

**TOWN OF FARMINGTON  
BOARD OF SELECTMEN  
PUBLIC MEETING MINUTES  
Monday, July 22, 2013  
356 Main Street, Farmington, NH**

**Selectmen Present:** Charlie King (arrived at 5:42pm), Paula Proulx, Matt Scruton, Arthur Capello and Jim Horgan (arrived at 5:52pm)

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

**Public Present:** Barry Elliot, John Law, Butch Barron, Representatives of SMP Architecture, Cowan Goudreau Architects and Port One Architects

**Vice-Chairman Paula Proulx called the meeting to order at 5:30pm.**

**1. Conduct Interviews with Architect Firms to perform Fire/Police Feasibility Study & Space Needs Analysis:**

**A. SMP Architecture** - The first architect firm to be interviewed was SMP Architecture. Eric Paulson and Anthony of SMP reviewed what they are proposing to do during the study. If they were hired they would have a lot of questions as to where the emergency calls are typically, what is not working currently, what types of needs to both departments have and what land is available. (Charlie arrived at 5:42pm) Eric explained that they will look at the existing facilities and access their functionality and physical attributes. Then they would meet with the Committee to answer questions about what the town's needs and wants are to identify if the current buildings can meet those requirements. From there they would look at building new facilities if the needs/wants can't be made with the current buildings. Then they would put together the figures/cost associated with different constructions. Eric also noted that they go out to an independent company for their cost analysis because they are architects and don't deal with the construction costs on a daily basis (which is included in their fee). (Jim arrived at 5:52pm.)

Barry Elliot asked what their success rate is in "selling" a project to communities. Eric replied there are several factors as to why a project would be accepted or not and nostalgia and costs tend to be the big ones. However, SMP works hard to always inform the public of proposed projects so that by the time they are presented at town meetings the community has a good feel as to what is being proposed and not caught off guard by a huge proposal. Barry then asked if such a project was approved and they stayed as the contract architectures how would they proceed. Eric explained that they typically use construction management because they can control the costs and have constant open dialog with the construction company that can be a true asset.

Matt asked what type of guarantee can they offer to meet the deadlines 100% and Anthony explained they always meet their deadlines. Charlie then asked what their approved in the warrant article but he is not prepared with an estimate tonight since the RFQ did not request a cost estimate. Charlie then asked if they have a list of the minimum requirements for police and fire departments and Eric explained no, they create that list with the needs of the departments and they are very educated in the building codes as well.

**B. Cowan Goudreau Architects, PLLC** - Gary Goudreau and Dwayne Cowan presented how they would approach the project. They explained that they would work with the Town to identify the project goals, create a project directory to streamline the communication, discuss project strategy and establish a project schedule in a kick off meeting. Then they would convene programming meetings to review programmatic and functional inadequacies with the present facilities, possibly tour other facilities, look at space needs and code compliance and look at program needs for the site like parking. They would also assess the current sites under consideration and review multiple design configurations with total project cost estimates. Lastly they would identify possible state and federal funding sources and make presentations to the committee and the public.

Dwayne explained that to make sure no requirements are missed they create a sheet for each room and its needs. From there they have the committee and staff review them to make sure every use of the room is identified so that they can ensure the appropriate space, lighting, outlets, etc. are planned for. These completed sheets are used to draft the plan of the building.

Jeff Kaban, a civil engineer that works with Cowan and Goudreau explained how they would assist the project. They would look at site sizes, soils, buildable areas, topography, traffic density and more to determine if a site is appropriate for proposing construction.

Jim Veer, an engineer for the architects explained some of the mechanical, electrical and plumbing requirements for public safety buildings and how they would go about designing the elements of the facilities the most economically.

Charlie asked them what would be an estimated cost for a project like this and Dwayne explained that it would depend on how many sites they would be looking at to develop. Barry asked what type of management they would use if they were chosen to oversee the project and Dwayne replied that they prefer construction management because they are able to control the costs as well as the project as a whole.

**C. Port One Architects** - Evan Mullen and Kelly Davis presented how their firm would assist the town in their current endeavor to obtain a feasibility and space needs study. If chosen they like to hold a kick-off/team building session to define what product is being requested with its goals and identify who the “important people” are to communicate with. Next they would take a more in depth look at the current facilities to identify current conditions, identify potential sites and score the sites with different facility

configurations. They would conduct interviews with the departments to identify site needs/wants and discuss those with the “committee.”

