

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, November 5, 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 and Parks, Police Officer Matthew Wunschel, Police Chief Kevin Willey, Lt. Jay Drury and Rec Director Rick Conway.

Chairman Charlie King called the meeting to order at 5:30pm and led those present in the Pledge of Allegiance.

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

At 5:48pm the Board reconvened in public session and Charlie announced the non-public minutes were sealed.

At 5:48pm, Paula Proulx motioned to go in non-public session under RSA 91A3.II (b), 2nd Jim Horgan. Roll Call - Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Arthur Capello (yes) and James Horgan (yes).

At 6:02pm the Board reconvened in public session and Charlie announced the non-public minutes were sealed.

At 6:02pm, Paula Proulx motioned to go in non-public session under RSA 91A3.II (b), 2nd Jim Horgan. Roll Call - Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Arthur Capello (yes) and James Horgan (yes).

At 6:09pm the Board reconvened in public session and Charlie announced the non-public minutes were sealed.

At 6:09pm, Paula Proulx motioned to go in non-public session under RSA 91A3.II (b), 2nd Jim Horgan. Roll Call - Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Arthur Capello (yes) and James Horgan (yes).

At 6:20pm the Board reconvened in public session and Charlie announced the non-public minutes were sealed.

Accepted 12-10-12

At 6:20pm, Paula Proulx motioned to go in non-public session under RSA 91A.3.II (b), 2nd Jim Horgan. Roll Call - Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Arthur Capello (yes) and James Horgan (yes).

At 6:30pm the Board reconvened in public session and Charlie announced the non-public minutes were sealed.

1. Swearing in of Police Officer:

The Board swore in new Police Officer Matthew Wunschel.

2. Public Comment:

none

2. Review of Quotes for Town Reports:

Megan Fetter received four bids for the printing of the town reports as follows;

Country Press	\$1,317.28
Kase	\$1,971.00
RC Brayshaw	\$2,356.00
Town and Country	\$2,392.00

Arthur Capello motioned to contract with Country Press for the printing of the town reports, 2nd Paula Proulx. Motion carried with all in favor.

3. Discuss SRO Position with the Police Chief:

Chief Willey explained that he has spoken with the School Superintendent, school staff and PTA in regards to the SRO position and they are all in favor of reinstating the SRO position. Arthur asked if Kevin could put together the figures for how many calls the PD gets now that there is not a SRO versus when there was a SRO in the building. Kevin explained he has those figures and will put them in the Boards' mailboxes. The numbers were up last year significantly though this year those numbers have dropped thus far. Also, the education piece, like DARE, is missing from the schools since the SRO position was cut. It was discussed that a clear agreement will need to be drawn and put in place if and when the SRO position is reinstated. The School Board would like to tentatively meet with the Board on November 19th regarding the SRO.

4. Review RFPs for Law Firms:

Keith explained that he has received five proposals from surrounding law firms for the Town to consider. The proposals are competitive with our current rates and Keith recommended the members review the proposals and then hold interviews with the firms in order to get a complete picture in late November/early December.

5. BOS Authorization of a Tax Anticipation Note:

Keith noted that he received confirmation from the DRA this morning that our tax rate could be set and that a TAN is no longer needed. Charlie noted that the Board met and set the tax rate at \$21 per \$1000 after the school used \$151,000 of surplus funds to help

buy down the tax rate and the town applied \$325,000 from the undesignated fund balance to do the same. Charlie then noted that he and Keith asked Megan to assist with creating a calendar with dates that need to be looked at each year like when the MS-27 is due and when health insurances should be reviewed.

Arthur suggested setting a joint meeting with the School Board to start a working relationship with the School Board and open the lines of communication. Joan agreed with the suggestion and noted it should not be a meeting to put them on the defense but more on a collaboration meeting. All members were in agreement that this should occur and that it should probably be after their budget sessions. Keith noted that he was very encouraged after the previous meeting with the Superintendent and looks forward to future communications.

6. Policy on Town Office Closure:

Last week during the storm the State ordered all its employees out of work and headed home by 3:00pm and town staff questioned what they should be doing. Charlie made the decision that all non essential employees could go home if they chose to using their time. Arthur stated he disagreed with sending them home without pay since the Governor ordered state of emergency. Joan agreed with Arthur and noted that it should also be when our own town emergency staff notes the town is in a state of emergency. Keith will draft a policy for discussion though general consensus was to pay employees if they are sent home during a state of emergency.

7. Health Insurance Buybacks:

Keith explained that he surveyed all town departments to see how many people would be interested in the insurance buybacks if the figures are increased. He has not heard back from all departments yet but consensus from those who have replied thus far indicated they need the insurance no matter what the buyout. In reviewing the figures Keith stated he does not feel the numbers discussed at the last meeting are high enough to entice someone to take the buyback.

