

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, December 10, 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, Public Works Director Scott Hazelton and Parks, Fire Chief Rich Fowler and Rec Director Rick Conway.

Public Present: Randy Talon, Danny Woodman, Matt Scruton, Rick Gladding and Neil Johnson

Chairman Charlie King called the meeting to order at 5:30pm.

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

At 6:39pm the Board reconvened in public session and Charlie announced the non-public minutes were sealed.

At 6:39pm, Charlie King motioned to adjourn until 6pm, 2nd Jim Horgan. Motion carried with all in favor.

At 6:00pm, Charlie King reopened the meeting and led those present in the Pledge of Allegiance.

1. Approval of Minutes:

A. Joan Funk motioned to approve the public minutes of October 22, 2012 as written, 2nd Jim Horgan. Motion carried with all in favor.

B. Joan Funk motioned to approve the public minutes of November 5, 2012 as written, 2nd Jim Horgan. Motion carried with all in favor.

C. Joan Funk motioned to approve the public minutes of November 26, 2012 as amended, 2nd Jim Horgan. Motion carried with Charlie King abstaining.

D. Joan Funk motioned to approve the non-public minutes of November 26, 2012 parts A, B and C as amended, 2nd Arthur Capello. Motion carried with Charlie King abstaining.

2. Request for Appointments:

Matt Scruton withdrew his application for the Conservation Commission. *Jim Horgan motioned to appoint Matt Scruton to the Economic Development Committee as a regular member for 3 years, 2nd Joan Funk. Motion carried with all in favor.*

Charlie King motioned to appoint Matt Scruton to the Planning Board as an alternate member for 3 years, 2nd Joan Funk. Motion carried with all in favor.

3. Public Comment:

A. Danny Woodman and Randy Talon of the 500 Boys and Girls Club explained that the Club has been in existence for 60 years in town and has grown immensely. Just over the past year they have added three new programs; a 7/8 grade traveling basketball team, archery and a midget football team. They are currently looking at starting a golf team this spring. They host three baseball tournaments and a golf tournament each year which brings in business to the town. Also, they are continually thankful to the town for the annual donation to their club and hopes that it will continue. They are happy to announce that they are now online and on Facebook and there is a link to the site from the town's recreation site.

B. Charlie noted that Cameron's Lawn and Garden donated a six wreaths to the town and the Hogan family donated the downtown Christmas trees. Thank you to those who helped make the town a little merrier this season.

C. Police Chief Kevin Willey noted that all the Blue Light Christmas call slots have been filled and that any families in need of help for the Christmas season can still sign up for Toys for Tots at the police department, Rec. office, library and town hall until this Wednesday.

4. Town Office Closure Policy:

Keith provided a draft Office Closure Policy for the Board's review. Jim noted that when he reviewed the document he felt it should be made clearer that employees who feel they have an emergency may request the ability to leave. For example, if employee A lives in Exeter and they are experiencing a hurricane where as the town of Farmington is not, that employee might want to go home to check on their home. Charlie noted that he is concerned that there are instances where the Governor might declare a state of emergency for the state but our town is not being affected and questioned if our employees should go home. Paula agreed with Charlie and noted that when/if the Governor declares an emergency than the Town Administrator, Fire Chief, Police Chief and DPW Director along with the Board of Selectmen should make a final decision about the town's response to the Governor's decree. Arthur noted that he feels if there is an emergency at the local level that requires the non essential employees to be sent home then the administrator, Fire Chief, Police Chief and DPW Director could make the decision to close and notify the Board of Selectmen afterwards. Keith will forward a final draft to the Board's approval for the next meeting.

5. Review Law Firm Proposals:

Keith provided the Board with a summary sheet of the Law Firms who submitted proposals for consideration. The Board would like to interview the following offices; Upton & Hatfield, Mitchell & Bates and Drummond & Woodsum and Keith will set up interviews.

