

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, December 17, 2012
356 Main Street, Farmington, NH**

Selectmen Present: Charlie King, Paula Proulx and Jim Horgan

Selectmen Excused: Arthur Capello and Joan Funk

Town Staff Present: Town Administrator Keith Trefethen and Police Chief Kevin Willey

Public Present: Neil Johnson and Dave Connolly

Chairman Charlie King called the meeting to order at 6:07pm and led those present in the Pledge of Allegiance.

1. Public Comment:

A. Paula stated she was asked by a taxpayer to find out the fair market value of the two parcels of land which are proposed to be swapped with Cameron's Lawn and Garden because if that land was ever taken from the state they would pay the fair market value cost. Also, a resident noted they were against the town paying part of the surveying of the lands for this swap since it was initiated by a business and not the town and the town will incur other costs related to managing the conservation land.

B. Charlie announced that this meeting is taking the place of next week's meeting due to the holiday and noted the Board would not convene again until January.

C. Chief Willey announced that tomorrow morning at 9am the PD and anyone who would like to volunteer will be meeting upstairs of the Municipal Building to organize the Toys for Tots gifts.

D. Jim asked who can expend the funds in the capital fund to pay for the feasibility and space study for the town that the CIP Committee requested and the Board approved. Keith replied that he would research the answer to that question.

2. Approval of Minutes:

A. Jim Horgan motioned to approve the public minutes of October 29, 2012 as written, 2nd Charlie King. Motion carried with all in favor.

B. Jim Horgan motioned to approve the public minutes of November 19, 2012 as written, 2nd Charlie King. Motion carried with all in favor.

C. Charlie King motioned to approve the non-public minutes of November 19, 2012 part A as written, 2nd Jim Horgan. Motion carried with all in favor.

D. Charlie King motioned to approve the public minutes of December 10, 2012 as amended, 2nd Paula Proulx . Motion carried with all in favor.

E. Charlie King motioned to approve the non-public minutes of December 10, 2012 parts A, B, C and D as amended, 2nd Paula Proulx . Motion carried with all in favor.

3. Town Office Closure Policy:

Keith provided the Board with a second draft of the Town Office Closure Policy with the suggested changes discussed at the previous meeting. Paula noted the Town Administrator should weigh in on any decision to close the town offices and Charlie stated he feels that is understood. **Jim Horgan motioned to accept draft 2 of the Town Office Closure Policy and put it in effect, 2nd Paula Proulx. Motion carried with all in favor.**

4. Discussion of letter from Local Attorney:

Attorney Manny Krasner forwarded a letter to the Town requesting a meeting with the Selectmen to discuss the stones and trees on Mr. Maynard's property on Sheepboro Road and how the parties can come to a resolution. Keith will contact Attorney Krasner to establish what date would be best for him to meet in January.

5. Encumbrance of Funds from FY 2012:

Keith stated that he was presented with three encumbrance requests by the department heads. The Planning Director Kathy Menici would like to encumber \$73,220 from the Safe Routes to School Grant and \$92 to purchase the Planning Board handbooks. Water Superintendent Dale Sprague would like to encumber the funds for the second phase of the water study. Charlie stated the contractor still needs to provide an updated solid quote for the Phase 2 work. Jim then added that the Economic Development Committee wanted to encumber funds to purchase folders and update the website. Keith explained no contract is in place so it would be difficult to encumber the funds and Megan can take care of the website. Charlie suggested adding the approximate \$300 for the folders to the EDC 2013 budget line. **Charlie King motioned to encumber \$73,220 from the Safe Routes to School Grant, \$92 for the Planning Board handbooks and approximately \$35,000 for the water source study contingent upon an update RFP be provided, 2nd Jim Horgan. Motion carried with all in favor.**

6. Signature of Conservaton Easement Deed:

Dave Connolly of the Conservation Commission noted that Mr. Whittum finally got all the paperwork in place for the parcel of land he wants to put in a conservation easement. The deed has been approved by the Commission and has also been reviewed by the Town Attorney. The parcel is open for public access for hiking and biking. **Charlie King**

motioned to accept and sign the Whittum Conservation Easement deed, 2nd Jim Horgan. Motion carried with all in favor.