Arthur Capello motioned to set the buybacks at 25% of the cost of each plan, 2nd Paula Proulx. Discussion followed where it was noted that any employees who choose the buybacks have to show proof of insurance coverage from another entity. ***Motion carried with all in favor.***

8. Discussion regarding Holiday Bonuses:

The Board noted that last year the bonuses were given in lieu of raises and a discussion needs to be held of what will occur this year regarding any raises. Keith stated that he is just about to provide the Board with a “raw” budget presentation that would include a CPI 3% adjustment. It was noted that pay increases or bonuses will be discussed at a future meeting. Charlie noted that he would be in favor of merit bonuses but Keith suggested some clear measurable goals be established and put in place before merit bonuses are given. Keith will draft some performance based initiatives that can be

quantified and approved by the Board. Also, the Board agreed a Christmas Party would be fine to start a noon time and then the employees can go home for the holiday.

9. Review of Technology Upgrades for Cable TV Broadcasts:

Keith provided the Board with a list of products that Robert Hall (FCTV Coordinator) feels would be prudent for the Town to purchase to upgrade the cable tv broadcasts. Joan informed Robert that the School Superintendent offered the services of the school tech person. Charlie stated he feels the Town Hall should be set up for live casting if possible and Robert said the cost for that would be \$5,000. There is over \$100,000 in the franchise fund. It was discussed that the suggested upgrades are needed and should be taken care of as soon as possible. Jim asked if it is possible to simultaneously broadcast on both channel 25 and 26 and Robert replied he would think so. *Arthur Capello authorized the expenditure of up to \$50,000 from the franchise fees to make the needed upgrades to our broadcasting systems, 2nd Paula Proulx. Motion carried with all in favor.*

Keith stated that he forwarded a draft broadcast policy to Robert and he is currently reviewing them and making recommendations.

10. Any Other Business To Come Before the Board:

A. Keith informed the Board that Pam Merrill forwarded a voucher to the Board for approval for funds from the Technology Capital Reserve Fund to cover the costs of upgrading to a business line and a portion of the upgrades to the Planner's computer. It was noted that the expenses discussed appear to be operating expenses and questioned if they should come from the reserve funds. Keith will ask Pam to provide a breakdown of the costs.

B. Keith informed the Board that while Scott Hazelton was out today traveling the roads to prepare for the upcoming storm and noticed newly placed granite stones on Sheepboro Road near Mr. Maynard's property. Keith went up and visited with Mr. Maynard and explained that he did not have the right to place granite stones within the town's right of way. Mr. Maynard was pleasant and stated that he is concerned the town will damage the trees on his property during winter plowing which is why he replaced the removed granite stones in the right of way. Paula asked Scott if there is any compromise that can be made to ease Mr. Maynard's mind on the protection of the trees. Charlie explained that the trees are in the right of way, which is a compromise in its own right, and he does not feel the trees are in any danger. Keith noted that he feels the first the stones need to be removed but maybe reflective material can be put around the tree and extra caution could be taken during plowing. Charlie noted that if Mr. Maynard dug down 8 inches or so to install the blocks and did not hit any roots then plowing should not affect the trees.

Arthur Capello motioned to give Mr. Maynard one week to remove the granite stones from the area and offer a compromise to apply reflective material to the trees, 2nd Paula Proulx with friendly amendment to add that a letter be sent to Mr. Maynard explaining the request to remove the stones and a discussion be held within the same week regarding a compromise to mark the trees with reflective materials. Arthur

Capello accepted the friendly amendment. Discussion followed where Scott Hazelton noted that neither the tree nor the rest of the property were damaged last year during plowing. Also, in the event any damage is incurred to any residents' property the town will make repairs as soon as possible. **Motion carried with Jim Horgan opposed.**

C. Scott informed the Board that he met with FEMA in regards to the storm last week and the town might receive some category C reimbursement which reimburses for costs associated with preparing for the storm.

At 8:23pm, Charlie King motioned to go in non-public session under RSA 91A3.II (b), 2nd Jim Horgan. Roll Call - Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Arthur Capello (yes) and James Horgan (yes).

At 9:05pm the Board reconvened in public session and Charlie announced the non-public minutes were sealed.

Other Business:

A. Keith stated that he has traditionally taken the third week of November off to go hunting and asked if the Board would approve this vacation. **Arthur Capello motioned to approve Keith's vacation for November 12 to the 16, 2nd Joan Funk. Motion carried with all in favor.**

At 9: 09pm, **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

Accepted 12-10-12

Joan A. Funk