

**TOWN OF FARMINGTON  
BOARD OF SELECTMEN  
PUBLIC MEETING MINUTES  
Monday, August 27, 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, Water/Wastewater Superintendent Dale Sprague, Fire Chief Rich Fowler, Sgt. Scott Ferguson and Police Chief Kevin Willey.

**Public Present:** Neil Johnson, Roger Smith, Ed Leonard and Robert Grillo of CMA Engineers

**Chairman Charlie King opened the meeting at 5:15pm. Arthur Capello motioned to go in non-public under RSA 91A.3.II (b) and (d), 2<sup>nd</sup> Jim Horgan. Roll Call – Charlie King (yes), Paula Proulx (yes), Joan Funk (yes), Arthur Capello (yes) and Jim Horgan (yes).**

**At 6:21pm the Board came back into public session and Charlie announced the public minutes were sealed.**

**Charlie King motioned to recess until 6:30pm, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.**

**Meeting reconvened at 6:31pm.**

**1. Public Comment:**

A. Charlie announced that the Board offered the Police Chief position to Lt. Kevin Willey and he accepted. An official ceremony will be held on Monday, September 3, 2012 at 6pm at the Old Town Hall and all community members are invited to attend.

B. Brandy Sanger questioned if the Board would allow Boy Scout Troop 188 to bring the recyclable plastic bottles collected in Middleton to the landfill for recycling. DPW Director Scott Hazelton stated that it would bring in revenue to the town with the recycling. The Board was in agreement that it would be okay for the scouts to bring the plastics to the landfill.

**2. Review of Minutes:**

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

**3. Staff Funding Alternative with the Loss of Americorp Grant for Fire Service:**

Rich reminded the Board that the Americorp grant funding is ending and the Board needs to make a decision about where the funding is going to come from for the personnel line. The cost about \$20,000 to pay for October to December and the Board originally send last budget season that the funds could be found in other departments and not within the fire department. Keith questioned if the Board had any thoughts as to where the \$20,000 could be found in the other departments. Paula read the earlier minutes were it said Rich was going to apply for a grant to cover the expense and Rich replied that he was unable to get the grant. Paula then suggested bringing the discussion up at a department head meeting and ask them where they might be able to find the funds. Chief Willey explained that the fire department was able to help with the crossing guard position and if they are able to continue doing this then he would have about \$2,500 to provide. He also might have some funds in his personnel line due to the loss and hiring of officers. Arthur asked Rich if the town is at the point where they need to look at a full time department and Rich stated realistically the town was there several years ago but he has been able to cover the station with the Americorps people and part time staff saving the town a significant amount of money. Keith will work with the department heads to locate the funds and bring their suggestion back to the Board.

**3. Action on Ambulance Billing Write-Off as recommended by Auditors:**

Keith informed the Board that the auditor has requested the Board eliminate/forgive past due bills for 2005 through 6/30/2009 for the amount of \$213,519.36. *Arthur Capello motioned to forgive the ambulance bills for 2005 through 6/30/2009, 2<sup>nd</sup> Jim Horgan.* Discussion followed where Paula asked if the lines are dropped from the books are they then uncollectable and Keith replied no, if the funds are collected at a later time then they would come in as unanticipated revenue. *Motion carried with Paula Proulx opposed.*

**4. Discussion with CMA Engineers regarding the Landfill Closeout:**

Scott Hazelton explained that the final walk through of the Landfill Closeout is scheduled for this week and they have a change order for the Board to review tonight. Arthur asked if the project is within budget and Scott explained with all approved change orders the project is within budget. *Jim Horgan motioned to accept Change Order #4 by CMA Engineers as laid out in the August 13, 2012 memo for a total amount of \$41,935, 2<sup>nd</sup> Arthur Capello. Motion carried with all in favor.*

**5. Computer Connectivity for the Police Department:**

Chief Kevin Willey explained that both Roger Smith, Strafford County Chief Operations Officer and Sgt. Scott Ferguson, his internal IT person are present with him tonight to answer questions the Board may have because Strafford County and the police department are looking to make some changes because their computer servers are coming to the end of their lifespan. The department would like to participate in a centralized server at dispatch which will take the responsibility of a server off the town, allow for expedited information and reports from other

towns. Kevin is bringing it forward now knowing the town is renegotiating the Metrocast contract and he would need to bring the police department up to a business class internet access. His hope is that the new contract could include a free or greatly reduced business internet line. He has been told that the cost of an IP address is \$49 a month and a business internet line will be \$99 a month. Charlie asked who would be responsible for the security of the connection. Roger Smith explained that the County would donate a specialized router to the town and the town would need a dedicated IP address. Charlie asked what the cost of the town would be and Roger Smith explained the only cost would be for the internet line.

