

**TOWN OF FARMINGTON  
BOARD OF SELECTMEN  
PUBLIC MEETING MINUTES  
Monday, May 14, 2012  
356 Main Street, Farmington, NH**

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

**Town Staff Present:** Interim Town Administrator Gary Stenhouse, Acting Police Chief Kevin Willey, Public Works Director Scott Hazelton, Planning Director Kathy Menici, Water/Wastewater Superintendent Dale Sprague and Rec. Director Rick Conway

**Public Present:** Dave Salzer, Ed Leonard and Neil Johnson

**Chairman Charlie King opened the meeting at 5:30pm.**

*Jim Horgan motioned to go in non-public session under RSA91:A.3.II (b), 2<sup>nd</sup> Joan Funk. Roll call – Joan Funk (yes), Charlie King (yes), Jim Horgan (yes), Arthur Capello (yes) and Paula Proulx (yes).*

**At 6:29pm the Board came back into public session and Charlie announced the non-public minutes were sealed.**

**1. Public Comment:**

none

**2. Review of Minutes:**

*Joan Funk motioned table the minutes until later in the meeting, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

**3. Town Players Donation to Rec. Department:**

Kevin Willey, member of the Town Player, read a letter from the Farmington Town Players that stated they gathered 22 bags of non-perishable food for the Interfaith Food Pantry and would like to donate \$250 to the Farmington Rec. Department Hay Day Account and would like to provide financial assistance to repair the stage lighting at the Rec. *Jim Horgan motioned to accept the \$250 donation from the Farmington Town Players, 2<sup>nd</sup> Joan Funk. Motion carried with all in favor.*

**4. Rec. Department:**

Rick Conway explained that he needs to purchase a “park rules” sign for Fernald Park and would like the Board’s approval of the verbiage for the sign. Charlie suggested adding “please” to #4 and position the hours of operation at the top of the sign. Paula suggested adding “clean up after your pets.”

Rick reminded the Board that there is a flat fee of \$25 for Farmington groups who want to use the meeting room or the downstairs area. He noted that there are several groups in town that use the meeting room and have not been charged and questioned what the Board would like to do. *Arthur Capello motioned to have all community groups pay the appropriate rental fees effective May 14, 2012 and have Rick send out letters to inform them, 2<sup>nd</sup> Joan Funk. Motion carried with all in favor.*

#### **5. Mosaic Parcel Map & Equalization Improvements:**

Dave Salzer explained that he is working on the mosaic parcel map project and is here tonight to request the town to release their assessing information. Charlie asked if this project will benefit the town and reduce staff workload and Gary replied that it should reduce some of the data entry work and he would suggest the town’s participation. *Arthur Capello motioned to participate in the NH Mosaic Parcel Mapping project, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.*

#### **6. Police Department JAG Grant:**

Kevin Willey reminded the Board that almost annually the government gives out the JAG grant. In 2010 the Town was awarded a \$9,900 JAG grant and was not told of the award. He was recently contacted and told those funds will expire as of September 1, 2012 and he would like to be able to spend it. However, in order to spend the JAG funds the town would need to expend the funds and then would be reimbursed. Kevin would like to be able to use the 2012 grant line to fund the \$9,900 purchase and then when the reimbursement came in, he would like it to go back into the PD grant line. Gary explained this could occur but a public hearing would need to be held to accept the unanticipated funds. Kevin would like to purchase four defibrillators, 3 ballistic blankets and one gun safe to hold the 16 rifles they obtained from the federal government. *Jim Horgan motioned to authorize Kevin Willey to file an addendum with JAG program to purchase the items discussed tonight, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.*

#### **7. Public Works:**

**A. Highway Garage Heating System Bids** – Scott Hazelton reviewed the bid proposals for the heating system upgrades for the highway garage. Scott recommends awarding the bid to Ideal Temp HVAC with a lump sum of \$16,935. *Joan Funk motioned to award the highway garage heating system upgrade bid to Ideal Temp HVAC for \$16,935, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

**B. Tree Removal Bids** – Scott reviewed the bid proposals for the tree removal project previously discussed with the Board. He suggests awarding the bid to Lewis Tree Service for a lump sum cost of \$3,240. Paula asked if Scott has received approval from the Planning Board for the trees on the scenic road and Scott explained he is on the next Planning Board agenda. Paula asked if Scott should request references and contact those references before moving forward. *Joan Funk motioned to award the tree removal bid to Lewis Tree Service for \$3,240 pending a reference check, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

