

**TOWN OF FARMINGTON  
BOARD OF SELECTMEN  
PUBLIC MEETING MINUTES  
Monday, March 11, 2013  
356 Main Street, Farmington, NH**

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

**Town Staff Present:** Town Administrator Keith Trefethen, DPW Director Scott Hazelton, Water/Wastewater Superintendent Dale Sprague, Fire Chief Rich Fowler and Police Chief Kevin Willey

**Public Present:** Neil Johnson and Betsey Andrews Parker

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

**1. Approval of Minutes:**

*A. Joan Funk motioned to accept the public minutes of February 25, 2013, 2<sup>nd</sup> Paula Proulx. Motion carried with Arthur Capello abstaining.*

*B. Joan Funk motioned to approve the non-public minutes of February 25, 2013 part A as presented, 2<sup>nd</sup> Jim Horgan. Motion withdrawn. The minutes will be discussed in non-public*

*C. Joan Funk motioned to approve the non-public minutes of February 25, 2013 part B as written, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

*D. Joan Funk motioned to approve the public minutes of March 4, 2013 as written, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

*E. Joan Funk motioned to approve the non-public minutes of March 4, 2013 part A as written, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

*F. Joan Funk motioned to approve the non-public minutes of March 4, 2013 part B as written, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

*G. Joan Funk motioned to approve the non-public minutes of March 4, 2013 part C as written, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

*H. Joan Funk motioned to approve the non-public minutes of March 4, 2013 part D as written, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

**2. Public Comment:**

A. Paula stated she received a phone call from Mrs. Demaski noting that she was not happy because she feels the sidewalk tractor has damaged her stockade fencing and when the crew is shoveling out the fire hydrant they are putting the snow in her yard and ruining another piece of her fencing. Chief Willey stated that he is sending an officer up to the property because the resident also noted that students are pulling the broken fencing off. Scott Hazelton will also address the situation.

### **3. Meet with Strafford County Community Action:**

Betsey Andrews Parker, Executive Director of Strafford County Community Action explained that she is here tonight to explain the services the CAP office provides to the community. She noted that 34% of the residents in Farmington utilize the CAP office. Further she provided the statistics for the residents who have utilized their services thus far this year. They also run two preschool Headstart classrooms at the Farmington Child Care Center of which they have 36 kids in the program.

They also run a food pantry. This year they had 316 homes receive holiday food baskets in Farmington. Joan stated that she received complaints on how the holiday baskets were distributed this year. Terry from CAP noted that they did have a change to how they distributed the baskets this year due to a space issue but every participant was given the information on distribution when they applied.

Joan noted that her concern for CAP is the availability in Farmington for services in town. Betsey explained that all the services they provide are available in town and they have increased their hours in town to be open Mondays, Wednesdays and Fridays from 8 to 5 and during peak fuel service hours they have additional hours on Tuesdays and Thursdays.

The space agreement was discussed. The agreement states that the town will provide agreeable space to the CAP office for as long as the services exist in Farmington. The current space in the Old Courthouse is adequate for their needs. Charlie asked why they are using town space when they have property on Charles Street that they rent out. Betsey explained they have buyers for that property and it would not be economical to run the CAP office out of that building. Betsey noted that the trash has not been picked up in two weeks and also the sidewalks/ramp have not been shoveled. Arthur asked where in the agreement does it state the Town will provide those services. Betsey replied it is not within the contract but the services have been provided for many years. Scott Hazelton explained that he was not aware that the town was responsible for the trash or shoveling of the ramp but he will take care of it tomorrow. Betsey then noted they received their first fuel bill and Keith explained that there is a new vendor for fuel services so this may have been an error.

Betsey noted that the CAP program is looking for a representative on their Board of Directors if the town has anyone interested they would like to appoint.