Arthur asked when the department is looking to have this project complete by because it takes awhile to renegotiate the Metrocast contract. Kevin explained they would like to have it as soon as possible but he realizes the contract is being negotiated and that he would need to consider any extra costs during the upcoming budget season. Keith reminded the Board the town of Gilford asked if the town would like to join the Lakes Region Consortium that is currently renegotiating the Metrocast contracts because there is often strength in numbers. Jim asked what the cost would be and Keith explained that attorney fees would be shared amongst the consortium members. Charlie asked Keith if he could contact Metrocast to see if they could jumpstart the business line process.

Jim asked what would happen if the internet line was down and Roger Smith explained that a business line comes with a guarantee of no longer than a 4 hour disconnection. Kevin explained that if a connection was lost they would do what they do currently by utilizing the telephone, entering information manually and saving on the desktop. Roger Smith then added that the County has provided every department with cellular cards that allow for a direct internet connection. Jim asked how the department will retain Farmington's records if the server fails and Kevin explained there are hard copies of reports kept at the PD.

#### **6. Discussion of Painting Steel Sheeting for Wastewater Treatment Plant Upgrade:**

Dale brought pictures of the steel sheeting that was proposed to have painted. The contractor has provided a cost of \$4,582 and he feels this money could be well spent on something else because its purpose is to hold back the wetlands and he is not sure how long the paint will last anyway. The steel is extra stiff steel and rust will not hurt it. Charlie asked what the life expectancy would be of the sheeting wall and Ed Leonard replied 40-50 years. Paula asked if there is anything recommended to protect the sheeting and Ed replied no, the paint would give a little bit of extra protection. *Jim Horgan motioned to eliminate contract for the painting of the steel sheeting, 2<sup>nd</sup> Arthur Capello.* Discussion was held that painting the steel would create a maintenance issue because it would need to be repainted often. Paula asked how often it would need to be repainted and Ed replied it would not need to be repainted in 15-20 years. *Motion carried with all in favor.*

**7. Discussion with Wright Pierce:**

Ed Leonard of Wright-Pierce provided an update to WP-14, 15, 12 and 16 that were discussed earlier this month. The only item that was not solidified is the “extra” parts because those costs are still being captured and Ed will bring the cost back. *Arthur Capello motioned to approve RFI WP-14, Wp-15, Wp-16 and WP-12 with the exception that the cost proposal for the requested spare parts from WEMCO for the Tank Drain Pump still needs to be firmed up, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

Ed then presented the Board with an amendment to the Wright-Pierce Construction Engineering Contract based on the additional work and contract duration for a total of \$59,350. Arthur asked if it would be covered under the grant and Ed replied that the whole package was reviewed and accepted by Rural Development. *Arthur Capello motioned to approve Amendment No.1 to the Wright-Pierce Engineering Contract for \$59,350, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

Charlie asked where the funding cap stands now and Ed replied \$425,000 and billing through the end of July has a balance of \$450,000. *Charlie King motioned to extend the funding cap to \$500,000, 2<sup>nd</sup> Arthur Capello. Motion carried with all in favor.*

**8. Discussion with Dale Sprague:**

Dale reminded the Board that his mowing needs have increased significantly and he needs a four wheel drive vehicle to get to the water sampling sites. Charlie stated he would like to get mowing costs/bids for mowing of the landfill in order to compare cost effectiveness and questioned if the terrain to the water sampling sites can be modified so that a four wheel drive apparatus is not needed. Dale explained the terrain could probably be modified in most spots. Jim asked if the tractor Dale is looking at would work effectively versus a four wheeler and Dale replied that he believes so but he would like permission to explore the option a little further and field test them. The tractor Dale is looking at would include a lawn mower and York rake and would be covered under the grant. *Jim Horgan motioned to authorize Dale Sprague to investigate the options available for water testing and lawn mowing, 2<sup>nd</sup> Arthur Capello. Motion carried with all in favor.*

*At 8:00pm, Charlie King motioned for a short recess, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

**At 8:12pm the Board reconvened.**

**9. Review and Approve CDBG Administration Proposals for SEDC & Winnisquam Wood Products:**

Keith explained that the RFPs for CDBG grant administration of the Winnisquam Wood Products Project in the Sarah Greenfield Business Park. Three vendors provided materials; the

highest proposal came in from Donna Lane and town staff believes she would provide the best continuation for the project as she oversaw the SEDC portion of the project. Paula asked if Donna Lane was awarded the contract would there be enough funds remaining for audits and such and Keith replied he believes the funding would be sufficient. ***Charlie King motioned to contract Donna Lane to administrate the CDBG grant for Winnisquam Wood Products project, 2<sup>nd</sup> Arthur Capello. Motion carried with all in favor.***

