

**Town of Farmington**  
*Board of Selectmen – Public Meeting Minutes*  
**Monday, November 23, 2015**  
**Selectmen's Chambers**  
**356 Main Street**

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Board Members Present:

Charlie King, Chairman

Paula Proulx, Vice Chairman

Jim Horgan

Neil Johnson

Others Present:

Town Administrator Arthur Capello

Police Chief Jay Drury

Tom DeJulio and Decorating Committee members

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, Johnson- yes) at 6:30 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 4-0 at 7:12 p.m.

Motion: (Johnson, second Proulx) to seal the minutes until the final decision is rendered passed 4-0.

Motion: (King, second Johnson) to deny the request by the NEPBA to reverse the termination of Sgt. McNeil passed 4-0.

Motion: (King, second Horgan) to conditionally approve the 20 year lease agreement with Community Action Partnership (CAP) with the mutually agreed assessment of the maintenance plan and costs and to authorize Chairman King to sign the agreement on behalf of the Board of Selectmen passed 4-0.

Motion: (King, second Horgan) to recess the meeting until 7:30 p.m. passed 4-0 at 7:20 p.m.

3). Call to Order/Pledge of Allegiance:

Chairman King reconvened the meeting at 7:30 p.m. All present stood for the Pledge of Allegiance.

Chairman King then reported the death of long time resident Selectman Gerry McCarthy and asked everyone to join him in a moment of silence. He reported that Selectman McCarthy passed away the previous Friday and recounted his many years of service to the town as a Selectman (13 years), School Board member (15 years), a representative to the Conservation Commission and the Budget Committee and the 500 Boys and Girls Club. He said the flag will be flown at half-staff until the following Monday and announced the arrangements for the calling hours and funeral. Town

Administrator Capello announced the Municipal Building would be closed from 10:30 a.m. to 12:45 p.m. on Wednesday to allow the staff to attend the funeral services.

Chairman King then called for a five minute recess at 7:35 p.m. He reconvened the meeting at 7:40 p.m.

#### 4). Review of Minutes:

November 9, 2015- Public Session- Page 3, Review Budgets, Health Agencies- amend the motion to level fund the agencies read the motion was made by Selectman Johnson; seconded by Charlie King.

Motion: (Johnson, second Proulx) to approve the minutes as amended passed 4-0.

November 9, 2015-Non-Public Sessions A-D:

Motion: (Johnson, second Horgan) to approve the minutes as written passed 4-0.

#### 5). Public Comment:

Christmas Lights- Resident Tom DeJulio and members of the Decorating Committee came forward to give the board a progress report regarding having Christmas lights in the downtown area. He said of the nine easements needed to install poles on private property, only three still need signatures. He explained one of the properties involves an Irrevocable Trust which requires five signatures and two of the five people live out of state. He said all of the property owners seem to be “on board” with granting the easements and it is just a matter of obtaining the last few signatures.

DeJulio told the board that T.D. Bank has granted permission to install the lights on hooks on the bank building and the Hold Harmless Agreement to allow annual holiday lights was in the hands of the attorneys who were working out some minor language changes.

Motion: (Johnson, second King) to allow the Chairman to sign the easements on behalf of the town passed 4-0.

DeJulio said one of the next steps is to contact DIG SAFE which is a free service that notifies utilities to mark the location of any underground utilities and asked the board for approval to contact the service.

Motion: (Horgan, second Johnson) to move forward to contact DIG SAFE to mark the location of area utilities passed 4-0.

Additional discussion included price quotes for the purchase and installation of the poles, terms of the contract to install the poles, what happens if the company strikes ledge while digging to set the poles, how many poles to purchase and their locations, legal expenses, expenses for Police details, language of the warrant article that funds the project, installing the poles in phases, purchase of bulbs and materials to reconfigure and lengthen the light strings, if the town should absorb some of the legal costs and starting the installation of poles and lights in the center of town and working outward as funding will allow.

Motion: (Horgan, second Johnson) to approve expenditure of funds not to exceed \$9,000 for the purchase of 18 poles, \$1,500 for repairs and upgrades to the lights and the balance for legal, Police details and miscellaneous expenses passed 4-0.