6. Discussion with Fire Chief:

A. Rich explained that the Fireman Association would like to utilize the antique fire trucks that are currently being stored (the 1936 and 1939). They envision using the trucks for education purposes and representation in parades and such. Right now the trucks are being stored at the previous Collins & Aikman site and they will continue to be housed there for the time being. The Association would like to take custodianship of the trucks and get them cleaned up to utilize for public relations/education. *Arthur Capello motioned to authorize the Fireman's Association to take custodianship of the antique fire trucks, 2nd Jim Horgan. Motion carried with all in favor.*

B. Rich explained that he would like to revisit the idea of a student live-in program at the fire station. Several area fire departments have this program for students that attend the Fire protection/fire science program at the Laconia Tech. It has been very helpful to those communities who utilize it. The live in students are required to be Firefighters/EMT and they must give so many hours per month to the department for their lodging. Keith explained he has first hand experience with this program as his own son participates in such a program and he highly recommends it. The Board was in agreement that Rich could pursue the concept and get all the necessary paperwork, contracts, rules and such in place and then bring it back to the Board for review.

C. Rich explained that in January 2012 the town took on Middleton and New Durham fire and EMS departments to our radio channel. It has been a great benefit to mutual aid. In exchange for this service New Durham had done all of our radio reprogramming that we have needed for free. Thus far, Middleton has not done anything for us in exchange for the use of the radio channel. Rich feels Middleton should provide a monetary contribution to the town that would go to repairs or equipment. Farmington is currently responsible for maintaining the hardware. The Board was in agreement that a formal written agreement should be signed with both parties. Rich will draft an agreement proposal and bring it back to the Board for their approval.

D. Rich explained that a warrant article should be drafted that states the governing body has authorized the fire department to go mutual aid and to receive mutual aid. This has never been done in Farmington and should be. The Board agreed that this warrant article should be drafted to go on the ballot.

E. Arthur stated that at the most recent Capital Improvement Committee they discussed the need for feasibility study for a public safety building. The Board was in agreement that this would be a great first step. *Arthur Capello motioned to post an RFP for a feasibility and space needs study for the town, 2nd Jim Horgan. Motion carried with all in favor.*

G. Rich explained there was an unexpected forestry grant from the State that the town was awarded. The town was selected for about \$10,000 worth of equipment, this included a skid unit for the forestry/Humvee unit. This would take care of our forestry truck and we would be good for another 5-7 years with that vehicle. The down side of the grant is that is a 50/50 matching grant and the fire department does not have any remaining funds. Scott Hazelton stated that there is \$55,000 remaining in the FEMA funds that are earmarked for the drainage improvements. ***Jim Horgan motioned to authorize Rich Fowler to take advantage of the forestry grant and transfer up to \$5,500 from the FEMA funds for this purpose, 2nd Arthur Capello.*** Discussion followed where Keith pointed out that the town will have to pay out \$11,000 first for the purchase and then will be reimbursed \$5500 upon submittal. ***Motion carried with all in favor.***

7. Health Insurance Buybacks:

Keith explained that he presented the insurance buybacks to town staff and one employee requested the Board consider a unique circumstance. That employee would like the Board to consider a 25% buyback if he/she takes a single plan versus a family plan because the family members have other insurance options. Arthur abstained from the discussion. The Board was in agreement that they would like to stay with the original proposal to offer a buyback for those employees who opt out of town insurance because they have other coverage and not to those who choose a smaller plan.

8. Holiday Pay Disbursement:

Keith started the conversation by stating that he feels the Board should make special consideration for the one full time person at the fire department who works 24/7 365 days a year. Keith then explained that the town has agreed to pay the police department personnel their holiday pay for the entire year at this time of year. When Keith reviewed the police union contract it read that the holidays should be paid as they arise throughout the year. He feels that the town should honor the system that has been in place but noted that some additional work needs to be done to update the policy. Kevin noted that historical practice has been to pay out the eleven holidays to the department in December. Officers work their normal scheduled hours whether it is a holiday or not at straight time and do not get paid holiday pay like all other town employees. ***Arthur Capello motioned to have the finance administrator to pay all holiday pay for the year to the entire police department for this week's pay period as discussed, 2nd Jim Horgan. Motion carried with all in favor.***

9. ADA Bathroom Renovations:

Two RFPs were received for the ADA bathroom renovations. Horne Construction provided a proposal with a total of \$62,500 and KJ Rouleau provided a proposal with a total of \$19,600. The proposals were drastically different and Keith reviewed them with the CEO Dennis Roseberry. Through the grant the town can receive \$15,000 and there is \$33,906 in the funding from the SAU rental. Keith recommended the Board authorize the first floor restroom to be renovated and work with Horne Construction to see if some of the expenses can be curbed. Arthur suggested putting the RFP back out to bid since the proposals are so different and ask Dennis Roseberry for specific companies to

forward the RFP to. Charlie noted that Dennis should narrow the scope of work and provide a handout of the ADA requirements for people to bid.

