

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, August 6, 2012
356 Main Street, Farmington, NH**

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

Town Staff Present: Town Administrator Keith Trefethen, Rec Director Rick Conway, Water/Wastewater Superintendent Dale Sprague, Interim Police Chief Lt. Kevin Willey and DPW Director Scott Hazelton

Chairman Charlie King opened the meeting at 6:00pm.

1. Public Comment:

A. Brandy Sanger on behalf of Farmington Troop 188 requested permission to hold a duck race on Hay Day. Under Chapter 287-A:7 of the NH RSAs they would need to obtain a permit from the Board to run the event. *Jim Horgan motioned to grant permission to allow the duck race on Hay Day, 2nd Paula Proulx. Motion carried with Arthur Capello abstaining because he has scouts in the program.*

Brandy then asked for permission to sell “in memory” ornaments to the town residents to decorate the town Christmas tree. Paula asked if she contacted Rick Conway at the Rec and she replied no, but she will after the Board’s approval. *Jim Horgan motioned to approve the angel ornament project for the scouts, 2nd Joan Funk. Motion carried with Arthur Capello abstaining because he has scouts in the program.*

2. Review Minutes:

A. *Joan Funk motioned to accept the public minutes of July 23, 2012 as amended, 2nd Jim Horgan. Motion carried with all in favor.*

B. *Joan Funk motioned to accept the non-public minutes July 23, 2012 part A as written, 2nd Jim Horgan. Motion carried with Arthur Capello abstaining.*

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

3. Public Hearing: To accept and expend unanticipated revenues for CDBG/Winnisquam Wood Products:

Charlie opened the public hearing. Keith explained the purpose of the hearing is to allow the public to weigh in if they have an opinion of utilizing the funding earmarked for this CDBG Grant Program for Winnisquam Wood Products. They are attempting to relocate to the Sarah Greenfield Industrial Park which will create 10 new positions. Charlie explained Donna Lane would be the grant supervisor and this will not cost the town anything. Charlie closed the public hearing. *Arthur Capello motioned to accept and expend the \$480,000 in unanticipated revenues for the CDBG grant for Winnisquam Wood Products, 2nd Jim Horgan. Motion carried with all in favor.*

4. Request for a Block Party:

Keith Trefethen explained a request for block party on Pine Knoll Road by Dorene Massetti at 77 Pine Knoll Drive was previously discussed. Interim Police Chief Lt. Kevin Willey reviewed the request and stated he would approve the party with conditions. *Jim Horgan motion to approve the Block Party on August 18, 2012 by Dorene Massetti at 77 Pine Knoll Drive with the following conditions; a) No alcohol be consumed nor open containers of alcohol will be allowed on the paved portion of the cul-de-sac since it is a public way. b) The band can play between the proposed times (5pm – 10pm) but if a noise complaint is received the responding officer will warn them to turn down the volume, if the police have a subsequent complaint will require the band to stop playing. c) All parking will be on the right side of the Pine Knoll Drive and cannot obstruct any neighbor’s driveway, no overflow parking will be allowed on Central Street., 2nd Joan Funk. Motion carried with all in favor.*

5. Collins and Aikman Site: Recommendation and Vote by the Board:

Jim asked the Board if they would consider tabling this discussion until next week because he inadvertently told someone the wrong meeting date. Paula asked if the person’s presence during the discussion would make a difference and Jim said he doesn’t think so, but the person has some information they wanted to share. Charlie commented that it was noted at the last meeting that a decision would be made tonight so he is concerned with tabling the item. It was also noted that if the person has valuable information then they should contact the representatives for the listing. *Jim Horgan motioned to have Keith write a draft letter on behalf of the town to the Governor requesting his endorsement for the Collins and Aikman site to be listed on the Super Fund Site list and have it ready for approval at the next meeting on August 13, 2012, 2nd Joan Funk. Motion carried with all in favor.*

6. Building Rental Rates/Discussion with Recreation Director:

Charlie asked Rick what his recommendation is and Rick explained that he would just like a consistent policy that he can follow. He explained that he did some research into other town policies and found that they allow the use of their meetings room at no charge during business hours. Rick also added that there is some misconception that the funds from the rental fees go to offset the Rec Dept. but that is not true; the funds go to the general fund. Joan asked why the

AA group has a large balance and Rick explained that he brought the balance to the previous town administrator and he said just to leave it as is. Charlie asked if all the groups have the \$250 security deposit and Rick explained that everyone who rents the building has submitted a deposit except for AA.

