

Approved

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, September 9, 2013
356 Main Street, Farmington, NH**

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

Selectman Excused: Charlie King

Town Staff Present: Town Administrator Keith Trefethen and Police Chief Kevin Willey

Public Present: Dave Connolly

Vice Chairman Paula Proulx called the meeting to order at 6:02pm.

1. Review of Minutes:

A. Jim Horgan motioned to table the minutes, 2nd Matt Scruton. Motion carried with all in favor.

2. Public Comment:

A. Paula presented Brandy Sanger with a certificate of thanks for her dedication to the many boards/committees in town over the past seven years as the Recording Secretary.

3. Continued Discussion on Cruiser Leasing/ACO Status:

Police Chief Kevin Willey provided the Board with a breakdown of the costs of different vehicles and their liabilities with leasing/purchasing. Keith reached out to the bank that finances the fire truck and highway trucks for their percentage rate because it could be lower but he has not received those figures yet. Jim asked if the quoted prices include the complete outfitting of the cars and Kevin replied yes, the figures includes all the costs to put the car in the fleet. The state bid will not be released until October but Kevin explained he expects the cost to be about the same and he would like to stay with the Dodge Charger as it has been a good vehicle in the fleet. Arthur asked if the police detail fund will be used to purchase the vehicles and Kevin replied yes. The police details bring in between \$10,500 to \$12,000 though this year he expects to end the year with \$23,000.

Matt asked what Kevin is proposing as his recommended vehicle purchase. Kevin replied his first choice is to enter a five year open end lease for two Chargers and a three year closed end lease for an SUV. Arthur asked if there is a mileage penalty for the closed end lease and Kevin replied yes but the SUV has significantly less mileage and he is not concerned about going over the mileage limit.

On another note, the Animal Control Officer has given Kevin her resignation notice for October. He has reached out to several departments to see if they would be interested in combining resources for an ACO and New Durham is interested. (The police chief in

Approved

New Durham is currently discussing the opportunity with his Selectmen Board.) Lastly, there is a community forum with the police department next Wednesday downstairs in the Town Hall at 6:30pm and anyone can attend.

4. Discussion with Conservation Commission:

Dave Connolly, Chairman of the Conservation Commission, informed the Board that the Commission would like to apply for a couple of Moose Plate Grants through the state. They asked Kathy Menici, Town Planner, to assist with the grant writing. The first grant request is to manage the 5 acre woodcock singing area in the French Property and the second request would be to create a management plan for the Town Forest and adjacent conservation lands. Part of the application includes a letter of support from the Board of Selectmen which is why he is attending the meeting tonight. Paula asked how much a management plan typically costs and Dave explained the last one they did a few years ago was about \$3,400. *Arthur Capello motioned to task Keith Trefethen to write a letter of support for both grants, 2nd Jim Horgan. Motion carried with all in favor.*

5. Review of Draft Job Description for Superintendent of Public Works:

Keith provided the Board with a draft job description for a superintendent of Public Works. This position would be in charge of Highway, Water/Wastewater, Transfer Station, Public Grounds and Parks. Paula suggested that under the “licensing and certification” section the appropriate licensing for the transfer station might be a good addition in case there is a lapse in certifications of the workers. The Board agreed this would be a good idea and Keith will add it. Arthur asked if a CDL license be required because that person may need to drive one of the trucks on an emergency basis. After discussion the Board was in agreement that a CDL license would be strongly desired. The Board will review the document at the next meeting when Charlie is available for final acceptance.

6. PILOT Program for Frisbee:

Keith reminded the Board that they tasked him with assisting with the development of a new contract agreement for the Payment in Lieu of Taxes (PILOT) contract with Frisbee. He pointed out a change to the agreement within the financial contribution to the Town section where the payment percentage increases each year until year six where it then stays at 75% of the full property tax for years six through ten. Paula asked if he feels the contract is in the town’s best interest and Keith explained he feels it is fair and reasonable. Jim asked if the contract has gone to legal for review yet and Keith said no. The Board was in consensus that the contract should be reviewed by legal counsel so Keith will forward it to legal to ensure it is within the town’s best interest and if there are other options.

7. Discuss Cable Franchise Renewal Agreement:

Keith reminded the Board that the Cable Franchise Agreement expired some time ago. The 2% fees that are charged as Franchise Fees to the Metrocast users funds the Community Television and equipment. Last year, Keith reached out to Attorney Kate Miller at Donahue, Tucker & Ciandella to assist the town with the renewal process. Kate and her firm are just one of the leading firms in the state that work quite a bit in these

Approved

renewal agreements. Keith would like permission to hire Kate's firm to work with the town on this renewal. *Jim Horgan motioned to authorize Keith to contract with Kate Miller and her firm to negotiate the Metrocast contract and bring back a figure and time frame to the Board, 2nd Arthur Capello. Motion carried with all in favor.*

8. Other Business To Come Before the Board:

A. Keith informed the Board that the town employees from Public Works, Highway, Water/Wastewater and the Landfill have contacted Teamsters Local 33 and have been approved to move forward so he expects to receive that information for the budget season.

B. Arthur asked if the bills for the antenna work have gone out yet and Keith said yes.

At 7:10pm, Paula Proulx motioned to go in non-public under RSA 91A.3.II (d) for the purpose of discussing tax deeding, 2nd Jim Horgan. Roll call – Matt Scruton (yes), Paula Proulx (yes), Arthur Capello (yes) and Jim Horgan (yes).

At 7:32pm, the Board came back into public session.

At 7:32pm, Paula Proulx motioned to go in non-public under RSA 91A.3.II (a) for the purpose of discussing personnel issues, 2nd Jim Horgan. Roll call – Matt Scruton (yes), Paula Proulx (yes), Arthur Capello (yes) and Jim Horgan (yes).

At 7:45pm, the Board came back into public session.

At 7:45pm, Paula Proulx motioned to go in non-public under RSA 91A.3.II (a) for the purpose of discussing personnel compensation, 2nd Jim Horgan. Roll call – Matt Scruton (yes), Paula Proulx (yes), Arthur Capello (yes) and Jim Horgan (yes).

At 8:04pm, the Board came back into public session.

At 8:04pm, Arthur Capello motioned to go in non-public under RSA 91A.3.II (c) for the purpose of discussing personnel compensation, 2nd Jim Horgan. Roll call – Matt Scruton (yes), Paula Proulx (yes), Arthur Capello (yes) and Jim Horgan (yes).

At 8:11pm, the Board came back into public session. Arthur Capello motioned to seal the non-public minutes for 120 days, 2nd Jim Horgan. Motion carried with all in favor.

At 8:50pm, Jim Horgan motioned to adjourn, 2nd Matt Scruton. Motion carried with all in favor.

Respectfully Submitted,

Brandy Sanger

Approved

Recording Secretary

Chairman, Charlie King

Jim Horgan

Paula Proulx

Arthur Capello

Matt Scruton