

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Tuesday, October 9, 2012
356 Main Street, Farmington, NH**

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

Town Staff Present: Town Administrator Keith Trefethen, Police Chief Kevin Willey, DPW Director Scott Hazelton, Water/Wastewater Superintendent Dale Sprague, Town Clerk Kathy Seaver, Fire Chief Rich Fowler, Firefighter David Martin, Firefighter/EMT Doug Houston, Lt. Jay Drury and Rec Director Rick Conway.

Public Present: Neil Johnson and Kathy King

Chairman Charlie King called the meeting to order at 6:00pm and led those present in the Pledge of Allegiance.

1. Review of Minutes:

A. Jim Horgan motioned to accept the public minutes of 9-24-12 as amended, 2nd Arthur Capello. Motion carried with all in favor.

B. Joan Funk motioned to accept the non-public minutes of 9-124-12 A, B, C and D as written, 2nd Jim Horgan. Motion carried with all in favor.

2. Employee Presentation

The Selectmen presented Deputy Fire Chief Tom Bonneau, Firefighter David Martin and Firefighter/EMT Doug Houston with certificates recognizing their “above and beyond” service to the town by using their expertise to overhaul and restore the 12 year old exhaust removal system at the fire house saving the community an excess of \$4,000.

3. Promotional Announcement:

“Dedication, Loyalty and Selflessness are three qualities shown consistently over the past 12 years by Jay Drury” stated Chief Kevin Willey presented Jay Drury with his promotional Lieutenant.

4. Appointments:

A. Jim Horgan motioned to appoint Joshua Carlsen to the Planning Board for 3 years as a regular member, 2nd Joan Funk. Motion carried with all in favor.

B. Charlie King motioned to appoint Paul Parker to the Board of Trustees, 2nd Joan Funk. Motion carried with all in favor.

C. Jim Horgan motioned to appoint Rodney Jablonski to the Economic Development Committee, 2nd Joan Funk. Motion carried with all in favor.

5. Review of Building Rental Fee Waiver Requests:

A. A waiver from the recreation building rental fees has been requested by the Cocheco River Local Advisory Committee. They would like to use the computer lab meeting room on October 22, 2012 at 7:00pm for a progress meeting. Generally there would be a \$25 fee to utilize this space. *Jim Horgan motioned to grant the request for the waiver of the rental fees, 2nd Joan Funk. Motion carried with all in favor.*

B. A waiver from the recreation building rental fees has been requested by Grace Community Church. They would like to use the gymnasium on Wednesdays, from September through June from 4:40pm to 7:00pm to provide free dinner to the community. Joan asked what would occur if a paying entity wanted to utilize the building and the Board discussed if this situation arises then the Board should be notified. *Arthur Capello motioned to waive the building rental fee for Grace Community Church on Wednesdays from September through June and if a paying entity requests the space the Board be notified, 2nd Jim Horgan. Motion carried with all in favor.*

C. A waiver from the recreation building rental fees has been requested by United Martial Arts Academy. They provide karate classes on Tuesday, Thursdays and Saturdays. *Arthur Capello motioned to waive the building rental fee for United Martial Arts Academy contingent upon them following through with the conditions of the contract, 2nd Jim Horgan. Motion carried with all in favor.*

Arthur Capello motioned to authorize Rick Conway to sign the contract with United Martial Arts Academy, 2nd Joan Funk. Motion carried with all in favor.

D. It was discussed that all entities who currently utilize the recreation building who have not submitted a waiver request should receive a letter from the town administrator reminding them they will be charged a usage fee unless a waiver is approved by the next Selectmen's meeting on October 22nd.

6. Water/Wastewater Departments:

A. Dale Sprague reported the Wright-Pierce is working on scheduling a final walk through of the new wastewater plant with Rural Development and NHDES this Friday. He invited the Board members to attend and/or scheduling their own private tour. Arthur suggested having the Board take a tour at 5pm the night of the next meeting.

B. Dale reminded the Board that a sump pump is still run at the new facility. To buy the used parts to get the pump running in brand new condition would cost \$4,722 but to purchase an entirely new sump pump the cost would be \$83,000. Dale recommends purchasing the parts for \$4,722 and the cost would be included in the grant funding. *Charlie King motioned to authorize \$4,722 change order for sump pump parts contingent upon grant funding availability, 2nd Jim Horgan. Motion carried with all in favor.*

C. Dale reported that he did have the John Deere tractor in town to see if it would work for his needs and found it to be a great asset to his department. ***Jim Horgan motioned to authorize Dale to draft a RFP for a tractor purchase with all the appropriate specifications, 2nd Joan Funk. Motion carried with all in favor.***

7. Transfer Station:

Scott Hazelton reminded the Board that the town signed an 8 month contract with Casella Waste System for handling of our Solid Waste and recyclables and it will be ending in December. Scott is currently working on his budget request and wanted to know how the Board would like him to proceed. Charlie asked how their service has been. Scott explained that there have not been any issues with their service and they have been very adaptable to the changes as they have occurred at the transfer station. Scott recommends renegotiating with Casella Waste System to get a lower rate as they were not the lowest bidder for a yearlong contract by \$1,000. Scott further explained that our estimated waste figures are half of what was expected which may drive our costs up for hauling. Keith recommended posting a new RFP for the hauling costs.