**10. Review and Award Regulatory Review of Community Planning Grant:**

Keith informed the Board that the Planning Board and town staff recommends having Jeffrey H. Taylor & Associates for the regulatory review of the Community Planning Grant. ***Arthur Capello motioned to follow the staff recommendation to contract with Jeffrey H. Taylor & Associates for the regulatory review of the Community Planning Grant, 2<sup>nd</sup> Paula Proulx. Motion carried with Jim Horgan opposed.***

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

A. Keith informed the Board that Pam Merrill, Finance Administrator, forwarded him a past due bill for the business line coming into the Municipal Building. The Board was unsure of this business line change and Keith read that Gary Stenhouse, previous Interim Town Administrator, approved the change months ago. Charlie asked if the T-1 line is still active and if it is, is it necessary. Jim stated that there used to be a lot of connectivity issues in this building and he would like to know if this has still been an issue. Keith responded that the employees have told him that the connectivity has not been an issue like before and the customer service is much better. Arthur asked how the town gets the business line for \$49.99 when the PD is expecting the business line cost to be \$199. ***Jim Horgan motioned to pay the \$181 Metrocast bill for the business line and continue the monthly payments, 2<sup>nd</sup> Arthur Capello. Joan Funk offered a friendly amendment for the taxes and extra fees be appealed, and both Jim Horgan and Arthur Capello accepted it. Motion carried with all in favor.***

B. Keith informed the Board that the MS-1 is being electronically filed as of September 1, 2012 and signatures are not required as long as the box on the front is checked. The MS-1 was provided for the Board's review. ***Joan Funk motioned to approve the MS-1, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

C. Kathy Seaver will be hosting an election training on Saturday, September 8<sup>th</sup> at 9am.

D. Keith provided the Board with the MS-5 for the Board to approve. Pam Merrill, finance administrator, and the auditors approved the figures on the MS-5. ***Arthur Capello motioned to sign the MS-5, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

**E.** Keith read a letter from Strafford Regional Planning Commission regarding a past due payment for 2012-2013 membership dues. It was discussed that the town voted several years ago to not be a member of the Commission. *Arthur Capello motioned to not pay the \$6,634.18 to Strafford Regional Planning Commission and authorize the town administrator to sign the refusal pay on behalf of the board, 2<sup>nd</sup> Jim Horgan.* Discussion followed where it was stated that Joe Pitre stated our bridge was moved down the list for replacement because we are not a member of the Commission and Arthur stated he would like a copy of the minutes from the Commission meeting where this was stated. *Motion carried with all in favor.*

**F.** Keith reminded the Board of some agenda items he would like to discuss in September; Emery and Garrett, town hall rental fees, bat removal, and the \$20,000 source for the Fire Department. Charlie asked where the town stands with the generator and Keith said it is getting fixed. Charlie then asked what went wrong with the generator side that needs to be repaired and Keith stated he was told the parts will be replaced under the warranty with a cost for installation of \$1,400. Also, there are no maintenance agreements for any of the generator units in town and Keith requested a proposal for such maintenance.

**G.** Arthur explained that he was asked by St. Peter's Church to attend the Cocheco River Watershed Coalition meeting in September as a Selectmen and the Board agreed this would be fine.

**H.** Paula gave an update on the CIP Committee. After discussion with Keith and Kathy Menici it was decided that Keith would be the more appropriate person to assist with the process. Also, they have constructed a letter with a request to the department heads to fill out a project packet for their needs over the next 6 years that have a cost over \$10,000. Keith added that a request for CIP projects was also sent to the school Superintendent.

**I.** Paula asked if the town is expecting any funds back from LGC. Arthur stated that LGC is appealing the decision and Keith added that he is not sure if the town is on the list to get funds back.

## **12. Review Minutes:**

**A.** *Jim Horgan motioned to accept the public minutes of August 13, 2012 as amended, 2<sup>nd</sup> Joan Funk. Motion carried with Paula Proulx abstaining.*

**B.** *Jim Horgan motioned to accept the non-public minutes August 13, 2012 part A as written, 2<sup>nd</sup> Joan Funk. Motion carried with all in favor.*

**C.** *Jim Horgan motioned to accept the non- public minutes of August 13, 2012 part B as written, 2<sup>nd</sup> Joan Funk. Motion carried with all in favor.*

*D. Charlie King motioned to accept the non-public minutes of August 15, 2012 as written, 2<sup>nd</sup> Jim Horgan. Motion carried with Paula Proulx abstaining.*

*E. Charlie King motioned to accept the non-public minutes of August 21, 2012 as written, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

*At 8:54pm, 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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Joan A. Funk

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Paula Proulx

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Jim Horgan

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Arthur Capello