**C. Highway Pavement Striping Bids** – Scott explained that his budget for line striping is \$10,000 and he would like award the bid to Highway Safety Systems and pick and choose which roads will be striped based on safety concerns and the condition of last year's striping that was completed. Paula mentioned that the Board previously made the decision to do ½ the striping in town each year instead of all of it. Highway Safety Systems proposal came in at \$17,250. *Joan Funk motioned to award the striping bid to Highway Safety Systems at a cost not to exceed \$10,000 with Scott Hazelton determining the roads to be striped based on safety, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

**D. Landfill Capping and Closure Update/ Transfer Station** – Scott informed the Board that the project is going very smoothly and Northeast Mechanics is doing a great job. The transition to the transfer station went smoothly. He would like to pave from Cocheco Road up to the open top containers at an estimated cost of \$22,800 from RD Paving. There are sufficient funds in the landfill closure fund to complete this paving. Jim asked if there is anything else that needs to be done and Scott said he would just suggest paving both the north and south side of the containers. Charlie asked how much damage would be done by the heavy trucks that are working on the landfill closure and Scott explained the paving would not be done until the capping is complete but he would like to lock in the price. *Jim Horgan motioned to authorize Scott Hazelton to create a change order to pave from the Cocheco Road up to both the north and south side of the containers at a cost not to exceed \$30,000.*

#### **8. Discussion Regarding Community Planning Grant:**

Kathy Menici, Town Planner, explained that the Community Planning Grant is currently available through the NH Housing Authority. She feels the town has a couple of projects that would meet the grant requirements. She feels a regulatory review would be the most beneficial, but also corridor planning and creating a revitalization district in the downtown would be good projects. Applications are due June 15, 2012 and it is a matching fund grant with a 25% of the match being in cash. Joan asked if the town would be required to accept the grant if it was approved and Kathy said no. *Jim Horgan motioned to authorize Kathy Menici to move forward with an application for Regulatory Review under the Community Planning Grant, 2<sup>nd</sup> Arthur Capello. Motion carried with all in favor.*

## **9. Public Works Continued:**

**A. Recycling** – Scott explained that he received an email from Jim Prescher, Director of the Concord Co-op, and Concord has pulled out of the co-op. It is very likely that the co-op will become null and void. That being said and pending the cancellation of the Co-op he would like to return to single sort recycling because it is more profitable for the town. He would like to purchase and install one horizontal baler for baling the plastic recyclable projects \$69,000. He would also like to relocate the existing vertical baler and construct a building for it at a cost of \$46,000. Charlie stated he is not opposed to getting the bid proposals for this work but would like to see an exact plan for the proposal first, including layout, machinery, labor, costs and revenues. Paula stated she would like to see a cost benefit analysis of single stream versus single sort recycling. Arthur questioned if there is room for single sort recycling because he recalls the discussion that single stream was the only option due to the layout of the transfer station. Scott explained that he spoke with CMA Engineers and they are in agreement that single sort would be appropriate for the transfer station.

**At 7:45pm, Jim Horgan motioned for a short recess, 2<sup>nd</sup> Arthur Capello. Motion carried with all in favor.**

**At 7:55pm Charlie called the meeting back to order.**

## **10. Wastewater Treatment Plant Update:**

Ed Leonard of Wright-Pierce informed the Board that Rural Development issued a letter dated May 10 stating that the town's projects will be included in their general waiver request to OMB and the town will not be required to file an individual waiver request. The new project deadline is July 1, 2015. Wright-Pierce submitted and received some feedback from RD on the Potential List of Additional Project items for RD funding, they would like more information on #19 – Sludge roll-off truck, #28 solar photovoltaic system, #29 – general purpose garage and #31 – pole barn before approving the expenditures. Ed stated he can provide the back-up information for these items though the solar photovoltaic system might not be accepted. Paula asked if the solar photovoltaic system would reduce the energy costs for the plant and Ed replied yes.