Scott pointed out that currently residents pay a per bag fee but those funds that are collected go into the general fund and not into his department to pay the hauling company. The Board replied that this needs to be discussed further and a new warrant created for March so that the funds taken in pay for the hauling costs. ***Arthur Capello motioned to have Scott put out an RFP for a 1 year contract with an option for a second year and opt out clause for waste hauling, 2nd Jim Horgan. Motion carried with all in favor.***

8. Financial Matters/Cash Flow:

Keith informed the Board that the town is in a similar situation as other towns that there is a cash flow issue until the tax rate is set. Keith asked how the Board would like to proceed with the setting of the tax rate and Charlie explained the Board likes to be part of the process of the tax rate setting and Keith should inform them as soon as he has a date scheduled. Keith then noted that he put forth an inquiry to the SAU to see if they can hold off on receiving their payment until the taxes start flowing in but is still awaiting a response. Keith will inform all department heads this week that they should hold off on all purchases/expenditures unless necessary at this time.

9. Class VI Road Acknowledge & Notice of Limits of Municipal Responsibility:

Keith informed the Board that Michael Gerlach would like to construct a single family home on property he owns with access off of Scruton Road. Keith asked Scott Hazelton to review the road condition and provide an estimate as to what cost would be associated to bring the road up to a Class V standards so a Building Permit could be issued. This estimate would let Mr. Gerlach know what would be required financially to bring the road up to a Class V standard. Keith then asked if the Gerlach were given permission would they have to pay back the owners of the property before theirs for work they have done to the first half of the road. Charlie responded no, that would be a private matter for

the neighbors to discuss. The Board would like to see Scott's recommendation/opinion of probable cost for road work prior to accepting any waivers.

10. Long Range Issues for Discussion:

A. Keith asked if the Board would like to have some general discussion on a Public Safety Building. Charlie replied he feels the project as it was proposed thus far probably could have some phases laid out and questioned if funding for the drainage and parking improvements have been identified yet. Scott stated he can put together a proposal for the Board to review on what the proposed cost of the projects would be, what grants are available and what the conditions are associated with the grants.

Currently the town has separate police and fire stations. Charlie asked the Board what they envision as a future public safety building. Keith stated discussions have been held on constructing a joint public safety building on the current fire department lot but on the front of the lot with parking behind. He suggested asking the chiefs for their opinion on whether or not such a building should be located in the downtown area or somewhere else in town. Jim questioned if a quick exit poll can be put up at the presidential election to get the town's residents' opinions on such a project. Joan then commented that a feasibility study probably needs to be completed first. Charlie disagreed and noted there are several professional individuals in town that would volunteer their services to help create a plan. Paula noted that the space needs of both departments need to be assessed as well. Keith would look into the cost of getting a feasibility study.

B. Keith asked if the Board has any ideas on what they would like to do with the second floor of this building. Charlie stated that the bathrooms need to be renovated first. Jim suggested utilizing the space as a meeting place until more concrete plans can be made. Arthur asked how the roof is going and Scott Hazelton replied some emergency repairs to the roof were just done but needs to be redone. A quick estimate for the hip roof was received at \$20,000 from the company that did the emergency repairs. Scott is looking into estimates for the replacement of the entire roof for the Board to review.

C. Keith asked if the Board would like to do anything with the Little Red School House and the Board explained the schools own it so there is not anything the town can do with it.

11. Any Other Business To Come Before the Board:

A. Keith informed the Board that he received correspondence from the Attorney General's Office in response to his letter requesting information regarding the Conservation Commission's involvement in the perambulation of the town boundaries. In that letter the Attorney General stated his office cannot legally offer advice to entities other than the state.

B. Keith informed the Board that Kathy Menici received a check for \$58,177 which is payment #2 for the Energy Efficiency and Conservation Block Grant.

C. Arthur asked if Keith has received any information back from the Conservation Commission and Planning Board regarding their recommendations for the town owned

lots. Keith replied he did not recall that he was supposed to request this information but would do so.