Barry asked how they determine size, number of bays, etc.? Do they go by what the current equipment is, what the Chiefs request or some type of guidelines? Kelly explained that they work with the committee to establish what would be needed and try not to over build. Kelly added that “a lot of it just comes from experience.” Charlie asked what the projected costs for this study would be based upon the RFQ and Kelly replied that they had a discussion with Jim Veer, the Civil Engineer they use as well as Norway Plains and believe their cost would be approximately \$20,550.

Kelly explained that they would bring an economically sound project proposal back to the town in time for March meeting that the committee and taxpayers could stand behind.

## **2. Wright Pierce Update on Wastewater Plant Upgrade:**

Ed Leonard of Wright Pierce updated the Board on the project. Phase II is substantially complete and the warranty period extends through September 21, 2013. The Construction Engineering Contract is currently capped at \$550,000 and he would recommend increasing the cap to \$575,000. *Arthur Capello motioned to increase the Construction Engineering Contract which is currently capped at \$550,000 to \$575,000, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

Ed explained that Phase III is complete for both contracts and Phase IV is ongoing. In Phase IV the Hydrogeologic Report was submitted to NHDES on March 6, 2013 and a Groundwater Discharge Permit Application on April 10, 2013. They expect a response from NHDES soon and will update the Board as soon as it is received. All construction needs to be completed by July 2015 in accordance with the Rural Development grant timeline and in order to do that a discussion needs to be held on what “wish list” project the town would like to move forward with. He anticipates 2 to 3 meetings will be needed between now and September to finalize the approach for spending the remaining grant funds and formulate an approach for Phase IV. There is approximately \$500,000 to utilize for any such projects.

Dale recommends additional infiltration/inflow investigations and removal projects are the top priority for those funds with an estimated cost of \$100,000. Dale also feels the additional CCTV work in collection systems and the CCTV equipment for town use would be high on his priority list. Also, the utility truck would be (a one ton or one step up) would be a great addition to the department and it is on the CIP plan. It was also discussed that a floating cover for secondary equalization basin to block sunlight and minimize algae growth would be a great addition but should be saved as a final project.

Dale also noted that he is meeting with Kathy Menici tomorrow about possible nodal development and questioned if the Board would be interested in extending the sewer system. Charlie stated he would be interested in discussing the options. Paula reminded everyone that the town is currently looking at TIF districts and the town might want to let

them work to extend the sewer. Charlie replied that he doesn't foresee the TIF districts capable of funding projects like those. The Board discussed that Ed and Dale should can review the information with Kathy and see how to proceed if it is a viable option.

**3. Facility Use Request:**

Goodwin Community Health offers a WIC program in Farmington and they are looking for a donated space where they can offer WIC services to clients. They are looking for space for one day a month (Thursday) from 1-3:15pm to accommodate about 25 participants primarily from Farmington. Appointments would be set with four families scheduled every 15 minutes. They would like to use space upstairs at the town offices. Matt noted that he is not interested in opening the space upstairs to the public because of liability issues. Charlie questioned if maybe some space can be found at the Rec. downstairs. Jim noted that he would be in favor of granting the space upstairs. Paula suggested Keith speak with Rick to see if space can be made at the Rec. Keith will make contact with Rick and will let the Board know what he was able to figure out.

**4. Economic Development District Designation:**

Town Planner, Kathy Menici forwarded a memo that Strafford Regional Planning Commission is seeking designation of a Economic Development District and would the town to sign a letter of endorsement for the project. Paula asked what benefit the town would see in this project. Charlie read that it would make communities within the district eligible to apply for grant funds. *Matt Scruton motioned to authorize the Chair to sign the letter of endorsement for SRPC seeking Economic Development District, 2<sup>nd</sup> Arthur Capello. Motion carried with all in favor.*

**5. Emergency Repair Antenna:**

The town assumed a bill for \$2,638.10 for repairs to the Fire Department Antenna. This antenna is shared with Middleton and New Durham and Keith recommends requesting Middleton pay 10% and New Durham pay 20% of the costs based on the call volume. Keith would like to pay the bill out of the radio repair line. *Matt Scruton motioned to pay the \$2,638.10 from the radio repair line and have Keith request payments from Middleton and New Durham, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

**6. Approval of Minutes:**

*Matt Scruton motioned to table the minutes, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

*At 9:23pm, Matt Scruton motioned to adjourn, 2<sup>nd</sup> Arthur Capello. 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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Matt Scruton