

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, June 25, 2012
356 Main Street, Farmington, NH**

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

Selectmen Excused: Joan Funk

Town Staff Present: Interim Town Administrator Gary Stenhouse, Interim Police Chief Lt. Kevin Willey, Det. Jay Drury, Officer Sean Leach, Rec Director Rick Conway and DPW Director Scott Hazelton

Public Present: Rich Stanley, Neil Johnson, Mrs. Johnson and Stan Freeda

Chairman Charlie King opened the meeting at 6:04pm.

1.Swearing in Ceremony of Police Officer:

A. Charlie swore in the newest police officer Sean Leach.

2. Public Comment:

None

3. Review Minutes:

A. *Arthur Capello motioned to accept the public minutes of June 11, 2012 as amended, 2nd Jim Horgan. Motion carried with all in favor.*

B. *Paula Proulx motioned to accept the non-public minutes of June 11, 2012 part A through D with C amended with a spelling of a name change, 2nd Jim Horgan. Motion carried with all in favor.*

3. Facility Use Policy and Payments:

The Board reviewed the current facility use policy. Charlie asked if all the organizations that use the building provided the \$250 security deposit and Rick replied yes, a check is stapled to the form and held until the event is over. The Farmington Town Players and the Women's Club do not have a deposit on file. Charlie asked why the Women's Club doesn't pay when they are a community organization and Rick reminded him that he asked the Board that exact question a few years ago and was told not to charge them. The United Martial Arts Academy does not pay the rental fee but they do provide the labor to refinish the gym floor several times a year.

A discussion was held on the fact that the policy is not being followed and should either be changed or enforced. Rick reminded the Board that he previously suggested charging a fee for a recreation staff person to open and lock the door for events. Mr. Freeda suggested identifying the purpose of a group and allow "civic" groups to

utilize the building for free and charge for “personal” rentals. It was decided that a written agreement between the town and United Martial Arts Academy needs to be drafted. ***Arthur Capello motioned to draft a policy not requiring rental fees for the two meeting rooms but any usage of the main hall would pay the rental fee, 2nd Charlie King.*** Discussion followed where it was noted that we would already have a group that would be waived like the karate class and the Town Players. Paula noted a definition what the rooms could be used for should be noted. Rick asked if a deposit will be required of groups utilizing the meeting rooms (for lost keys, damage, etc.) and the Board was in consensus it should be required. ***Arthur offered a friendly amendment to suspend the rental fees for the meeting rooms until a policy can be accepted, failed for lack of a second. Motion withdrawn.***

Arthur Capello motioned to suspend all rental fees for the meeting rooms for current groups using the rooms until a policy can be accepted, 2nd Charlie King. Motion carried with all in favor.

Charlie tasked Rick to draft a policy to incorporate the changes discussed tonight and bring it back to the Board for the July 23 meeting.

At 7:06pm, Jim Horgan motioned for a short recess, 2nd Charlie King. Motion carried with all in favor.

At 7:14pm the Board reconvened.

4. Security System Highway Garage Building Bid Award:

Scott informed the Board that he requested a bid for 8 cameras at the highway garage due to the recent events at the garage. The bid calls for color cameras during the daylight hours and infrared black and white during the night hours. It also includes a digital video recorder, monitor and all required wiring. Charlie asked how much time can be stored at a time and can recordings be retrieved days later. Scott replied he is not sure and will check. The Board discussed that a minimum storage of recordings for 72 hours would be a required. Neil Johnson asked if it has a uninterrupted power source (ups) so that it will continue to run even if the power is cut. It was discussed that an ups should be included in the bid and a back up system should also be included (like disk back up).

5. Exterior Stairways at Municipal Building Bid Award:

Scott informed the Board that he put out an RFP for two cast in place stairs for the exterior stairways of the municipal building. Arthur asked if Dennis Roseberry looked at the RFP to make sure the proposal meets building codes and Scott replied yes. Scott recommends the Board go with Matrix Concrete for \$3,700.00. Paula asked where the money will come from and Scott stated he is looking to take it from building maintenance line and he is also going to speak with Rich Fowler to see if the fire escapes on the Old Town Hall can be changed to fixed in place fire escapes which would save money and provide the funds for these stairs. Paula asked what other work needs to be done and Scott stated he is working on the awnings at the Rec, windows at the rec, and the area between the CAP office and the Rec. ***Arthur Capello motioned to award the bid for set in***

place concrete stairs for the municipal building to Matrix Concrete in an amount not to exceed \$3,700, 2nd Jim Horgan. Motion carried with all in favor.

6. Board Annoucement:

Charlie announced a new town administrator has been hired. His name is Keith Trefethen and he comes to the town with a lot of experience as a town administrator.

7. Single Stream Vs. Single Sort Recycling:

Scott Hazelton provided the Board with a cost benefit analysis of single sort recycling vs. single stream recycling and a cost analysis to change the transfer station from single stream to single sort. It was noted that the funds to relocate the baler if the town went to single sort recycling might not be available through the closer fund if the decision is held up. A letter from Concord Co-op was received stating the town was officially released from the agreement with them because they are unable to move forward with the facility. Paula asked if recyclables collected have gone up and Scott stated he has been unable to tell over the past two months but it appears to be about the same.

Scott estimates revenue of \$32,000 by going back to single sort recycling based on 2011 recycling/tonnage numbers. Charlie asked if we could continue with single stream at the transfer station but then sort it after it is collected. Scott suggested having tin, cardboard and aluminum sorted out because they have a higher value and make it voluntary to participate in. Charlie asked if this type of sorting would affect our revenue stream with the hauler and company that accepts the recyclables and Scott said no.

Scott will continue to gather data on the single stream method and establish a cost analysis of a partial single sort and then bring back some draft plans for the Board to review. Paula reminded the Board that an amended permit would need to be requested if the current recycling system is altered in any way. Arthur reiterated from the last meeting that he feels a final decision needs to be made by the legislative body. Paula asked about the personnel at the transfer station. Scott explained before single stream there were two full time and one part time employees at the landfill and now there is one full time and three part time employees at the transfer station.

8. Public Works Other:

A. Arthur asked how the DPW project list is going and Scott explained it is going well and he will give the Board an update.

B. Jim asked for an update on the community garden work and Scott explained he is all done working in there until fall. The water has not been installed yet but Gary will asked Dale to get on it.

9. Other Business to Come Before the Board:

A. Arthur Capello motioned to accept the unanticipated funds of \$270 which is a Chevron dividend to the Leon Hayes Trust Fund, 2nd Jim Horgan. Motion carried with all in favor.

B. Gary suggested the Board research whether or not a vote was ever taken to indemnify all town employees and board members or otherwise agents of the town as long as they are acting in the realm of their duties.

C. Gary reminded the Board he was contacted by NHDES to schedule a public forum to get on the superfund list; they would like to hold the forum in July. Arthur suggested July 23.

At 8:54pm, Charlie King motioned to go in non-public session under RSA 91A.3.II (b) and (c), 2nd Jim Horgan. Roll Call – Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Arthur Capello (yes).

At 9:28pm, the Board came back into public session and Charlie announced the non-public minutes were sealed.

At 9:29pm, Jim Horgan 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

Arthur Capello

Paula Proulx