

**TOWN OF FARMINGTON  
BOARD OF SELECTMEN  
PUBLIC MEETING MINUTES  
Monday, August 12, 2013  
356 Main Street, Farmington, NH**

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

**Selectman Excused:** Arthur Capello

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

**Public Present:** Neil Johnson, Brian St.Onge, Robert Wright

**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 June 24, 2013 as written, 2<sup>nd</sup> Matt Scruton. Motion carried with all in favor.***

***B. Jim Horgan motioned to accept the non-public minutes of June 24, 2013 parts B and C as presented, 2<sup>nd</sup> Paula Proulx. Motion carried with all in favor.***

***C. Matt Scruton motioned to accept the public minutes of July 8, 2013 as written, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

***D. Jim Horgan motioned to accept the non-public comments of July 8, 2013 part E as amended, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.***

***E. Jim Horgan motioned to accept the public minutes of July 22, 2013 as written, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.***

***F. Matt Scruton motioned to accept the public minutes of July 24, 2013 as written, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

***G. Charlie King motioned to accept the non-public minutes of July 24, 2013 parts A and B, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

**2. Public Comment:**

**A.** Paula commented to Kevin Willey that she would like him to contact NHDOT about the intersection at Rte. 11 where the north and south bound lanes on Rte. 11 have to cross lanes to change. It is a potentially dangerous intersection that could use some attention.

**B.** Paula noted that she has received several comments from residents on what a great job the highway department is doing. Brian St.Onge noted that the grading on Poor Farm Road was the best he has seen in many years and Charlie agreed with the grading.

**C.** Charlie informed Keith that he was informed by a resident that he was told the incorrect fee to dispose of a television at the landfill. Charlie noted that he feels a fee schedule should be posted at the gate and also on the shack so that the residents and staff have a resource. He also noted that numbered receipts should be given from the transfer station. Paula commented that the practice of issuing receipts should already be happening. Keith will follow up with these concerns.

### **3. Approval of Design and Permitting Proposal for Mad River:**

Keith reported that the Town worked with NHDS, St. Peter's Church and the Cochecho Watershed Coalition to secure a Watershed Restoration Grant. The grant enabled the town to seek out firms to develop engineering plans and obtain a DES Wetlands permit for the stabilization and restoration of the Mad River. The proposals were reviewed and Headwater Hydrology PLLC was selected. *Jim Horgan motioned to authorize the Town Administrator to sign the proposal and begin work, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.*

### **4. Review of Hawkers and Peddlers License:**

Robert Wright wishes to establish a Breakfast/Lunch wagon on Rte. 11. The CEO, Police Chief, property owner, NH Division of Public Health Services and Fire Department have all reviewed the proposed establishment and have signed off. *Jim Horgan motioned to approve the Hawkers and Peddlers License by Robert Wright, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.*

### **5. Approve Architect Firm for Public Safety Feasibility Study:**

Keith reminded the Board that they have all met and discussed the project with the three architect firms being considered. Public Safety Committee member Barry Elliot provided a series of questions that were to be answered by the firms, those answers were returned and given to the Board last week. Keith suggested the Board choose one of the firms tonight so the project can commence. Paula noted that she is concerned about the amount of funds that will be needed once this study is completed though she recognizes the need for the study and project as a whole.

Matt asked for the proposal costs from the three companies and Keith replied; Port One Architects has a figure of \$20,550, Cowan and Goudreau Architects a cost of \$27,500 and SMP Architects a low figure of \$36,542. Brian St.Onge who is a member of the Public Safety Committee commented that the project cost is going to depend on how much detail the Board will require of a final plan. *Matt Scruton motioned to contract with Port One Architects for the public safety building feasibility and space study due to being the low bidder, having experience in town, and their experience, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

*Paula Proulx motioned to approve the extraction of the funds for the study from the Public Safety Building capital reserve fund to not exceed \$20,550, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.*

