

**Town of Farmington**  
*Board of Selectmen – Public Meeting Minutes*  
**Monday, March 28, 2016**  
**Selectmen’s Chambers**  
**356 Main Street**

---

Board Members Present:

Charlie King, Chairman

Neil Johnson, Vice Chairman

Jim Horgan

Paula Proulx

Ann Titus

Others Present:

Town Administrator Arthur Capello

Police Chief Jay Drury

Fire Chief James Reinert

Lt. Scott Orlando

Fenton Groen, Jeff Greenhalgh, Groen Builders

Women’s Club members Kathy King, Mary Barron, Penny Morin, Sylvia Arcouette

1). 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, Johnson, Horgan, Proulx, Titus- yes) at 6 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 6:30 p.m.

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

2). Call to Order/Pledge of Allegiance:

Chairman King called the public session to order at 6:35 p.m. All present stood for the Pledge of Allegiance.

3). Public Input:

The board discussed a resident’s complaint regarding potholes in the Reservoir Road area. The initial complaint was received by selectman Horgan several weeks ago and Town Administrator Capello said he received an e-mail regarding the complaint. He told the board that a temporary fix has been completed and that a more permanent fix will be completed when ground conditions improve and the seasonal grading begins. Selectman Proulx suggested the resident be given a call back.

4). Review of Minutes:

March 14, 2016- Page 4, 6B-Highway Dept. Budget, second sentence- amend to remove the second “salt” and replace with “sand”.

Motion: (Johnson, second Proulx) to approve the minutes as amended passed 5-0.

March 22, 2016-

Motion: (Johnson, second Titus) to approve the minutes as written passed 5-0.

5). Women’s Club:

A). Woman of the Year Award- Member Kathy King said the club members recently decided to present a Woman of the Year Award. She said the first recipient of the award is Mary Barron whose list of services to the town includes School Board member, Budget Committee member, Library Trustee, Town and School District Moderator and one of the founders of the Farmington News Face Book page. In accepting the award, Ms. Barron said she was born and raised here and her heart belongs to the town. She added she was taught to “give back” and advised that the more you give back the more you enjoy life. She received a standing ovation from the audience.

B). Town Signs- Mrs. King then presented additional information about the proposed new “Welcome to Farmington” signs. Discussion included the size, color and wording for the signs, whether to include a reader board for events, if installation is included, prices for each type of sign, removal and replacement of the existing signs north and south bound on Route 11 and whether to include a sign at the town line on Route 75. Mrs. King also told the board the club plans to donate \$200 to the sign project from the proceeds of the Chili/Chowder Fest. She added if anyone would like to donate to the project they may send donations to the Women’s Club, P.O. Box 511, Farmington, NH. Police Chief Jay Drury then announced the Police Association will donate double the amount made at the Chili/Chowder Fest.

Selectman Titus said the Economic Development Commission has also voted to contribute to the sign project and are awaiting approval from Selectmen.

Motion: (Titus, second Horgan) to approve the EDC’s \$200 contribution to the town sign project passed 5-0.

Chairman King then suggested the club members also prepare a notice for the community TV channel seeking donations and asked Mrs. King to return to the board with a final design and cost estimate for the board to review.

6). Groen Builders- Next Steps:

Fenton Groen and Jeff Greenhalgh came before the board to discuss the anticipated timeline for the Public Safety Building. Discussion included development of the final site plan, file the applications for DOT and DES permits, solicit local businesses for the bid process, meet with the Police and Fire Chiefs to finalize interior spaces and meet with the Code Enforcement Officer to submit plans and apply for a building permit. Additional discussion included the expected groundbreaking is on June 1, signal and deceleration lane requirements, a traffic study and cost estimates to meet those requirements.

Selectmen also discussed whether to choose a Clerk of the Works or a Construction Manager and whether to complete the project as a guaranteed maximum price project or a construction management project. Following a discussion of the advantages and disadvantages of each position/project type Mr. Groen recommended the board choose a construction manager with a guaranteed maximum price to complete the project. Town Administrator Capello agreed saying this would be the safest and most advantageous way to complete the building project.

