

Town of Farmington
Board of Selectmen – Public Meeting Minutes
Monday, October 5, 2015
Selectmen’s Chambers
356 Main Street

Board Members Present:

Charlie King, Chairman
Paula Proulx, Vice Chairman
Jim Horgan
Jerry McCarthy
Neil Johnson

Others Present:

Town Administrator Arthur Capello
Police Chief Jay Drury
Fire Chief James Reinert
Public Works Director Dale Sprague
Town Clerk Kathy Seaver

1). Call to Order:

Chairman King called the meeting to order at 6:05 p.m.

2). Non-Public Session - RSA 91-A: 3 II (a) - Cancelled.

3). Non-Public Session A:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (b) passed 5-0 by a roll call vote (King, Proulx, Horgan, Johnson, McCarthy –yes) at 6:05 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 6:20 p.m.

Motion: (King, second Horgan) to seal the minutes until the process is completed.

4). Non-Public Session B:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (b) passed 5-0 by a roll call vote (King, Proulx, Johnson, Horgan, McCarthy –yes) at 6:25 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 6:40 p.m.

Motion: (King, second Horgan) to seal the minutes until the process is completed passed 5-0.

5). Non-Public Session C:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (b) passed 5-0 by a roll call vote (King, Proulx, Johnson, Horgan, McCarthy –yes) at 6:40 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 6:55 p.m.

Motion: (King, second Horgan) to seal the minutes until the process is completed passed 5-0.

6). Call to Order/Pledge of Allegiance:

Chairman King opened the meeting to the public at 7 p.m. All present stood for the Pledge of Allegiance.

7).Review of Minutes:

Motion: (Johnson, second Proulx) to table the minutes until the next meeting passed 5-0.

8). Public Comment: None.

9). Public Safety Building Review: Postponed until the next meeting.

10). Public Safety Building Bond:

Town Administrator Capello asked the board to determine what items to include in the bond and the total bond amount. He asked the Police and Fire Chiefs to attend the meeting and advise what items could be brought from the present building to the new building and what items should/shouldn't be included in the bond. Discussion included a larger generator, Emergency Operations Center (EOC) requirements, ventilation system, bullet proof glass, available grant funds, applying a grant to the bond, other funding options (Capital Reserve fund, undesignated fund balance, Homeland Security funds), reducing a bond amount after it is approved, the existing EOC at the Municipal Building, interest rates, tax impact and principle interest payments. Selectmen will take up the matter again following the responses from bond counsel and Groen Builders.

11). Policies:

A). Social Media Policy- Capello presented a "tightened up" version of the town's Social Media Policy which was reviewed by Town Counsel. Selectman McCarthy disagreed with Section F1, Reporting and Discipline, which requires employees having knowledge of a posting on social media or web page in violation of the policy to notify their supervisor immediately. McCarthy said both the policy and the employee handbook should not require employees to "tattle" on other employees. Chairman King cited other instances, such as theft and fraud where the supervisor would want to know about misconduct. McCarthy said posting a message is different than committing a crime. Selectman Johnson questioned whether a paid break, subject to being called back to work should be considered personal time and asked if the use of privately owned devices should be allowed (page 2, section E1). He also suggested that employees should not post private information regardless of whether or not it has already been revealed to the public as stated on page 3, section 8b.

Motion: (Proulx, second Horgan) to accept the policy as written passed 4-1 (McCarthy opposed).

B). Panhandling Policy- Chief Drury came forward to discuss the proposed panhandling policy with the board. Discussion included setting a graduated fine schedule for first, second and third offenses, clearly stating who is the violator, preventing misinterpretation going forward, officers' discretion in enforcement, proper amounts for fines and what happens if the violator doesn't pay the fine.

Motion: (King, second Horgan) to approve the panhandling policy with the addition of a graduated fee schedule of first offense-\$25, second offense-\$100 and third offense-\$500 passed 5-0.

C). Vehicle and Property Care Policy- Capello told the board he worked with Public Works Director Dale Sprague to develop a policy to re-enforce the care of equipment to extend the life of the town's vehicles and equipment. Discussion included the need for the policy, if washing the buildings is required, if it is applicable to all town vehicles, care of unused vehicles/property, proper care is currently part of the job duties, present quality of care, giving the DPW Director/Supervisors more "teeth" to enforce better care and extending the policy to other depts. Selectmen then decided to remove the word "property" from the description and replace it with "motorized equipment and accessory components" and to clarify the title to include which depts. the policy pertains to.

Motion: (Johnson, second King) to accept the policy as amended passed 5-0.

D). Internal Controls-Fraud Policy- Selectmen reviewed the policy and made the following changes:

Page 1- third paragraph, change "every day" to "at all times"; Definition of Misconduct and Dishonesty- 2nd bullet, after "misstatements" add "deliberate or purposeful omissions"; **Page 2-**Reporting Responsibilities, include elected officials; **Page 3-** Reported Incident Follow-Up Procedures, add procedures to notify the Board of Selectmen of any reported incidents. Capello requested the board table the matter to allow him to make the changes.

Motion: (Johnson, second Horgan) to table the issue until the next meeting passed 5-0.

Server Update- Capello then asked the board to address some technology issues with Town Clerk Kathy Seaver.

Seaver told the board the town is having issues with the slow operating 2003 computer server and outdated software. Discussion included problems with the present company, concerns about losing data, monthly charges, sufficient data storage, "floating" licensures and the number of licenses needed.

