

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, May 13, 2013
356 Main Street, Farmington, NH**

Selectmen Present: Charlie King, Paula Proulx, Matt Scruton, Arthur Capello (arrived at 6:10pm) and Jim Horgan

Town Staff Present: Town Administrator Keith Trefethen and Water/Wastewater Superintendent Dale Sprague

Public Present: Michael Holcraft, Randy Orvis, Colin Sanger, Roy Robinson and Neil Johnson.

Chairman Charlie King called the meeting to order at 6:02pm.

1. DPW position:

Interviews will be held tonight for the DPW Director position. Paula asked if the Board expects the director to be in the office or working alongside his guys since the department is so small. It was discussed that the director should be willing to get out and work with the guys but this will be discussed further. Paula then stated she feels the Board needs to discuss if the department is going to focus on construction or maintenance and what the top projects are expected to be for the next three years. It was decided that the Board would need to discuss this further at a future meeting.

At 6:09pm, Charlie King motioned to go in non-public session under RSA 91-A:3II (b) for the purpose of interviews, 2nd Jim Horgan. Roll call – Matt Scruton (yes), Paula Proulx (yes), Charlie King (yes) and Jim Horgan (yes).

At 6:56pm the Board came out of non-public session and Charlie announced that the non-public minutes were sealed for sixty days.

Jim Horgan motioned for a short recess, 2nd Arthur Capello. Motion carried with all in favor.

At 7:01pm, Charlie called the public meeting back to order.

2. Public Comment:

A. Michael Holcraft, a resident, stated he has an issue with Memorial Park with people parking on the lawn and using it as a turn around. He noted that there also used to be “No Parking” signs at the park but they have “disappeared.” Another resident stated that his kids play at the park occasionally and questioned why there is a garbage can there because people abuse it and place their household trash there. Also, he has seen dogs running free and vehicles driving through the park.

Keith asked for direction from the Board on whether or not they want parking in the area and if not, letters to abutters would need to go out letting them know it would be enforced and what the fines would be.

3. Boy Scout Seeking Approval for an Eagle Scout Project:

Colin Sanger explained that he is looking for approval for his Eagle Scout project. His project is multi-faceted; at Fernald Park he has plans to restore the gazebo and adding a picnic table as well as painting the three that are currently there, then at Edgerly Park he plans to restore the cannon and clean the monument, and then at Memorial Park he would like to add a picnic table and plant a row of bushes down both sides of the park. ***Charlie King motioned to authorize Colin Sanger's eagle project as submitted, 2nd Jim Horgan. Motion carried with all in favor.***

Arthur Capello motioned to research a no parking strategy for the Gray Avenue park and send notices to abutters thereof, 2nd Paula Proulx. Matt Scruton offered a friendly amendment to establish and enforce no parking at Memorial Park with a tow away zone and notify abutters as such, amendment accepted by both Arthur Capello and Paula Proulx. Motion carried with all in favor.

4. Request to utilize upstairs of Municipal Building:

Keith explained that Dr. Mark Ellis, chiropractor, would like to utilize the upstairs space for his practice in the interim while he locates another space. He would like to begin occupying the space as of Tuesday, May 21st. He would like to operate his practice on Tuesdays (12-6), Thursdays (12-6) and Saturdays (3 hours). He also would like to bring in gym equipment and have it available for residents to use for free while he is open. Paula noted that he has a good idea, but she is not sure if the town is prepared to have a tenant at this time. Keith noted that Dr. Ellis is very motivated but he would like to focus on his practice first and schedule his hours around the town's office hours due to the liability of having non-town staff in the building out of operational hours. Paula noted that the elevator would not be accessible in off hours and therefore not ADA compliant. Matt noted that he does not feel it would be the best use of the space and feels it should be for town storage not for a private business or a "teen center." He further questioned how much Dr. Ellis is looking to pay in rent and Jim stated he is trying to get it as cheap as possible, maybe around \$200 a month. Charlie stated that he would be willing to rent the space for the chiropractic business during town business hours if Dr. Ellis has the appropriate insurance and with a short term agreement in which either party could get out of.

Arthur asked Keith to find out if the town's insurance company would be amendable to a tenant who carried their own liability insurance. Resident, Mr. Roy Robinson, stated he does not feel it would be fair to other small businesses to rent this space to the chiropractor and noted that people who visit a chiropractor often have difficulty with stairs which is how they would access the business. Paula noted that the space has not been made publicly available and she is concerned about showing favoritism. Matt added that he would not want to compete with downtown landlords.

Arthur Capello motioned to ask the insurance company what liability the town would have if they rented this space to Dr. Ellis, 2nd Jim Horgan. Motion carried with Arthur Capello, Jim Horgan and Charlie King in favor.