**6. PILOT Program for Frisbee:**

Keith reminded the Board that they have reviewing the Payment in Lieu of Taxes (PILOT) contract with Frisbee for several weeks now and it would be his recommendation for the Selectmen to provide him with the authority to develop a new contract agreement for them to review at a later date. Charlie noted the last contract was based on the tax rate minus the school's portion and Keith stated yes. *Jim Horgan motioned to authorize the town administrator to enter into negotiations with the Frisbee PILOT program to create a new contract, 2<sup>nd</sup> Charlie King.* Discussion was held where Charlie noted that he would want to make sure the amount paid each year would fluctuate with the appropriate tax rates, both state, county and local. *Motion carried with all in favor.*

**7. Make-Up/Transition of Public Works Department:**

Keith reminded the Board that they discussed last week wanting to meet with Dale and have a discussion about the make up of the DPW at this time and his opinion is of the current situation. Dale explained that after talking with Sumner at the DPW, assessing the winter plowing needs he feels they can man all the plow routes except for the sidewalks. Dale feels the sidewalk tractor plowing can be taken care of with a part-time staff and he has several part-time people at this time that do a great job. Dale also commented that he could take an extra man at this time of year because there is always plenty of work in the summer but over the winter he might now have enough work. The Board was in consensus to stay with the town as it currently stands and start looking for someone who could run the sidewalk tractor full time.

Charlie commented that he would like to see the town have a number of part-time staff who can be called in during winter storms to help control costs. Jim asked if the town considered an outside vendor for plowing and Dale replied it would be worth looking into passing off one or two routes to an outside vendor. Charlie asked Dale to look into the possibility and also come up with a rough, estimated cost of the town running the routes for comparison.

**8. Roof Estimates:**

Dale secured bids to replace the roof over the fuel tanks at the DPW and the roof at the Transfer Station that once was used to store recycled items. Total bids received were:

Hamma Roofing	\$1700 fuel, \$6,600 TS = \$8,300
M Healey	\$2,800 fuel, \$6,000TS = \$8,800
Patandy	\$4,100 fuel, \$7,338 = \$11,438
NE Roofing	\$3,880 fuel, \$8,700 TS = \$12,580

Dale recommends hiring Hanna Roofing to perform the work and secure payment from the Capital Buildings CRF. Matt noted that he would want to see a certificate of

workman's comp and liability insurance before hiring any company. Plus, one vendor has a much higher quote but included disposal of the waste. Dale replied that all the vendors were given the same information. Jim noted that a contract needs to be drafted with a definite end date, firm price, that the town would take care of the waste and amount of initial deposit (since it is out of the town's policy to make a deposit.) ***Jim Horgan motioned to contract with Hamma Roofing at a cost not to exceed \$8,300, providing necessary insurance coverage, having a contract with a completion date and penalty clause for non-completion, 2<sup>nd</sup> Paula Proulx.*** It was noted that before work commences a contract needs to be written and approved with all the afore mentioned requirements. ***Motion failed with Matt Scruton opposed because he does not feel the proposal from Hanna Roofing is complete and Charlie King opposed.***

***Charlie King motioned to contract with Mike Healey for the roofing project at a cost not to exceed \$8,800, noting the necessary insurance coverage be provided and a contract completion date and non-compliance clause be included in the contract, 2<sup>nd</sup> Matt Scruton. Motion carried with all in favor.***

#### **9. Fence Replacement Landfill:**

Keith reminded the Board that part of the construction project for the Landfill required removal of the fence between the Cardinal Landfill and the town's. Part of the agreement with Ed Moran, the executor of the Cardinal Landfill property when permission was granted was to replace the fence. Three estimates were received for the replacing the 6' fence.

Bids were received as follows;

125 Fence at \$4,137  
AAA Fence at \$4,139  
Four Seasons Fence at \$4,617

***Jim Horgan motioned to contract with 125 Fence for the replacement of the 6' fence between the two landfills, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.***

#### **10. Community Garden/Water Tower Fence:**

Dale explained that he requested additional information from the afore mentioned companies for a "gate" for the community garden/water tower entrance.