7. Review Upcoming Holidays:

Keith informed the Board that the upcoming holidays, Christmas and New Year's, both fall on a Tuesday and questioned how the Board would like to handle the holidays. Jim suggested giving employees a paid day off the day before the holiday and the holiday. Paula stated she has a hard time closing the town offices on those Mondays because residents might need to utilize the facilities for business though she would not have been opposed to discussing a holiday bonus. Charlie stated he understands both sides though feels the Board is not prepared to discuss bonuses tonight. *Jim Horgan motioned to move the town staff Holiday luncheon to Friday, December 21st and have the employees go back to work once lunch is over but also give them a paid holiday on December 24th; December 31st will not be a paid holiday, 2nd Paula Proulx. Motion carried with Paula Proulx opposed.*

8. Economic Revitalization Zone Application:

Keith explained the EDC is looking to create tax incentive zones in the downtown area to promote business. This is a stringent process of which an application must be forwarded to the State Division of Economic Development. If the areas were identified as a Revitalization Zone then potential business owners might qualify for State Tax Credits. There are two applications; one for the Village Center and one for the Sarah Greenfield remaining lots. Paula noted that the 28.53 acre lot noted in the application is not part of the Sarah Greenfield Business Park and therefore the application needs to be revised to state that the town recognizes the 28.53 acres is not part of the lot. Also, the other application should be revised to identify how far down each road in the Village Center the zone would be. *Charlie King motioned to approve the applications as revised tonight and forward to the state for approval, 2nd Jim Horgan. Motion carried with all in favor.*

9. 2013 Budget Goals:

Keith provided the Board with the revenue projections for 2013 and noted he expects it to be a bit lower. Keith explained the department heads put together budgets to start a discussion with the Board to see what future planning needs to be made as the town goes forward over the next several years. The current rough draft budget has a large impact to the taxpayers and the department heads are very clear that it is not a reality but they want to have the discussion on how to eventually do the work they have budgeted for over the next several years. It was noted by the Board that there are many projects in town that need to get done but unfortunately they cannot all be done at once and a discussion needs to be held with the department heads as to what the priorities are. Charlie asked Paula when she felt the rough draft of the CIP plan would be ready. Paula explained the CIP will be meeting on January 2 and will be constructing a first draft CIP plan. The Board noted that the budget will definitely not go forward with more than a 3% increase.

Charlie noted that there are a lot of goals that need to be accomplished in this community and the costs keep increasing. He stated that we need to do some restructuring because if we do not we will continually be chasing these projects. The Board agreed to meet January 7th to review the budgets with the department heads.

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

A. The DPW provided the Board with a memo regarding a possible trade for a sander and Charlie explained that he does not feel this item will fulfill our needs because it is not commercial grade per his experience.

B. Keith informed the Board that Rich Fowler will be out of office for 6-8 working days starting on January 8th and will be 4-6 weeks before he will be on full duty due to a knee surgery.

C. Keith was given a slip from Dale Sprague to transfer \$5000 to water department capital reserve account from the water department. ***Jim Horgan motioned to authorize the transfer of \$5000 from the water department to the water capital reserve fund contingent upon the fact that the transfer was pre-approved in the budget, 2nd Charlie King. Motion carried with all in favor.***

D. Charlie noted that there are a few violations against the town's sign code. The Wagon Wheel and Midtown Auto both have signs that are changing more than once per minute and he wanted to make sure Dennis Roseberry was aware of the issues.

At 7:43pm, Charlie King motioned to go in non-public session under RSA 91A3.II (a), 2nd Jim Horgan. Roll Call - Paula Proulx (yes), Charlie King (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 - Paula Proulx (yes), Charlie King (yes) and James Horgan (yes).

At 8:50pm the Board reconvened in public session and Charlie announced the non-public minutes were sealed.

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

Respectfully Submitted,

Accepted 1-14-13

Brandy Sanger
Recording Secretary

Chairman, Charlie King

Jim Horgan

Paula Proulx

Arthur Capello

Joan A. Funk