

Approved

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, August 26, 2013
356 Main Street, Farmington, NH**

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

Town Staff Present: Town Administrator Keith Trefethen, Police Chief Kevin Willey, Sargeant Jay Drury, Bonnie Lauze, School Resource Officer Douglas Trottier and Code Enforcement Officer Dennis Roseberry.

Public Present: Neil Johnson, Penny Morin, Kathy King, Superintendent Steve Welford and the family of Doug Trottier.

Chairman Charlie King called the meeting to order at 6:00pm.

1. Review of Minutes:

A. Jim Horgan motioned to accept the public minutes of August 12, 2013 as amended, 2nd Charlie King. Motion carried with Arthur Capello abstaining.

B. Arthur Capello motioned to accept the non-public minutes of July 8, 2013 parts A through D as presented, 2nd Jim Horgan. Motion carried with all in favor.

C. Matt Scruton motioned to accept the non-public minutes of August 12, 2013 part A as written, 2nd Jim Horgan. Motion carried with Arthur Capello abstaining.

2. Public Comment:

None

3. Swearing in of School Resource Officer:

Charlie welcomed and swore in the new School Resource Officer Douglass Trottier. He comes to the town with over 20 years of police experience and is excited to start in his new role in the Farmington School District.

Charlie recessed the meeting for a few moments in order to take photos with the new School Resource Officer.

4. Approval of Junk Yard Permits/Discussion with CEO:

Dennis informed the Board that he reviewed the four licensed junkyards in town and recommends the Board renew their 2013 licenses. Charlie asked if there are any recommendations for the junkyards to do over the year and Dennis stated no, most of them have reduced their yards to just a few vehicles.

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Arthur Capello motioned to renew the junkyard licenses for Bill Baxter, Steve McDuffee, Randy LaPierre and Harold Butt, 2nd Jim Horgan. Motion carried with all in favor.

5. Make Up/Transition of Town Office Staff/Assessing Office:

Keith explained that in preparing for Bonnie's retirement next year he asked her to develop a description of the functions she is carrying out for the town. That document was provided to the Board. Arthur asked if Bonnie feels the position could be filled with part-time staff and Bonnie replied no. She added that by law the tax collector and her deputy cannot take on the duties of the assessing office. Jeff of cross country agreed with Bonnie's assessment of her position and noted that a full-time assessing clerk would definitely be needed.

Keith stressed that he feels the Board needs a to make a decision as to whether the position will be part or full time. Several members noted that he would like to look at the possibility of outsourcing some of the responsibilities and hiring part-time staff. Arthur asked he would like to know if someone else can put together the bills after they have been signed off on by the assessor. Bonnie then noted that Cross Country only comes to town at this time when Bonnie calls him in. Jeff stated the town might want to contact DRA to see what part of the duties could be shifted legally to other town staff. Paula noted the position could possibly filled with a part-time secretary and a part-time assessing clerk. Matt stated he would like to look into the cost of outsourcing the entire assessing office.

On another note, Keith informed the Board that a settlement offer from the Board of Land and Trust Appeals (BTLA) came in for the Lorraine Meyers case with the old shoe factory building. Jeff of Cross Country noted that he denied the original abatement request because he did not have enough information to base an approval on. Since then the case went to the BTLA and he has completed some additional research. The recommendation is to settle at \$100,000 and Mrs. Meyers is amendable to this figure. Charlie asked how this figure was derived and Jeff explained the land value was reduced by \$72,000 which is in line with the neighboring property and the building value was reduced by about \$20,000 due to the condition and demolition value of the house. Keith noted that this is the attempt to make a settlement and come up with a compromise.

Arthur Capello motioned to accept the settlement agreement per the recommendation by Cross Country from \$192,000 to \$100,000 for the land and building owned by Lorraine Meyers (old shoe shop), 2nd Paula Proulx. Motion carried with Charlie King opposed.