DeJulio also told the board that information found in a book of source records provided by Rep. Joshua Whitehouse may show the date of the first Christmas lights display in town. He said the book contains the records of a meeting where the power company was given permission to install poles and electric lights on Main Street on December 16, 1901. Selectmen cautioned that this may mean the first installation of electric lights but that it may not mean Christmas lights.

Motion: (King, second Johnson) to allow the Town Administrator to sign the contract for purchase and installation of poles with NextGen, with the terms of the contract resolved to the town's satisfaction and to waive the bid process passed 4-0.

6). Sale of Excess Equipment:

Selectmen reviewed a list of surplus vehicles recently taken of service by the town. Discussion included if the town is allowed bid out vehicles obtained through military surplus purchases, if the bidder must bid on a specific vehicle or if the highest bidder will have first choice, procedures to view and bid on vehicles, minimum bid, where the sale will be advertized, deadline to submit a bid and all vehicles will be sold "as is".

Motion: (Johnson, second King) to put the items out to bid as discussed with a minimum bid of \$300 passed 4-0.

7). Review Budgets: Police, Pay Increases:

A).Police Dept. Budget- Chief Jay Drury came forward to review his dept.'s 2016 budget proposal with the board as follows:

Page 5- (General Fund Budget Report)-

Line 01-4210-10-142- SRO Officer/Grants- this line represents costs associated with the School Resource Officer. Chief Drury said based on recent wage increases and increased health and retirement costs, he requested \$7,200. The school district pays 25% of the total costs and the remainder is funded through an 80/20 federal grant to the town he said.

Line 01-4210-10-141- Holiday Pay- \$24,532 was requested for 2016 but only \$21,582 was spent this year thus far. This expense is based on when an officer leaves employment with the dept. and also reflects pay increases. Chairman King asked to have the Finance Administrator to check into the \$3,000 increase.

Line 01-4210-10-341- Telephone- approx. \$8,500 was requested but only \$6,900 was spent. Consensus of the board was to reduce this line to \$8,000.

Line 01-4210-10-243- Training- \$6,000 was requested and only \$2,212 was spent this year. The Chief said this line has increased because there will be no free training available from Police Standards and Training next year. The dept. will have to pay for training from organizations and other communities but could reduce costs by hosting training sessions and charge other participants. He added he plans to host more training classes if the new Public Safety Building is approved by voters.

The Chief then told the board that "kudos" were due for the dept. secretaries and officers for their efforts to get the best deals and reduce costs for office supplies.

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Line 01-4210-10-630- Licensing/Maintenance Agreements- \$9,000 was requested and \$5,656 expended this year. This line includes \$5,000 for licensing the new body cams and other costs for data and video storage.

Line 01-4210-10-638- Tires- \$3,000 was requested for 2016 and \$ 1,355 expended. The Chief said the new cruiser came with "cruddy" tires which are okay for summer driving but new winter tires are needed. He added that the dept. also needs new Charger tires.

Line 01-4210-10-680- Supplies- \$7,000 was requested for 2016 and only \$4,308 spent this year. This line represents items with a one to two year lifespan such as batons, flashlights, gloves and leather gear. He said there have been no

major crimes with large expenses but some of these things must be replaced next year. Board consensus was to reduce this line to \$6,000.

Line 01-4210-20-831- Investigations- \$4,000 was requested and only \$483 was spent so far this year. This line varies greatly from year to year depending on what is going on in town he said. Approx.\$3,460 was spent last year he said.

Line 01-4210-90-911- Capital Project-Police Outside Details- This line will not be funded next year following the purchase of the new cruiser this year. \$80,000 was budgeted in previous years.

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Line 01-4414-10-110- Animal Control Personnel- \$8,900 was requested for 2016 and \$7,040 spent this year. \$11,500 was budgeted in 2015. Chief Drury said the drop in request is based on hiring a new ACO in April. The position will be part time with about 15 hours a week scheduled. He agreed to reduce the request to \$8,500.

Line 01-4414-10-680- Supplies- this line represents an increase from \$300 to \$500 for dog tags. Consensus of the board was to reduce the line to \$400.