10. Status of Discussion on Land Swap with Cameron's:

Barry Elliot provided a letter from NHDOT stating they were in favor of the closure of the entrance across from Central Street and also the costs associated with the surveying. Charlie stated he would be in favor of sharing the costs for surveying 50/50 with Camerons. Keith will work on drafting a warrant article to accomplish the land swap and the expenditure of \$1375 from the conservation commission for the surveying.

11. Status of Property at 142 Golden Circle Drive:

Keith explained that though the property is unoccupied the roof has caved in and the building is collapsing on itself. The neighbors are concerned that the status of this property is negatively affecting their property values. Arthur stated that unless the town can prove it is a public safety hazard they cannot take any action legally. The CEO can condemn the building and suggest the owner take action. The Board was in agreement that Dennis should identify the property has hazardous and dilapidated and send a letter suggesting the owner take action.

12. Strategy review of 2013 Budget Process:

Keith would like to set dates for the review of the proposed budgets. The Board would like the potential tax impact and revenue projections.

At 8:05pm Charlie King motioned for a short recess, 2nd Joan Funk. Motion carried with all in favor.

13. Other Business To Come Before the Board:

A. Animal Control Sheltering – Kevin Willey explained that he has been researching other options for animal control sheltering other than the Cocheco Humane Society whose base fee for 2013 is scheduled to be \$1200. The town now has a veterinary facility in town and Kevin went up and discussed options with the owners. He was able to draft an animal sheltering contract between the town and Cocheco Vet Hospital. This contract would offer;

1. no base fee so an immediate savings of \$1200
2. the vet is located in Farmington so ACO's committed time and mileage will be cut.
3. the Vet will assist with disposing of roadkill
4. The Vet is offering 24 hour emergency service
5. The Vet has agreed to serve as a rabies hold facility
6. The Vet has agreed to assist with large animals that get loose
7. The daily rate for the Vet for strays is lower at \$12/day versus \$30-\$50/day

Arthur asked if they have the appropriate approval to board animals and Kevin replied he is unsure. Keith stated he would investigate that issue tomorrow. Charlie asked for a fee schedule for the emergency vet services. *Jim Horgan motioned to authorize Chief*

Amended and accepted 12-17-12

Kevin Willey to enter an agreement with Cocheco Vet Hospital for animal control sheltering contingent upon their ability to shelter animals and a revised contract to include a fee schedule for emergency vet services, 2nd Arthur Capello. Motion carried with all in favor.

B. Request for Waiver of Building Rental Fees – Charlie explained that the Sunday AA Group requested a waiver of the building rental fees and past fees. *Jim Horgan motioned to waive the past due and ongoing rental fees associated with the Sunday morning AA Group, 2nd Charlie King. Motion carried with Arthur Capello.*

C. FEMA Reimbursement- Scott Hazelton informed the Board that he and Kevin have filed for FEMA Reimbursement for expenditures associated with preparing for Tropical Storm Sandy.

D. Charlie thanked Tom DeJulio for his help in putting up the Christmas lights again this year.

At 8:33pm, Charlie King motioned to go in non-public session under RSA 91A3.II (a), 2nd Jim Horgan. Roll Call - Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Arthur Capello (yes) and James Horgan (yes).

At 8:45pm the Board reconvened in public session and Charlie announced the non-public minutes were sealed.

At 8:45pm, Charlie King motioned to go in non-public session under RSA 91A3.II (a), 2nd Jim Horgan. Roll Call - Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Arthur Capello (yes) and James Horgan (yes).

At 9:20pm the Board reconvened in public session and Charlie announced the non-public minutes were sealed.

At 9:20pm, Charlie King motioned to go in non-public session under RSA 91A3.II (c), 2nd Jim Horgan. Roll Call - Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Arthur Capello (yes) and James Horgan (yes).

At 9:25pm the Board reconvened in public session and Charlie announced the non-public minutes were sealed.

At 9:26pm, Arthur Capello motioned to adjourn, 2nd Paula Proulx. Motion carried with all in favor.

Respectfully Submitted,

Brandy Sanger

Amended and accepted 12-17-12

Recording Secretary

Chairman, Charlie King

Jim Horgan

Paula Proulx

Arthur Capello

Joan A. Funk