Ed explained that the list of \$2.9million of projects that was created for Rural Development needs to be reduced and prioritized now that the project deadline has been changed to July 2015. Ed estimates that there is about \$500,000 in unallocated Rural Development funds and he would suggest the town move forward with the high and medium items identified in his report. **Arthur Capello motioned to authorize Wright-Pierce to put together a change order quote project for the high and medium priorities estimated at \$550,000, 2<sup>nd</sup> Joan Funk. Motion carried with all in favor.**

Ed explained he put together an amendment for a proposed engineering contract to implement the detailed field work necessary to test and obtain a Ground Water Discharge permit for Farm 1C and 1D, which are two additional infiltration areas. Similar to the work done on Farm 1A, this work would be done in an incremental manner and work would be suspended if the site(s) were found to be unsatisfactory. Paula asked if Wright-Pierce can assess the flow maximum capacity at the Plant now that it has been running awhile. Ed replied that the town has three beds right now and has needed all three thus far, additional beds would be needed for future growth and this past winter was relatively dry so a realistic figure was not experienced. Paula commented that she does not want to see the town build out for something needed in 50 years when there are other items that could be purchased for the foreseeable future and Ed agreed with her thinking. ***Arthur Capello motioned to approve Amendment #6 with a cost of \$133,573, 2<sup>nd</sup> Joan Funk. Motion carried with all in favor.***

Ed informed the Board that Phase II is 75% complete based on contract time and 80% complete on contract price. The new SBR treatment process is now online. The underground storage tank is scheduled to occur this week and no additional unsuitable soils were found in the remaining areas of concern. The Phase III contract for Collections Systems Contract No.1 requested a no-cost time extension to account for some downtime required by the Town/WP in order to investigate ownership and eligibility of numerous services. ***Charlie King motioned to approve the no-cost time extension for Phase III Contract No.1, 2<sup>nd</sup> Paula Proulx. Motion carried with all in favor.***

Ed further explained that Phase III, Contract No. 2 is complete. Change Order No. 3 is a final balancing change order to reconcile all the unit price items on the project based on the final measurement conducted by WP. This results in a net credit of \$13,862.25. ***Charlie King motioned to approve the change order for Phase III, Contract No.2 for a net credit of \$13,862.25, 2<sup>nd</sup> Joan Funk. Motion carried with all in favor.***

#### **11. Sewer Abatement Requests:**

A. Dale Sprague explained that Manny Krasner requested a sewer abatement because he had a leak in his plumbing. ***Joan Funk motioned to approve the sewer abatement request for Manny Krasner for \$462.00, 2<sup>nd</sup> Paula Proulx. Motion carried with all in favor.***

B. Dale explained that Thomas Schofield requested a sewer abatement due to a leak in the meter pit. ***Joan Funk motioned to approve the sewer abatement request for Thomas Schofield for \$448.16, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

C. Dale explained that Sally Codyer requested a sewer abatement because the house had been vacant and winterized since 12/15/11. Paula asked why the bills are estimated when the meter reading is not correct. Dale stated that if the meter reading is the same as the previous reading

then they try to ascertain if the property is vacant or if it is a meter that is not working properly. If they cannot determine that the property is vacant than an estimated bill is sent which is the case with this property. *Joan Funk motioned to approve the water and sewer abatement request for Sally Codyer for \$90.39, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

**12. Authorization to Authorize Trustees to Withdraw from Personnel Separation Fund:**

*Joan Funk motioned to authorize the withdrawal of \$8,900 from the personnel separation fund by the Trustees to pay the funds owed to the retired Police Chief Scott Roberge, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

**13. Application to Economic Development Committee:**

*Joan Funk motioned to appoint Sheila Walter to the Economic Development Committee for one year, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

**14. Review of Minutes:**

*A. Joan Funk motioned to accept the public minutes of April 23, 1012 as amended, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

*B. Joan Funk motioned to accept the non-public minutes of April 23, 2012 parts A through F as written, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.*

*C. Joan Funk motioned to accept the public minutes of April 30, 2012 as written, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor..*

**15. Salary/Wage Scale Job Descriptions:**

Charlie polled the Board to see if they had any additional concerns on the job descriptions and there was none. It was decided that just the four previously mentioned job descriptions need to be updated. *Jim Horgan motioned to accept the job descriptions as amended, 2<sup>nd</sup> Joan Funk. Motion carried with all in favor.*

It was also discussed that the entire wage study still needs to be approved.

*Charlie King motioned to follow the draft policy as written for the redlining of positions, 2<sup>nd</sup> 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 (c), 2<sup>nd</sup> Jim Horgan. Roll Call – Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Arthur Capello (yes).*

**At 9:00pm, the Board came back into public session and Charlie announced the non-public minutes were sealed.**

***At 9:00pm, Joan Funk motioned to go in non-public session under RSA 91A.3.II (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).***

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

***At 9:22pm, Jim Horgan 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