Keith then noted that the MS-1 will be provided to DRA by Bonnie electronically as soon as the Board approves it so it has been provided to the Board for review. Charlie asked who double checks Bonnie's work and Bonnie replied that DRA reviews it and calls her with any questions/problems. *Arthur Capello motioned to accept the MS-1 with a bottom figure of \$474,833,539, 2nd Paula Proulx. Motion carried with all in favor.*

6. Public Works Director Position and future Status:

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A. Keith reminded the Board that Dale has been filling the role of the DPW Director as well as his normal duties in the absence of a DPW Director and asked how the Board would like to move forward. Arthur and Charlie both noted that combining the two departments seems to work well for the town. Charlie also noted that Dale is getting close to retirement (5-6 years or so) and he feels that a secondary director should probably be hired to “apprentice” under Dale to gain all the knowledge needed for the position. Arthur noted that he would like to see a job description to see how the two director positions into one would look like. It was also discussed that Dale could continue as the department head of the three departments and have a working foreman of the DPW to oversee the day to day operations and management.

The Board directed Keith to draft a job description for a department head of the DPW, Transfer Station and Water/Wastewater Department and a DPW foreman. Along with that, Arthur stated he would like to see a monetary proposal for the positions as well.

B. Charlie stated that he is concerned the contractor is not coming back until the end of September to complete the securing of the shoulders of the roads that were recently paved. He feels it is not in the best interest of the town to wait on the shoulder work and Keith noted that he agrees and will contact the contractor to get the work done in a more timely manner. It was then noted that in the future time deadlines should probably be included in the RFPs/contract with monetary penalties. Charlie also noted that the contractor was awarded additional work and he doesn’t feel they should commence on the next project until the first one is complete. ***Matt Scruton motioned to hold the payment of the paving contract until the work is completed, 2nd Arthur Capello.*** Discussion followed in which Paula noted that Keith can handle the situation and if there is a problem with completion he can certainly hold payment at that time. ***Matt offered an amendment to hold the payment until the work is completed or the next Board meeting and Arthur did not accept the amendment. Motion failed with Matt Scruton and Charlie King in favor, Paula Proulx, Jim Horgan and Arthur Capello opposed.***

7. CIP Review:

Keith reminded the Board that the CIP Committee had previously requested the Board review the items and give them a priority ranking so the Committee will know how this Board feels about the items. Many of the members noted that they did not have those priorities ready for tonight. Paula stressed how important this process is to the Committee and requested the Board members complete this work as soon as possible. All members will review the documents and forward their priorities to Keith via email.

8. Any Other Business To Come Before the Board:

A. Chief Willey provided the Board with costs for purchasing cruisers. The total cost to purchase and outfit a new cruiser is \$31,000. Kevin noted that any vehicle purchased will need to be completely outfitted including cages and portable radios. The different lease options were discussed for the different types of vehicles being reviewed. Charlie asked Kevin to include in his figures the liabilities for each additional year as a vehicle lease is added. Charlie also asked for figures for a \$1 buyout lease for a SUV.

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B. Keith informed the Board that the recording secretary has given her notice and asked how the Board would like to proceed. The Board was in agreement that Keith should advertise for a recording secretary to take the minutes for all town board/committee meetings. Matt noted he feels the town administrator could take the minutes of the Selectmen meetings and the other Board members were not in agreement because they feel it would be too difficult to take part in a conversation and record minutes at the same time.

C. Arthur requested the Board begin to think about preparing the budgets.

At 8:05pm, Arthur Capello motioned to go in non-public under RSA 91A.3.II (a) for the purpose of discussing the police bargaining agreement gleaning, 2nd Jim Horgan. Roll call – Matt Scruton (yes), Paula Proulx (yes), Charlie King (yes), Arthur Capello (yes) and Jim Horgan (yes).

At 8:57pm, the Board came back into public session.

Arthur King motioned to seal the non-public minutes until the negotiations are complete, 2nd Jim Horgan. Motion carried with all in favor.

At 8:57pm, Arthur Capello motioned to go in non-public under RSA 91A.3.II (e) for the purpose of discussing pending litigation, 2nd Jim Horgan. Roll call – Matt Scruton (yes), Paula Proulx (yes), Charlie King (yes), Arthur Capello (yes) and Jim Horgan (yes).

At 9:04pm, the Board came back into public session.

Arthur King motioned to seal the non-public minutes until further notice, 2nd Jim Horgan. Motion carried with all in favor.

At 9:06pm, Jim Horgan motioned to adjourn, 2nd Matt Scruton. Motion carried with all in favor.

Respectfully Submitted,

Brandy Sanger
Recording Secretary

Chairman, Charlie King

Jim Horgan

Approved

Paula Proulx

Arthur Capello

Matt Scruton