Rick suggested maybe having a firm rental policy with rates and then a waiver request form that groups can bring forward to the Board of Selectmen for a waiver. The Board members had different opinions. It was discussed that all non-profits for the good of the town should be able to utilize the meeting rooms at no charge, though a deposit should be collected. Utilization of the “gym” would be charged a fee for all reasons unless a waiver is requested and approved by the Board. Arthur stated that he does not feel a clear policy is being discussed and feels the Board needs to do a better job to help Rick.

Rick stated that he feels the Board has decided to charge everyone to utilize the space with a deposit and an insurance certificate but non-profits would be waived. Joan stated that she does not feel all the groups who utilize the rooms at this time should get a waiver. Paula disagreed and stated she feels everyone should be expected to pay though all entities are able to request a waiver. She added that all the groups who utilize the building now and in the future should request a waiver if they feel it is appropriate. Keith commented that he would like the opportunity to sit down with Rick and come up with a detailed solution to include a rental fee document and points to consider for waiver. The Board agreed this would be a good idea and Keith will bring the information back to the Board on September 10, 2012. Jim asked if the United Martial Arts Academy Agreement review should be tabled to. Rick replied he would be comfortable with this but asked the Board to review it and forward any comments to him.

Jim Horgan motioned to table Rec Building Rental Fees and United Martial Arts Academy Agreement discussion to September 10, 2012, 2nd Arthur Capello. Motion carried with all in favor.

7. Rec. Director Discussions:

Rick explained that he needs authorization for Keith or himself to sign a Hold Harmless Agreement for TD Bank during Hay Day. *Arthur Capello motioned to authorize Keith to sign the Hold Harmless Agreement to utilize the TD Bank parking lot, 2nd Charlie King. Motion carried with all in favor.*

Rick stated that he would like to have a Municipality booth at Hay Day in which all the staff, Selectmen and Boards would take a turn being in the booth to meet the residents and participate in Hay Day. *Charlie King motioned to have a Municipality Booth at Hay Day with all the department heads and Selectmen doing a shift, 2nd Arthur Capello. Motion carried with all in favor.*

At 6:59pm, Charlie King motioned for a short recess, 2nd Jim Horgan. Motion carried with all in favor.

At 7:13pm the Board reconvened.

8. Approval of Lease Purchase of 10 Wheel Dump Truck:

Scott Hazelton, DPW Director, explained the process he went through to obtain the bids for the lease purchase of a 10 wheel dump truck. Scott explained that the trucks from both companies are virtually the same from both Liberty International and Freightliner Transportation. Scott's recommendation is go with the International because it coincides with the current fleet. Arthur asked what was allocated at town meeting and Keith explained Article #3 earmarked \$33,000 for this purpose as the Year #1 cost for the lease purchase.

Charlie asked why we would want to accept the trade value of \$11,000 they are proposing. Scott replied that he feels there is room to negotiate the trade value and requested the Board authorize Keith to negotiate this value. Charlie then asked if the plow and wing set-up and sander on the current truck can be utilized on a new truck. Scott explained that it would have to be adapted to fit though he does not recommend keeping it.

Arthur Capello motioned to enter the lease purchase agreement Scott Hazelton recommended and authorize the town administrator to negotiate the trade value of \$11,000 to see if a better value can be obtained, 2nd Jim Horgan. Discussion followed where the truck will be purchased with a non-appropriation clause where if the town does not approve the future expense the truck can be returned. *Motion carried with all in favor.*

The Board then discussed the financing for the 10 wheel dump truck. Charlie suggested the town go with the monthly payment option because it would not affect our cash flow as much and would reduce the total payment. Arthur stated that he would like the lease payment negotiated to April 1st instead of January 1st so it is after town meeting. Scott stated he feels there is plenty of room to negotiate with the lending companies and they understand how municipality budgets work. Charlie then noted that monthly payments would have to be authorized to go through without the Board's sign off so that the payments are not held up (or late) because they are waiting for signatures.

Charlie King motioned to authorize Keith Trefethen to negotiate with the three finance companies to get the best possible rate and bring it back to the Board for approval, 2nd Joan Funk. Motion carried with all in favor.

