

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, July 8, 2013
356 Main Street, Farmington, NH**

Selectmen Present: Charlie King, Paula Proulx, Matt Scruton, Arthur Capello and Jim Horgan

Town Staff Present: Water/Wastewater Superintendent Dale Sprague, Police Chief Kevin Willey and Detective Brian Driscoll.

Public Present: Neil Johnson, John Law and Dave Connolly

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

1. Tappan Street Sidewalk:

The Selectmen met with Dale Sprague on Tappan Street for a site review of the sidewalks along Tappan Street. Dale suggested the idea of moving the sidewalk along Tappan Street to the other side of the road because the water runs down the sidewalk washing it out and freezing in the winter. The sidewalk tractor has difficulty maneuvering in the area due to the telephone poles. Also, the wooden fence along Tappan Street requires maintenance. The drawback of moving the sidewalk across the street would be that two crosswalks would need to be installed.

Paula noted the road itself is failing and questioned if the Town was to redo the sidewalk would the state then come behind and rip it up when they fix the road. Keith suggested keeping the sidewalk where it is and discuss installing guard rails along the edge of the sidewalk and the road. Paula questioned if the road goes white line to white line and if this would be a possibility and Charlie noted that the drainage would still need to be addressed.

Dale will make immediate repairs to the fencing over the next few weeks and the consensus of the Board was to not to any major work on the sidewalks until a concrete plan is created. The current bid to apply a top coat of pavement does not make sense at this time. Keith will contact the state to see what funds are available and how much work they are willing to do in the area. Also, Dale and Keith will work with PSNH to get the utility poles moved.

2. Officer Promotion Pinning:

Officer Brian Driscoll was promoted in a pinning ceremony to Detective. He has worked for the department since 2007 and the department and Town is proud to promote him this evening.

3. Approval of Minutes:

Arthur Capello motioned to accept the public minutes of June 24, 2013 as amended, 2nd Jim Horgan. Motion withdrawn.

Arthur Capello motioned to accept the non-public minutes of June 24, 2013 part A as amended, 2nd Jim Horgan. Motion carried with all in favor.

Arthur Capello motioned to table the non-public minutes of June 24, 2013 parts B, C and D as well as the public minutes of the same date, 2nd Jim Horgan. Motion carried with all in favor.

4. RFP on Pavement Stripping:

Arthur Capello motioned to award the pavement stripping bid to Industrial Traffic Lines in the amount not to exceed \$10,000 total, 2nd Jim Horgan. Motion carried with all in favor.

5. Cell Phone Allowances:

Keith reviewed the current cell phone allowances for all the departments. The Recreation Director, Assistant Rec. Director, Police Chief, Lt. Police Officers and the Fire Chief all are at the \$50 stipend level. Then there are three police sergeants, a detective, the animal control officer and the code enforcement officer are at the \$30 stipend level. Arthur noted that he feels the Town Administrator should be included in the \$50 level and the Assistant Rec. Director should be at the \$30 level. Keith explained that Rick Conway (Rec. Director) justified the \$50 stipend for his assistant because they give their phone numbers out to the public and to all parents of children at the rec. Keith provided a memo from Rick to the Board regarding his justification for the \$50 stipend for the assistant and himself.

Paula asked who has town supplied telephones and Keith replied the mechanic, foreman, maintenance and director of the DPW and the water/wastewater superintendent. Paula asked if there are town cell phones at the transfer station and Keith replied that he does not believe there are any but he will double check.

Arthur Capello motioned to set the Town Administrator phone stipend to \$50, 2nd Jim Horgan. Motion carried with all in favor.

Arthur Capello motioned to set the Police Chief and Lieutenant phone stipends to \$50, 2nd Jim Horgan. Motion carried with all in favor.

Arthur Capello motioned to set the Rec Director cell phone stipend at \$50, 2nd Jim Horgan. Motion carried with Matt Scruton opposed

Arthur Capello motioned to set the Assistant Rec Director cell phone stipend at \$30, 2nd Jim Horgan. Motion carried with Paula Proulx opposed.

Arthur Capello motioned to set the Three sergeants, detective and animal control officer cell phone stipends at \$30, 2nd Jim Horgan. Motion carried with all in favor.

Arthur Capello motioned to set the Code enforcement officer cell phone stipend at \$30, 2nd Jim Horgan. Motion carried with all in favor.

6. Small Grant/Dave Connolly of the Conservation Commission:

Dave Connolly explained that the town was awarded a \$2000 grant for the French lot habitat improvement project. He has an invoice for the Selectmen to sign tonight to authorize the acceptance of the grant from NH Fish and Game. Keith questioned if a public hearing to accept the funds needs to be scheduled since the funds would be going back into the conservation fund and it was decided this would be a good idea.

Arthur Capello motioned to sign the invoice from NH Fish and Game, 2nd Jim Horgan. Discussion followed where Paula asked who applied for the grant and Dave replied that BH Keith and Associates applied for the grant on behalf of the town. Motion carried with all in favor.

