

Town of Farmington
Board of Selectmen – Public Meeting Minutes
Monday, August 31, 2015
Selectmen’s Chambers
356 Main Street

Board Members Present:

Charlie King, Chairman
Paula Proulx
Jerry McCarthy
Jim Horgan

Others Present:

Town Administrator Arthur Capello
Attorney Keriann Roman
Residents Neil Johnson, Dave Connolly and Randy Orvis

1). Call to Order:

Chairman King called the meeting to order at 6:30 p.m.

2). Non-Public Session A:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (a) passed 4-0 by a roll call vote (King, Proulx, Horgan, McCarthy- yes) at 6:35 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 4-0 at 7 p.m.

Motion: (King, second Horgan) to seal the minutes until three days after the decision is made passed 4-0.

3). Non-Public Session B:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (a) passed 4-0 by a roll call vote (King, Proulx, McCarthy, Horgan- yes) at 7:05 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 4-0 at 7:10 p.m.

4) Non-Public Session C:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (a) passed 4-0 by a roll call vote (King, Proulx, Horgan, McCarthy- yes) at 7:15 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 4-0 at 7:18 p.m.

Motion: (King, second Horgan) to seal the minutes for three years passed 4-0.

Chairman King reconvened the meeting at 7:28 p.m. following a 10 minute break.

All present stood for the Pledge of Allegiance.

5). Review of Minutes:

August 24, 2015- Public Meeting-

Motion: (Proulx, second King) to accept the minutes as written passed 3-0-1 (Horgan abstained).

August 24, 2015- Non-Public Sessions A, B and C-

Session A- Selectmen Proulx asked for a clarification of the motion to enter non-public session. Chairman King suggested a period be placed after “CAP Lease” and have the vote be written as a separate sentence to eliminate possible confusion that the lease itself was approved by the board.

Motion: (Proulx, second King) to approve the minutes as amended passed 3-0-1 (Horgan abstained).

Sessions B and C-

Motion: (Proulx, second King) to approve the minutes as written passed 3-0-1 (Horgan abstained).

Discussion of the Public Safety Building, Budget-RFP and the Internal Control Policies were tabled until the next board meeting.

6). Appointment of New Board Member and Board Re-Organization:

A). New Board Member-Town Administrator Arthur Capello reported that following the resignation of Vice Chairman Brian St. Onge, the open position was advertised on the town website, by e-mail blast and the candidates for Selectmen in the last election were notified of the opening. Chairman King said the board received applications from residents Ann Titus, Neil Johnson, Dave Connolly and Randy Orvis. Discussion included choosing the top vote-getter from the previous election, choosing the best fit for the job, level of experience, comes to meetings to stay on top of issues facing the town, knowledge of budget issues, fiscally responsible and ready to “hit the ground running”. Next March, three positions will be open- a one year term (remainder of term held by Brian St.Onge), and two three year terms currently held by Jerry McCarthy and Paula Proulx Capello said.

Motion: (King, second McCarthy) to appoint Neil Johnson to fill the open position until Town Meeting in March passed 3-1(Horgan-opposed). Johnson was advised to see Town Clerk Kathy Seaver to be sworn in before the next meeting.

B). Board Re-Organization- Selectman McCarthy nominated Selectman Proulx as Vice Chairman of board.

Motion: (McCarthy, second Horgan) to appoint Selectman Proulx as the Vice Chairman of the Board of Selectmen passed 3-0-1(Proulx abstained).

Motion: (King, second Proulx) to appoint Neil Johnson as the Selectmen’s Rep. to the Budget Committee passed 4-0.

7). Additional Board Business:

A). RFP for Assessing Services- The Town Administrator told Selectmen he and Town Assessing Clerk Kelli Heon met with a representative from the state Dept. of Revenue Administration(DRA) to finalize the Request for Proposals for a Town Assessor to begin in January 2016. He provided copies of the RFP for the board to review and said he plans to send the request out as soon as possible.

B). Eastern Propane Contract- Capello reported he met with a representative from Eastern Propane to discuss the town’s contracts for propane services. He said currently the town has five contracts ranging in cost from \$1.84 to \$5.24 a gallon based on use by the various departments. He said the company is now offering a new proposal that would reduce the cost to \$1.64 a gallon for all five departments that would run from September 1, 2015 to May 31, 2016.

Motion: (King, second Horgan) to enter into a contract with Eastern Propane at a cost of \$1.64 a gallon and to authorize the Chairman to sign the contract passed 4-0.

C). Library Building Inspection Fees- Capello told the board he received a request from Interim Library Director Tami Larock to waive the building inspection fees related to the replacement of the fire escape at the Goodwin Library totaling \$285.

Motion: (McCarthy, second King) to waive the building permit fees totaling \$285 for the fire escape at the library passed 4-0.

D). Paving- Selectman McCarthy asked about when the state is expected to begin paving of the state roads in town. Capello said he expected the project would start the next day as all of the prep work has been completed. Chairman King noted that the contractor is behind schedule and that none of the usual equipment needed for a paving project has arrived in the area.

E). EverSource- Vice Chairman Proulx asked if there has been any response from the utility regarding the installation and electrification of new poles in the downtown area. Capello said that he and the company representative conducted a walk-through to view the system the previous Thursday and was told the town would be responsible to

pay to electrify the poles as the company does not work on third party poles. He added that he is still waiting for response from the state regarding whether the town can put up poles for year-round use and not electrify them or put the poles outside of the state right-of-way. Selectman McCarthy suggested the poles could be installed on private properties, with permission, to hang the Christmas lights. Capello said he would attempt to obtain answers to the board's questions once again.

8). Town Administrator's Report:

A). Town Credit Card- Capello reported that there is a 14.99% interest charge and a \$39 late fee on late payments on the Citizens' Bank credit card he previously suggested the town use to take advantage of a cash back feature that would save money for the town. He added he is confident the instances when any payment would be made late would be minimal. Discussion included changing the Credit Card Use Policy, using a debit card like a credit card on dedicated account so payments would never be late, contacting Citizens' Bank to see if the cash back feature would be available on a dedicated account and coverage for fraudulent charges. Capello provided copies of the current Credit Card Use Policy for the board to review and said he would get back to Selectmen with further information.

B). Positive Pay- Capello told the board he would like to discontinue the Positive Pay which is an automated fraud detection service offered by the TD Bank. He said this type of coverage is included in the town's insurance policy and discontinuing the bank service would save the town about \$2,000 a year and save work time for the Finance Director.

Motion: (King, second Proulx) to discontinue the Positive Pay service contingent on adequate insurance coverage for any fraud or theft by employees or non-employees passed 4-0.

9). Next Meeting:

Due to the Labor Day holiday, there is no meeting scheduled for Monday, Sept. 7, 2015. The next meeting is scheduled for Monday, Sept. 14, 2015.

10). Non-Public Session D:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (d) passed 4-0 by a roll call vote (King, Proulx, Horgan, McCarthy- yes) at 8 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 4-0 at 8:20 p.m.

Motion: (King, second Proulx) to seal the minutes until the negotiations are completed passed 4-0.

11). Non-Public Session E:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (a,c) passed 4-0 by a roll call vote (King, Proulx, McCarthy, Horgan- yes) at 8:20 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 4-0 at 8:45 p.m.

Motion: (King, second Horgan) to seal the minutes until the appeal period is over passed 4-0.

12). Adjournment:

Motion: (King, second Horgan) to adjourn the meeting passed 4-0 at 8:46 p.m.

Respectively submitted
Kathleen Magoon
Recording Secretary

Charlie King

Paula Proulx

Brian St. Onge

James Horgan

Gerry McCarthy