### **4. Application for Rental Fee Waiver:**

Keith explained the Farmington Democrats have requested the waiver of the rental fees to meet the second Thursday of each month at the Farmington Town Hall. Charlie suggested the criteria for the waiver should be reviewed and a representative of the group should be present to discuss the request. ***Charlie King motioned to postpone this discussion until a representative from the Farmington Democrats can be present, review and comment from the Rec. Director is obtained and a copy of the waiver criteria is given to the Board members, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

**5. Update on Global Data Systems Contract:**

Keith explained that GDS has offered changes within the agreement however the cost has stayed the same and they are also going to add an additional annual cost for information transfer. They have agreed to a one year contract but other stipulations were not agreed to. The Board will further discuss this in non-public because of the legal issues surrounding it. ***Arthur Capello motioned to table the discussion to non-public, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

**6. Discussion of Possible Public Safety Building Committee:**

Kevin Willey explained that they have put together a RFQ (Request for Qualifications) to find the qualified companies who can provide a feasibility study and are moving forward with that. They would like the Board to consider forming a committee under the guidance of the Selectmen. He would like to see himself, the Fire Chief, DPW Director, the Town Administrator, one Selectman and four town residents serve on such a committee. This committee would be to review the RFQ and make recommendations to the Selectmen as an advisory committee.

It was discussed amongst the Board that this advisory committee would be a good idea. Arthur noted that he would like to see a few more residents included because the ultimate building approval will need community buy in. Paula noted that the CIP Committee discussed this building and feel strongly that an unbiased feasibility study is needed.

***Arthur Capello motioned to create a Public Safety Building Committee with no less than seven members, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

***Charlie King motioned to appoint Arthur Capello as the Selectmen representative on this committee, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

Kevin would like to make an announcement at Town Meeting this week about the need for volunteers on this committee and the Board agreed this would be a great idea.

**7. Health Insurance for Retirees:**

Keith explained that LGC, the Town Health care provider, allows retirees the opportunity to continue their health insurance through the town provided they have been an employee of the town for 10 years. The retired employee pays 100% of the premium they elect to take. Keith further added that this discussion has arisen due to an inquiry by an employee. Charlie asked if there are any administration costs/responsibilities to the town

and Keith replied no, none that he is aware of. *Arthur Capello motioned to allow retirees from the town to buy in to the town's health care coverage as long as there is no cost to the town, 2<sup>nd</sup> Jim Horgan.* Discussion followed where Paula asked if these people (if they had significant medical issues) would affect our pool and Keith said yes, it would affect the 100 pool. Jim asked what would happen if the town changed health insurance companies and Keith explained it would have to be discussed at that time. *Charlie King offered a friendly amendment to offer the retiree coverage for as long as the Board is in agreement to offer the program, amendment accepted by Arthur Capello. Motion carried with all in favor.*

#### **8. Permission to Attach Property for a Land Use Violation:**

Keith explained that the town would like to change the decree to stated a lien can be place on a property for the charge of a clean-up on a parcel. The CEO has been working through the Town Attorney to bring a parcel of property into compliance with zoning. They would like a change to the decree to go back to the Court and amend the Notice of Decision allowing the town to place a lien on the property if the property owner does not follow through with the order. *Arthur Capello motioned to change the decree to allow the lien, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

*At 7:47pm, Arthur Capello motioned for a short recess, 2<sup>nd</sup> Paula Proulx. Motion carried with all in favor.*

*At 7:37pm the Board reconvened.*

#### **9. Establishment of Hay Day Committee:**

Keith explained that Rick will plan the first Hay Day Committee meeting for after Town Meeting. Charlie noted it would be a good idea to announce openings on this committee at Town Meeting.

#### **10. Discussion & Possible Update of Farmington Pay Plan:**

Keith provided the Board with the updated Pay Plan since he modified the rates based on the COLA-Northeast of 2% in order to keep the document current. Keith further noted that some employees have come to him noting that some job descriptions have changed since the plan was adopted and the Board might want to look at these. Charlie stated that he would like reasons in writing as to what positions should have a change in pay grade and why before the Board discussed it.

Arthur noted that he does not mind updating the Pay Plan as long as the same standard (ie. COLA-Northeast) is applied each year to keep it current. Charlie noted he would be more comfortable moving the pay plan up 1.5% instead of 2%. Many board members noted that there was no sense in paying for wage scale study if the Board is not going to keep it a living document and therefore it makes sense to modify the scale. It was also discussed that just because the scale is amended does not mean every employees' wage needs to be adjusted.

***Arthur Capello motioned to increase the pay scale by 2%, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

Charlie asked when the employee evaluations will come forward to the Board with salary increase recommendations. There was a discussion on the process that should occur for salary increases. It was decided that all the department heads should complete their evaluations for their employees and forward their salary increase recommendations to Keith. The salary increase is a merit increase solely. Once Keith receives the information he will forward the recommendations to the Board.