Line 01-4414-20-833-Sheltering Animals- \$3,000 was requested and \$498 was spent this year. The Chief said he is still awaiting a bill for shelter of animals which will increase the amount spent. He said that there is no recent history of large expenses for this line but cautioned that shelter for one horse could over expend the line. He added that when an animal is sent to Cocheco Valley Humane Society the town is responsible for payment for care. Consensus of the board was to reduce the line to \$2,500.

Capello then expressed his compliments to Police Chief Drury, Fire Chief James Reinert and participants for the forum on drug abuse/addiction held recently. He also thanked Honey Dew Donuts and Crowley's Variety and Grill for providing refreshments.

B). Pay Increases- Capello asked the board if they wished to consider pay increases for non-union town staff in the 2016 budget and noted that the members of the two unions in town will receive increases of 2.5% to 3 %. Consensus of the board was to table the matter until the next meeting.

8). Possible Warrant Articles: Table until the next meeting.

9). Job Descriptions- Updated and Signed:

Motion: (Johnson, second Proulx) to approve as amended passed 4-0.

10). Town Administrator's Report:

A). Amend Previous Motions- Capello told the board that two previous motions made by the board needed to be amended to include which fund the money would be withdrawn from.

Motion: (Johnson, second King) to withdraw \$22,000 from the Public Safety Building Capital Reserve Fund passed 4-0.

Motion: (Horgan, second King) to withdraw \$3,600 from the Future Technology Improvements Capital Reserve Fund passed 4-0.

B). Fire Dept. -

1. Emergency Management Director- Capello reported that the Fire Chief's employment contract does not address the Chief's EMD duties or if there is any additional pay for the position. He said in the past, the Chief has been given a

stipend or an item of similar value such as additional insurance coverage for the additional duties. He added that the EMD is also responsible for updating the emergency procedures manual which is currently out of date. No action was taken.

2. Forestry Grant- Capello told the board the dept. has been awarded the Forestry grant that Chief Reinert applied for.

3. Additional Budget Information- The board received the information requested regarding the breakdown of per diem coverage wage increases, equipment expenses and some additional information regarding Chief Reinert's preference of leather boots vs. rubber boots.

C). Recreation Dept.- The board received additional information requested regarding bus use, price quotes for renting or purchasing a bus and a breakdown of the dept. budget for their review.

D). Septic Easement- Capello told Selectmen he received the draft of the Septic Loading Easement for Community Action Partnership (Farmington Children's Center) provided by Randy Orvis. The easement over abutting town property is for the sole purpose of wastewater calculations and to meet loading setbacks for the Center's septic system. He said the document was reviewed by Town Counsel and is ready for board approval.

Motion: (King, second Johnson) to approve the septic loading easement passed 4-0.

E). Ready Ride- Capello said he was contacted by resident Kathy King about an organization called Ready Ride which uses volunteers to provide rides for people to a doctor's appt., etc. She requested the town contribute a \$1,500 donation to offset costs for providing this service. The board requested more information and no action was taken.

F). Meeting Schedule- Consensus of the board was to return to meeting every Monday until further notice.

11). Non-Public Session B:

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, Johnson-yes) at 9:10 p.m.

Motion: (King, second Johnson) to come out of non-public session passed 4-0 at 9:35 p.m.

Motion: (King, second Johnson) to seal the minutes until the matter is resolved passed 4-0.

12). Non-Public Session C:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A:3 II (a) passed 4-0 by a roll call vote (King, Proulx, Horgan, Johnson- yes) at 9:35 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 4-0 at 9:45 p.m.

Motion: (King, second Johnson) to seal the minutes until the matter is decided passed 4-0.

13). Sewer Abatement:

Motion: (King, second Johnson) to approve the sewer abatement request for 21 Glenn Street passed 4-0.

14). Town Administrator's Hiring Date:

Capello told the board they needed to determine an official start date for his employment as he has one start date for his part time hours and one date for when he began filling the position on a full time basis. Consensus of the board was use the full time employment start date as his official hire date.

15). Adjournment:

Motion: (Horgan, second King) to adjourn the meeting at 9:50 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary

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Charlie King

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Paula Proulx

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Neil Johnson

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James Horgan

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