Keith asked Dave to update the Board on the current project on the French property. Dave explained that Keith, Jim, Dale Sprague and himself went up to the French property landing to discuss the best way to install a parking lot. They have drafted a proposal and it has gone to Fish and Game for comment and approval.

7. Establish a CBA Negotiation Team:

Keith explained that a CBA Negotiation Team needs to be established to represent the town in the negotiations of the CBA with the Police Officers. Keith provided a list of people he feels would be good to serve on such a team. Kevin Willey stated he would like to not be on this team but to have his Lieutenant serve in that capacity. Kevin noted that he sat in the position through the first rounds as Lieutenant and he feels his new Lieutenant would serve the team justly. Paula noted that Gary Stenhouse negotiated the current CBA and it might be a good idea to put him on retainer for the next round. Keith noted that he has negotiated several CBA contracts and feels confident he can move forward negotiating the contract. Kevin then added that Pam Merrill, Finance Administrator, should probably sit in on a few of the meetings so that she is fully apprised of the financial impact of the contract.

Jim Horgan motioned to appoint the Town Administrator and Lieutenant as the CBA Negotiation Team with the caveat that a Selectman, contract staff and/or Finance Administrator might need to be added to such a team, 2nd Arthur Capello. Motion carried with all in favor.

8. Establish Interviews for Firms for Fire/Police Feasibility Study & Space Needs:

Keith explained that the Safety Building Feasibility Committee has narrowed down the search for a firm to conduct feasibility and space needs study for the Fire and Police Departments. They have suggested the Selectmen schedule interviews on July 22, 2013 and Butch Barron and Barry Elliot of the committee would like to sit in on these interviews. Kevin noted that the committee reviewed the RFPs, asked additional

questions and then decided on their top three choices. Paula noted that for future reference she would have liked to see some notes as to why certain firms were chosen or not. She gave an example of a certain company that she felt should have been in the top choices and Kevin explained that the particular company did not have any experience with small town departments. Paula reiterated that she would have like to have seen some notes that explained the reasoning or pros/cons for each bidding company.

Matt Scruton motioned interview Port One Architects, Cowan/Goudreau Architects and SMP Architecture, 2nd Arthur Capello. Motion carried with all in favor.

Arthur Capello motioned to set the interviews for July 22, 2013 starting at 5:00pm with the regular business meeting starting at 8:00pm, 2nd Jim Horgan. Motion carried with all in favor.

9. Any Other Business To Come Before the Board:

A. Arthur asked for an update on the bathroom construction and Keith explained that there are a few more small pieces of hardware to install and then it should be complete.

B. The Board revisited their goals and objectives for 2013. Keith stated that he and Charlie need to finalize the computer/technology requirements of the town and the Board needs to refocus on what they would like to do with the DPW Director position. Arthur noted that the health insurance options should be looked at soon. Paula noted that the CIP committee would like to have Keith at their next meetings and they would also like the department heads to utilize their priority descriptions, a vehicle inventory and technology CIP requirements for the town. Paula then reminded Keith that we need to be mindful with the maintenance of the levee/river. Lastly, Keith will assign someone to head the in-house Safety Committee and get those meetings/reporting on track.

C. Paula noted that she talked with Dale about the disrepair along Meetinghouse Hill Road and he has plans to fix the washed out area as soon as he gets the truck up and running.

At 7:41pm, Charlie King motioned to go in non-public session under RSA 91:A.3.II(c) to discuss possible tax liens with the Town Clerk, 2nd Arthur Capello. Roll call – Matt Scruton (yes), Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Arthur Capello (yes).

At 8:12pm the Board reconvened.

At 8:12pm, Charlie King motioned to go in non-public session under RSA 91:A.3.II(b) to discuss the hiring of personnel, 2nd Arthur Capello. Roll call – Matt Scruton (yes), Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Arthur Capello (yes).

At 9:06pm the Board reconvened and *Jim Horgan* motioned to seal the non-public minutes part B, 2nd *Arthur Capello*. Motion carried with all in favor.

At 9:07pm, Jim Horgan motioned to go in non-public session under RSA 91:A.3.II(d), 2nd Arthur Capello. Roll call – Matt Scruton (yes), Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Arthur Capello (yes).

At 9:10pm the Board reconvened.

At 9:10pm, Jim Horgan motioned to go in non-public session under RSA 91:A.3.II(a) to discuss town personnel, 2nd Arthur Capello. Roll call – Matt Scruton (yes), Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Arthur Capello (yes).

At 9:12pm the Board reconvened

At 9:12pm, Jim Horgan motioned to go in non-public session under RSA 91:A.3.II(e), 2nd Arthur Capello. Roll call – Matt Scruton (yes), Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes) and Arthur Capello (yes).

At 9:16pm the Board reconvened, *Jim Horgan* motioned to seal the non-public minutes for 60 days, 2nd *Arthur Capello*. Motion carried with all in favor.

At 9:16pm, Arthur Capello 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