5. Sewer Abatements:

Dale Sprague informed the Board that Deborah Thorp is requesting an abatement on her sewer bill for quarter 1 of 2013 because the valve blew off the washing machine and flooded the house. The water was not returned to the sewer. Dale recommends abating the sewer bill for \$373.88. *Paula Proulx motioned to abate \$373.88 for Deborah Thorp account #1530, 2nd Arthur Capello. Motion carried with all in favor.*

Dale informed the Board that Barry Elliot is requesting an abatement in the amount of \$143.52 because he feels he was overcharged. Dale recommends the abatement because his business has a higher usage in the spring and this would reflect a correction to his billing by billing him at the old rate that was in effect when the water was used. Dale will get the usage numbers for Mr. Elliot's parcel so the Board can review the full picture. The Board will revisit this at the next meeting.

Arthur asked Dale if he always fills out the abatement form for residents and Dale replied, sometimes he does if he is in agreement of the abatement. Arthur suggested putting the form online and Dale noted he would check with Megan to see if the form is online.

6. Henry Wilson Park:

Keith stated that the Farmington Country Club contacted him to ask if the town could tend to Henry Wilson Park. There are some trees that need to be removed along with a flagpole and the fences need attention. Paula asked who installed the fences and Keith noted he is not sure and though he feels it is important for the town to fix it up as it is the entry way to the town. Charlie asked Keith to find out what the cost would be to do the repairs and what the history of the park is. Paula noted that if there are trees that are in danger of falling those should be removed immediately but from there options need to be discussed.

7. Review Various Requests for Proposals:

A. Street Sweeping – Two proposals were received

Granite Street Sweeping for \$115/hr

SUR Construction for \$85/hr

Dale Sprague stated that the town has swept the winter sand up in the highest concentration areas but the bobcat is not made for this type of work and they have had to do quite a bit of repairs to do what they have done thus far. Keith stated that there is \$8000 in the budget line and the RFP went out for 80 hours of cleaning. Paula reminded them that the fall cleaning might be needed because once the leaves start falling the catch basins and culverts fill up because the leaves all collect against the curbing next to them. *Arthur Capello motioned to contract SUR Construction for street sweeping at \$85/hr for up to 80 hours, 2nd Jim Horgan. Motion carried with all in favor.*

B. Paint Stripping – One proposal from Industrial Traffic Lines at \$0.66/LF for double yellow lines and \$0.34/LF for single white lines. There is \$10,000 in this budget. Paula asked if the plan is to do half the town and Keith explained yes and that Scott Hazelton prepared the RFP and plan before he left. Dale noted that he is not sure if other companies saw the RFP because the one company that did respond he personally notified of the posting. The Board decided to re-advertise the RFP while notifying a handful of companies as well as, have Dale and Keith prioritize a list of roads to be stripped.

C. Catch Basin & Culverts – Two proposals were received;

Bellemore at \$130/hr

Hartigan at \$98/hr.

Arthur Capello motioned to contract Hartigan at \$98/hr for catch basin and culvert cleaning to not exceed \$6,500, 2nd Jim Horgan. Motion carried with all in favor.

D. Crushing and Reclaim – Two proposals were received:

Custom Crushing at \$428/yd, \$458/yd and \$543/yd (each for certain size rock and sand

Merrill Construction at \$5.40/yd, \$5.40/yd and \$4.80/yd (each for certain size rock and sand)

Keith noted that the owner of Custom Crushing noted that he has some ideas on how to manage the pit better that he would like to discuss with the Board. The Board agreed to meet with him and hear his ideas.

Arthur Capello motioned to award the crushing contract to Custom Crushing not to exceed \$20,000, 2nd Jim Horgan. Motion carried with all in favor.

E. Roadway Paving – Three proposals were received:

1. R & D Paving at \$71.26/ton for pavement, \$1.40/sy for reclaim, and gravel at \$34/ton

2. Advance Paving at \$74.50/ton for pavement, no quote for reclaim and gravel at \$55/ton

3. Suburban Paving at \$72.50/ton for pavement, \$1.20/sy for reclaim and gravel at \$40/ton

R & D Paving (\$115/ton) and Suburban (\$120/ton) provided proposals for the sidewalk work. Dale stated that he and summer went up and looked at the sidewalk on Tappan Street and they both feel the sidewalk should be moved to the other side of the road because a lot of repairs are needed to the current sidewalk. He would like to see if NHDOT would consider such a project and then come back to the Board with a better plan before the Board decides to do any work on Tappan Street. The roads scheduled to be repaved is Hornetown Road (reclaimed and resurfaced, 3700ft) and Chestnut Hill Road (reshimmed and paved, 3850 ft). The Board was in agreement to have Dale contact NHDOT and then schedule a sitewalk with the Board.

Arthur Capello motioned to award the paving contract for the roads to R & D Paving up to \$220,000, 2nd Jim Horgan. Motion carried with all in favor.