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

**A.** Arthur asked Scott and Kevin to make sure the roads are posted and then enforced. Scott noted the roads will be posted starting tomorrow. Kevin stated his department will do their best to enforce the road postings.

**B.** Charlie noted that Danny Woodman of the 500 Boys and Girls Club would like to have a delivery to the Paulson Road facility from Rte. 11 and asked Scott to contact him tomorrow.

**C.** Charlie asked Scott how many people at the DPW took and passed the CDL test. Scott explained he had two employees take the CDL-B test and both passed it; he currently has one employee remaining who is not certified but is working on it.

**D.** Keith informed the Board there will be two public hearings at the next meeting; one to accept FEMA funds for Hurricane Sandy and the other to accept part 2 of the Block Grant.

**E.** Keith *reminded* the Board that they have previously approved a four day work week for the DPW starting in April. Scott stated that last year on-call pay was paid for two guys to be available from Friday through Sunday. He would like to change this to be that two employees will be “available” (within 30 minutes of town) over the weekend and therefore “on-call” pay would not be paid out. If coverage is required during Friday through Sunday the employees who are called in would be paid time and a half. ***Jim Horgan motioned to allow the DPW department to go to a four day work week starting on April 15, 2013, 2<sup>nd</sup> Joan Funk.*** Discussion followed where Charlie noted that if an emergency arises on a Friday the town would be paying 1 ½ times their pay when if the department was on a five day work week the overtime would not be paid. Charlie then added that it might be a good idea to see if the DPW workers qualify for the program the PD uses in that their hours are totaled on a 28 day schedule so if they work overtime one week they can cut their hours a following week. ***Motion carried with all in favor.***

***At 9:04pm, Charlie King motioned to go in non-public session under RSA 91A.3.II (e), 2<sup>nd</sup> Paula Proulx. Roll call – Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Arthur Capello (yes).***

**At 9:07pm, the Board reconvened and Charlie noted the non-public minutes were sealed.**

***At 9:07pm, Charlie King motioned to go in non-public session under RSA 91A.3.II (e), 2<sup>nd</sup> Paula Proulx. Roll call – Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Arthur Capello (yes).***

**At 9:22pm, the Board reconvened and Charlie noted the non-public minutes were sealed.**

***At 9:22pm, Arthur Capello motioned to go in non-public session under RSA 91A.3.II (a), 2<sup>nd</sup> Jim Horgan. Roll call – Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Arthur Capello (yes).***

**At 9:26pm, the Board reconvened and Charlie noted the non-public minutes were sealed.**

***At 9:26pm, Arthur Capello motioned to go in non-public session under RSA 91A.3.II (d), 2<sup>nd</sup> Jim Horgan. Roll call – Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Arthur Capello (yes).***

**At 9:30pm, the Board reconvened and Charlie noted the non-public minutes were sealed.**

***At 9:30pm, Arthur Capello motioned to go in non-public session under RSA 91A.3.II (a), 2<sup>nd</sup> Jim Horgan. Roll call – Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Arthur Capello (yes).***

**At 10:38pm, the Board reconvened and Charlie noted the non-public minutes were sealed.**

***Jim Horgan motioned to rescind the 3% increase for Keith Trefethen, provide 100% of his health insurance costs and make the insurance costs effective the first pay period after Town Meeting and amend his employment contract to reflect the change, 2<sup>nd</sup> Arthur Capello. Motion carried with all in favor.***

***At 10:40pm, Arthur Capello motioned to go in non-public session under RSA 91A.3.II (a), 2<sup>nd</sup> Jim Horgan. Roll call – Joan Funk (yes), Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Arthur Capello (yes).***

**At 10:46pm, the Board reconvened.**

***Joan Funk motioned to accept the non-public minutes of February 25, 2013 part A as amended, 2<sup>nd</sup> Paula Proulx. Motion carried with Arthur Capello abstaining.***

Amended and accepted 3-25-13

At 10:46pm, ***Charlie King motioned to adjourn, 2<sup>nd</sup> Paula Proulx. Motion carried with all in favor.***

Respectfully Submitted,

Brandy Sanger  
Recording Secretary

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Chairman, Charlie King

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Jim Horgan

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Paula Proulx

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Arthur Capello

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Joan A. Funk