Motion: (Horgan, second Proulx) to authorize the expenditure of up to \$3,600 from the Future Technology Reserve Fund to upgrade the server and the software to MS Office 10 passed 4-1 (King opposed).

Seaver also advised the board to include elected officials in the Fraud Policy as several elected officials, including the Town Clerk, Treasurer and Trustees handle about 90% of the town's money.

E). Credit Card Policy- Capello said this policy was previously approved by Selectmen in 2010 and asked if the present board wished to make any modifications. Selectmen suggested the policy be changed to allow the purchase of services with a town credit card. Capello will make the requested change and include the date of modification on the policy.

F). Purchasing Policy- This policy was previously approved by Selectmen in 2009 and recently reviewed by the board. Selectmen suggested the policy be amended to include credit card purchases under the Exemptions section of the policy. Capello will make the change and bring it back to the board.

G). AP & Payroll Procedures- This is a new policy with the intent to set procedures for the handling of money collected by the town with financial control and accountability. Discussion included changing "time" to "entries", add employees must sign their timecards, checking the new policy against a similar policy established four years ago, checks are cut before Selectmen approve payment and the current accounts payable procedures.

Motion: (King, second Proulx) to table the matter until the next meeting passed 5-0.

H). Capital Assets and Depreciation Policy- This policy is intended to provide procedures to categorize, record and determine depreciation of capital assets. Suggested amendments include adding object codes to Table 1 on page 2, adding 10-12 years for trucks less than 16,000 lbs. and eliminating gravel from Table 2 on page 3.

Motion: (King, second Horgan) to table the matter until the next meeting passed 5-0.

12). Budget Update-

A). Cleaning- Capello presented the job description for cleaning/maintenance personnel. He proposed the position consist of 16 hours a week at up to \$15 an hour effective January 1, 2016. Selectmen suggested the employee report directly to the Town Administrator and the description should also include the candidate must be at least 18 years old, possess a legal driver's license and receive benefits as applicable to part time employees.

Motion: (Horgan, second Johnson) to authorize the Town Administrator to pursue hiring a part time cleaning/maintenance person with the additional changes to the job description effective Jan. 1, 2016 passed 5-0.

B). Staff Increases- Selectmen reviewed information regarding potential non-union staff wage increases to be included in the 2016 budget. The graph shows current employee salaries with amounts for 1, 2, or a 3 percent raise. Discussion included possible errors in the chart, how the change in salaries might affect the benefit amounts and waiting to see what the budget will afford. Capello said he will check the accuracy of the information and return to the board with more information.

C). Assessing Contractor- Capello told the board he received five responses from the RFP sent out for assessing services. He asked Selectmen if they would like to meet with the company representatives or go with his recommendation. Discussion included utilities assessment, statistical updates and cost estimates. Capello said he is recommending the board choose Avitar Associates of New England, Inc. because the town uses Avitar software, the company charges a flat fee for all services, provides better services, a company representative will be present at the Municipal Building one day a month, they are available for meetings and have good customer references.

Motion: (Johnson, second Horgan) to go with Avitar Associates for a flat fee for services at \$13,656 for one year passed 5-0.

13). Additional Board Business:

A). Pole Easements- The board reviewed a draft easement that would allow the town to install a pole for Christmas lights on private property. The board discussed the best way to deliver the easement documents and provide an opportunity for the property owners to read it and ask questions. After some discussion, Capello offered to hand deliver the documents and answer questions or leave the document at the residence if the owner was not at home.

B). SAU Office- Selectman McCarthy asked if there has been a response from the SAU Office regarding the possible relocation of the office to the upstairs portion of the Municipal Building. Capello said the issue has been placed on the agenda for the next SAU meeting. McCarthy suggested the School Board also be included and asked their opinion on such a move. Capello said he would e-mail the SAU Office and the School Board Chairman and suggest the issue be included for discussion at their next meeting. He will copy the board with their responses.

14). Non-Public Session D:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (a) passed 5-0 by a roll call vote (King, Proulx, Johnson, McCarthy, Horgan –yes) at 8:40 p.m.

Motion: (King, second Johnson) to come out of non-public session passed 5-0 at 9:05 p.m.

15). Resignation:

Motion: (King, second Horgan) to accept the resignation of Jay Vital passed 5-0.

16). Non-Public Session E:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (c) passed 5-0 by a roll call vote (King, Proulx, Horgan, McCarthy, Johnson- yes) at 9:08 p.m.

Motion: (Horgan, second Johnson) to come out of non-public session passed 5-0 at 9:15 p.m.

17). Non-Public Session F:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (d) passed 5-0 by a roll call vote (King, Proulx, Horgan, McCarthy, Johnson – yes) at 9:15 p.m.

Motion: (King, second Johnson) to come out of non-public session passed 5-0 at 9:30 p.m.

Motion: (King, second Johnson) to seal the minutes until resolved passed 5-0.

18). Non-Public Session G:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (d) passed 5-0 by a roll call vote (King, Proulx, Horgan, McCarthy, Johnson- yes) at 9:30 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 9:35 p.m.

Motion: (King, second Horgan) to seal the minutes until negotiations are over passed 5-0.

19). Adjournment:

Motion: (McCarthy, second Horgan) to adjourn the meeting passed 5-0 at 9:35 p.m.

Respectively submitted
Kathleen Magoon
Recording Secretary

Charlie King

Paula Proulx

Neil Johnson

James Horgan

Jerry McCarthy