Charlie King motioned to award the sidewalk contract to RD Paving with a limited scope of work on Main Street and possibly some of Tappan Street, 2nd Jim Horgan. Motion carried with all in favor.

F. Union Street Pond – Keith reminded the Board that he forwarded nine proposals to them for the Union Street Pond work. The general scope of work was for design and permitting for restoration of the detention pond. Paula asked if there is any type of grant money that would be available for this mitigation since it is part of our drainage system. Keith stated his thought was to use the FEMA mitigation funds. Charlie asked Randy Orvis if he can explain the project. Randy stated that a boundary survey would be needed because the state would want to see it, a wetlands permit would be needed, along with research on the property and pre-permitting meetings. Arthur asked if the retention pond is currently working and Keith said no, it is affecting the drainage system. Dale added that the maintenance of the outlets has not been tended to over the past few years and a thorough cleaning might help.

Arthur stated that he would be in favor of having a design done though he doesn't feel a wetlands permit is due at this time. Randy stated that he does not feel a design could be created without a wetlands permit. Many of the Board members noted that they would like to look at the RFPs more thoroughly to make an informed decision. ***Charlie King motioned table this item until the next meeting, 2nd Jim Horgan. Motion carried with all in favor.***

8. Resident Concern:

A resident of 81 Old Bay Road noted that the water tower area by his home needs to be cleaned up at a minimum. They have two water barrels up there that are an eyesore and two piles of chips. The Board directed Keith to contact the Farmington Democrats and notify that they have two weeks to move the items. The resident then stated that people have come up and cut down bushes and such in the area and he would appreciate it if that would stop also. Paula noted that no one should be cutting anything besides town staff and asked Keith to look into it.

At 9:15pm, Arthur Capello motioned for a short recess, 2nd Paula Proulx. Motion carried with all in favor.

At 9:25pm, the Board came back into session.

9. RFP for Computer Network Services:

Keith informed the Board that Charlie reached out to John Heimann who assists him with his IT needs and Mr. Heimann reviewed the town's needs/issues and provided some guidance as to what the RFP should contain. ***Jim Horgan motioned to accept the draft RFP and post it, 2nd Arthur Capello. Motion carried with all in favor.***

10. Draft Cell Phone Policy:

Keith requested the members review the policy at their leisure and forward comments to him so he can put together a second draft for their review. ***Charlie King motioned to table the cell phone policy discussion, 2nd Arthur Capello. Motion carried with all in favor.***

11. Sale of Municipal Vehicles – Fire Trucks:

Keith explained that the trucks were placed on EBAY as requested and no bids were received. He would like permission to scrap the two trucks. Charlie asked Keith to make sure there aren't any parts on the trucks the town might be able to use before scrapping. ***Jim Horgan motioned to allow Keith to scrap both fire trucks, 2nd Arthur Capello. Motion carried with all in favor.***

12. Facilities Use Request:

Keith informed the Board that the Senior Class of 2013 has requested to use the municipal parking lot on May 18th and June 1st for a carwash. There is also a request to hold a yard sale on June 1st by Boy Scout Troop 188. ***Jim Horgan motioned to grant the facilities use request by the Class of 2013 for a carwash on May 18th and Troop 188 for June 1st for a yard sale, 2nd Paula Proulx. Motion carried with Arthur Capello abstaining.***

Jim Horgan motioned to authorize the town staff to review/approve the carwash requests, 2nd Arthur Capello. Motion carried with all in favor.

8. Other Business To Come Before the Board:

A. The Farmington 500 Boys & Girls Club requested an abatement on the interest in the amount of \$106.95 for a water bill. ***Jim Horgan motioned to abate \$106.95 which is the interest on the water bill for 500 Boys & Girls Club, 2nd Arthur Capello. Motion carried with all in favor.***

B. Gerry McCarthy forwarded a note requesting to be appointed to the Public Safety Building Committee since he missed the original sign up day. ***Paula Proulx motioned to appoint Gerry McCarthy to the Public Safety Building Committee, 2nd Jim Horgan. Motion carried with all in favor.***

C. Farmington Town Players have requested a waiver of rental fees for the Old Town Hall with 100% of the proceeds going to the firefighter in town who is battling cancer. The show is scheduled for June 7, 2013. ***Jim Horgan motioned to grant the waiver request from Farmington Town Players, 2nd Arthur Capello. Motion carried with all in favor.***

D. Keith informed the Board that he received a request from the Conservation Commission to have a third party monitor the ERG Conservation Easement with the costs incurred by ERG. Keith will review the easement and if he needs to contact legal counsel for assistance the Board is amendable to that.

Amended and accepted 5-29-13

E. Keith asked the members if they have any comments regarding the School Resource Officer Memorandum of Understanding.

At 9:49pm, ***Matt Scruton 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

Matt Scruton