9. Discuss Camera and Alarm System for DPW:

Scott Hazelton provided the Board with the RFP responses for the outside security system of the DPW. He then added that he would like to come back to the Board during budget season for the outside camera security system for the DPW because he has had some unexpected costs come up. He also noted that they have made some internal changes to secure the materials and building. Charlie stated that he thinks Scott should look at the \$295 yearly monitoring fee and see if he can find a better way to monitor. Scott replied that this has been a learning process for him and he would like to continue the investigation process over the next few months and bring a proposal back to the Board during budget season. The Board was in agreement to table.

10. Bids on Surplus Cruiser and Possible Approval:

Scott explained that he received bids to purchase the surplus cruisers and also checked the scrap iron price. The apparent high bidder is Asian Auto Services for \$1,264.24. *Arthur Capello motioned to sell the two cruisers to Asian Auto Services for \$1,264.24 by certified check, 2nd Charlie King. Motion carried with all in favor.*

Keith asked how the Board would like to proceed with the two fire trucks that are currently being stored and the Board replied to sell them. Scott stated he has an interested party. Keith will approach the Town of Lebanon to see if they are still interested (a reasonable offer could be established with an appraisal). Paula suggested checking with Rich Fowler and Scott stated that he would do that. Charlie suggested Keith contact Lebanon and tell them if the town doesn't get a reasonable offer in two weeks then an RFP will be posted.

11. Landfill Closure/Purchase of Loam:

Scott explained that the closure was short 1000-1500 cubic yards of loam because they found some additional trash that had to be moved and covered. He got prices from several vendors and the low bidder was Renaud Trucking at \$6/cubic yard which includes delivery. Charlie asked if Scott is confident the material from Renaud's would be acceptable and Scott stated he would know for sure tomorrow because he has someone checking it in the morning. Charlie then asked if Renaud Trucking has the ability to deliver and Scott stated that is his only concern because he thinks it will take 10 days for delivery which would not be acceptable.

Scott stated he recommends purchasing the loam from Granite Ridge at \$7/cubic yard and \$75 trucking fee. *Jim Horgan motioned to authorize Keith and Scott to negotiate the best price with Granite Ridge for the purchase of up to 1500 cubic yards of loam for the landfill closure at a maximum cost of \$7/cubic yard and \$75 trucking fee, 2nd Arthur Capello. Motion carried with all in favor.*

12. Approval to Install Surge Protector at Municipal Building:

Keith explained that during the recent thunder storm the surge from the generator took out three of the town's computer. They would like to install a surge protector on the generator at \$460 to

protect the town in the future. *Joan Funk motioned to authorize the surge protector purchase for the generator, 2nd Arthur Capello. Motion carried with all in favor.*

13. ADA Restroom/Town Offices: How to Proceed:

Keith explained they he would like permission to solicit RFPs for the upgrade of the restroom at the town offices to meet ADA requirements. He would also like to have an addendum to the RFP to include the upstairs bathroom so if the grant agrees to pay for that cost it can upgraded also. Arthur suggested utilizing the toilets from downstairs in the upstairs bathroom if the grant does not approve the upstairs project to at least get rid of the small, child sized toilets. The Board then agreed to allow Keith to move forward.

14. Other Business To Come Before the Board:

A. Jim informed the Board that the Economic Development Committee visited the Sarah Greenfield Business Park and will probably be coming to the Board soon to request their assistance in cleaning up and delineating the lots. Arthur followed up by asking if the Board could look at selling town owned properties and Keith stated that he has been looking into those properties and he will be bringing the information back to the Board.

B. Paula asked about the lot line adjustment at the Collins and Aikman site. Charlie stated it is coming in front of the Planning Board for discussion and it appears they are subdividing the property for a sale. Paula asked how this would affect the Super Fund Site delineation. It was discussed that all parties (including DES and EPA) would have to be involved. The Board asked Keith to check with DES and the EPA to make sure they are okay with the lot line adjustment and that it would not affect the super fund site delineation and to get any comments from them in writing.

At 8:14pm, Charlie King motioned to go in non-public session under RSA 91A.3.II (b) and (c), 2nd Arthur Capello. Roll Call – Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes), Joan Funk (yes) and Arthur Capello (yes).

At 8:36pm, the Board came back into public session and Charlie announced the non-public minutes were sealed.

At 8:37pm, 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