D. Scott stated that the gazebo at Fernald Park was vandalized over the past week and he would like to install some cameras in the area. Kevin Willey stated he is in favor of cameras and/or lights because they would help to identify to vandals. He will also have his department go door to door in the area to see if anyone has any information.

E. Paula noted that the police department overtime budget line is overspent and the bottom line for the department should be watched carefully especially where he graciously offered some funds to assist the fire department per diem budget. Kevin replied that he tracks his overtime weekly and is well aware of where his budget stands.

F. Paula asked Keith if he could update the gas key list so that the vehicles being used and the keys are matched with what is truly being used.

G. Jim asked Chief Kevin Willey if he could provide the Board with an update on the Police department's calls to the schools.

H. Jim noted that several people in town, including the Economic Development Committee would like to create a Hay Day Committee so that they can help get it back to a family outing day. The Board was in agreement that they would like to create a Hay Day Committee and look for recommendations from the EDC for volunteers. ***Charlie King motioned to create a Hay Day Committee and request volunteer recommendations from the EDC, 2nd Arthur Capello. Motion carried with all in favor.***

I. Arthur asked where the town stands with the Americorp funding shortfall at the fire department. Keith noted the funding is being watched and he anticipates there not being an issue.

At 8:00pm, Charlie King motioned to go in non-public under RSA 91A.3.II (b), 2nd Jim Horgan. Roll call – Charlie King (yes), Jim Horgan (yes), Arthur Capello (yes), Paula Proulx (yes) and Joan Funk (yes).

At 8:29pm the Board came back into public session and Charlie announced the non-public minutes were sealed.

At 8:29pm, Joan Funk motioned to go in non-public under RSA 91A.3.II (b), 2nd Jim Horgan. Roll call – Charlie King (yes), Jim Horgan (yes), Arthur Capello (yes), Paula Proulx (yes) and Joan Funk (yes).

At 8:52pm the Board came back into public session and Charlie announced the non-public minutes were sealed.

At 8:52pm, Charlie King motioned to go in non-public under RSA 91A.3.II (d), 2nd Arthur Capello. Roll call – Charlie King (yes), Jim Horgan (yes), Arthur Capello (yes), Paula Proulx (yes) and Joan Funk (yes).

At 9:10pm, the Board came back into public session and Charlie announced the non-public minutes were sealed.

At 9:10pm, Joan Funk motioned to go in non-public under RSA 91A.3.II (b), 2nd Jim Horgan. Roll call – Charlie King (yes), Jim Horgan (yes), Arthur Capello (yes), Paula Proulx (yes) and Joan Funk (yes).

At 9:18pm the Board came back into public session and Charlie announced the non-public minutes were sealed.

At 9:18pm, Charlie King motioned to go in non-public under RSA 91A.3.II (d), 2nd Arthur Capello. Roll call – Charlie King (yes), Jim Horgan (yes), Arthur Capello (yes), Paula Proulx (yes) and Joan Funk (yes).

At 9:25pm, the Board came back into public session and Charlie announced the non-public minutes were sealed.

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

At 9:46pm, the Board came back into public session and Charlie announced the non-public minutes were sealed.

At 9:46pm, Charlie King motioned to go in non-public under RSA 91A.3.II (d), 2nd Arthur Capello. Roll call – Charlie King (yes), Jim Horgan (yes), Arthur Capello (yes), Paula Proulx (yes) and Joan Funk (yes).

At 10:21pm, the Board came back into public session and Charlie announced the non-public minutes were sealed.

At 10:21pm, Charlie King motioned to go in non-public under RSA 91A.3.II (d), 2nd Arthur Capello. Roll call – Charlie King (yes), Jim Horgan (yes), Arthur Capello (yes), Paula Proulx (yes) and Joan Funk (yes).

At 10:27pm, the Board came back into public session and Charlie announced the non-public minutes were sealed.

At 10:27pm, Charlie King motioned to go in non-public under RSA 91A.3.II (b) and (d), 2nd Arthur Capello. Roll call – Charlie King (yes), Jim Horgan (yes), Arthur Capello (yes), Paula Proulx (yes) and Joan Funk (yes).

Amended and accepted 10-22-12

At 10:32pm, the Board came back into public session and Charlie announced the non-public minutes were sealed.

Joan mentioned that she is concerned that some of the programming on the Channel 26 seems to be strange lately. She noticed the other night that there were old movies showing. Keith will investigate to see if there are protocols available and if not will work on drafting some.

At 10: 35pm, *Arthur Capello motioned to adjourn, 2nd Paula Proulx. Motion carried with all in favor.*

Respectfully Submitted,

Brandy Sanger
Recording Secretary

Chairman, Charlie King

Jim Horgan

Paula Proulx

Arthur Capello

Joan A. Funk