9:02pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.**

**At 9:02pm, Charlie King motioned to go in non-public session under RSA 91A.3.II(c), 2<sup>nd</sup> Jim Horgan. Roll call – Charlie King (yes), Paula Proulx (yes), Arthur Capello (yes), Joan Funk (yes) and Jim Horgan (yes).**

**At 9:20pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.**

**At 9:20pm, Charlie King motioned to go in non-public session under RSA 91A.3.II(a), 2<sup>nd</sup> Jim Horgan. Roll call – Charlie King (yes), Paula Proulx (yes), Arthur Capello (yes), Joan Funk (yes) and Jim Horgan (yes).**

**At 9:25pm the Board came back into session.**

**At 9:25pm, Charlie King motioned to go in non-public session under RSA 91A.3.II(c), 2<sup>nd</sup> Jim Horgan. Roll call – Charlie King (yes), Paula Proulx (yes), Arthur Capello (yes), Joan Funk (yes) and Jim Horgan (yes).**

**At 9:34pm the Board came back into session and Charlie announced the non-public minutes were sealed with a unanimous vote.**

## **12. Other Business To Come Before the Board:**

Arthur explained that he is concerned that there is crude signage on Meaderboro Road in the town's right-of-way. Gary suggested sending a police officer to order the resident to take it down. **Charlie King motioned to notify the resident he has 24 hours to remove the sign from the town's right of way or the town will remove it, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.**

Amended and accepted 4-9-12

***At 9:44pm, Arthur Capello motioned to adjourn, 2<sup>nd</sup> Joan Funk. Motion carried with all in favor.***

***Respectfully Submitted,***

***Brandy Sanger***

***Recording Secretary***

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Chairman Charlie King

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Jim Horgan

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Joan A. Funk

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Gerald McCarthy

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Paula Proulx