125 Fence at \$877.50  
AAA Fence at \$949  
Four Seasons Fence at \$750

It was noted that there is no reason to secure the garden and the gate is primarily to keep vehicles out of the area. ***Jim Horgan motioned to have 125 fence install at 16' double drive bar gate for \$720 at the community garden, 2<sup>nd</sup> Paula Proulx. Motion carried with all in favor.***

#### **11. Updates from Dale Sprague:**

A. Dale reported that the paving on Hornetown Rd, Chestnut Hill Rd and sidewalk on Main Street was completed today. The final costs for those projects will be determined tomorrow and Dale noted there were significant savings due to tonnage savings and he expects to have a about \$146,000 remaining. Dale asked for direction from the Board as to what project(s) they would like to do using the remaining funds. Dale and Sumner recommend paving Hornetown Road starting from Ridge Rd and go up as far as possible (possibly Ten Rod Road) with the funds that are available. Charlie asked if that road sub-base is “good enough” for a shim overlay and Dale replied that they feel there is plenty of paving on the road and it just needs to be smoothed up. Paula asked how the drainage is and Dale replied that Joel and Scott (previous DPW directors) did a lot of work up there and he would certainly double check all the drainage before paving. The Board was in agreement that this would be a good plan and if the funds are available Dale should move forward with the paving.

***Charlie King motioned to authorize the additional paving project from Ridge Road up Hornetown Rd as far as possible to Ten Rod Road with the residual paving funds, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

B. Dale reminded the Board that he was tasked to bring back the tax abatement request from Barry Elliot. He now recommends abating \$49.13. ***Charlie King motioned to approve the water abatement for Barry Elliot in the amount of \$49.13, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

C. Dale explained that the owners of Peaceful Pines have requested an abatement. Dale stated that they were over billed due to faulty equipment that has since been repaired and he recommends the abatement. ***Charlie King motioned to grant the abatement for Peaceful Pines in the amount of \$43,861.17, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

**12. Make-Up/ Transition of Town Office Staff:**

Keith reminded the Board that Bonnie will be retiring next year and in preparation he wanted to discuss some different options for the position. There are two part-time employees on staff that have shown interest in carrying out Bonnie’s duties and Keith is of the opinion that Bonnie’s work could be combined with one of the part-time staff members changing to a full-time employee. It would be prudent to speak with Bonnie and the Contract Assessors to get their perspective. Charlie commented that he would like to make sure that the town is not doing work that the assessors should be doing and also is there additional tasks they might pick up at a relatively low cost.

**13. Other Business To Come Before the Board:**

***A. Charlie King motioned to authorize the town administrator to sign a Hold Harmless Agreement with TD Bank for the use of their parking lot for Hay Day, 2<sup>nd</sup> Paula Proulx. Motion carried with all in favor.***

***B. Jim stated he would like the Board to consider authorizing the EDC to expend up to \$400 for the acquisition of tables and raffle prizes for the Hay Day Business Expo with***

some of those funds being recouped. *Charlie King motioned to authorize the expenditure of up to \$400 by the EDC to obtain tables and raffle prizes for the Hay Day Business Expo, 2<sup>nd</sup> Matt Scruton. Motion carried with all in favor.*

C. Paula informed the Board that the CIP Committee has prioritized the department requests and they would like the Selectmen to review the requests and assign their priorities individually. Then at the next Board meeting those can be reviewed with any possible questions. She also requested a technology CIP from Keith.

*At 8:05pm, Charlie King motioned to go in non-public under RSA 91A.3.II (a) for the purpose of discussing a personnel issue, 2<sup>nd</sup> Jim Horgan. Roll call – Matt Scruton (yes), Paula Proulx (yes), Charlie King (yes) and Jim Horgan (yes).*

**At 8:47pm, the Board came back into public session and the non-public minutes.**

*Charlie King motioned to seal the non-public minutes for 60 days, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.*

**14. Other:**

A. Paula noted that Dale Sprague has been doing a great job filling in as the DPW director for months and should be compensated in some way. Plus, the Board needs to have a discussion on how to move forward with the DPW director position. Keith stated that the Board will discuss this at the next Board meeting with Dale.

*At 8:50pm, Jim Horgan motioned to adjourn, 2<sup>nd</sup> Matt Scruton. 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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Revised and accepted 8-26-12

Matt Scruton