Motion: (Horgan, second Johnson) to engage Groen Builders in a construction manager contract with a guaranteed maximum price passed 5-0.

Motion: (Horgan, second Titus) to make the Town Administrator the point person with Groen Builders passed 5-0.

7). RFP for Commercial Town Owned Property:

Selectmen reviewed the draft Request for Proposal to possibly contract with a real estate firm/broker to assist the town in selling commercial properties located in the Sarah Greenfield Business Park and the site of the current fire station located at 381 Main Street. The board also reviewed the tax cards for the properties. Discussion included the fire station lot is made up of three sub lots, keeping one sub lot to provide municipal parking, access to the abutting properties, how demolition of the annex building will affect the property value, tax map for Sarah Greenfield Business Park does not depict the current easement, updating the tax map/cards, doing a site walk of the properties, resolving the issues with some lots or have the realtor do the leg work, whether to allow the Coast Bus Company stop to remain at the fire station site and getting an initial market price for the lots.

Motion: (King, second Johnson) to approve the RFP and send it out for bids.

Additional discussion included the unresolved issues may affect property values, determine if lot prices are competitive to prices in neighboring communities, get the lots surveyed to address property line/easement issues and removing the fire station parcel from the RFP.

Motion: (King, second Johnson) to approve and send out the RFP, take out the three lots at the fire station and add verbiage for the Sarah Greenfield Business Park easement passed 4-1 (Horgan opposed).

8). Employee Handbook:

Motion: (King, second Horgan) to continue review of the handbook to the next board meeting passed 5-0.

9). Dorr Building Permit:

At a previous meeting Selectmen requested additional information regarding issuing building permits on a private road known as Alpine Court, located off Ten Rod Road created by the two lot Dorr subdivision. Mr. Capello provided copies of the Warranty Deed, a memo from Code Enforcement Officer Dennis Roseberry and Public Works Director Dale Sprague stating no issues were found with the construction of the road, the Road Maintenance Declaration and the Notices of Decision by the Planning Board and noted the new owners will be required to assume a 50/50 split for responsibility to maintain the road and the conditions of Planning Board approval do not allow further subdivision of the properties.

Motion: (King, second Horgan) move that the board agree to allow the issuance of building permits for construction of buildings on real properties located along Alpine Court, a private road, upon the execution and recording of a Waiver of Liability and Notice pursuant to RSA 674:41, I(c) at the Registry of Deeds by each applicant for a building permit, where each applicant must still satisfy all requirements of a building permit application as determined by the Code Enforcement Officer passed 5-0.

10). Additional Board Business:

A). Welfare Guidelines- The guidelines were previously amended and approved by the board and required their signatures.

B). Resignations- Fire Chief James Reinert received resignations from two firefighters.

Motion: (Johnson, second Horgan) to accept the resignations of firefighters Mike Galimberti and Tim Stickles passed 5-0.

C). Board Appointments- Selectmen approved the following applications:

Motion: (King, second Titus) to appoint Glen Demers to a one year term as regular member of the Planning Board passed 5-0.

Motion: (Johnson, second Horgan) to appoint Randy Orvis to a three year term as a regular member of the Economic Development Commission passed 5-0.

Motion: (King, second Johnson) to appoint Diane Blair to the next available opening on the Economic Development Commission passed 5-0.

11). Town Administrator's Business:

A). On-call Employees- At the previous meeting Selectmen requested more information regarding the days of the week highway and water/wastewater dept. employees are required to be on-call. Mr. Capello reported that the highway dept. procedure was established by a previous Town Administrator and that the contract calls for an employee to be assigned for on-call duty seven days a week. Discussion included if the employees are paid more for weekend coverage, number of on-call hours per week/weekend and if the town is paying a total of four hours (one two-hour stipend during the week and one two-hour stipend for weekends) for coverage each week. Capello said he will continue to research the matter and will report back to the board.

B). Road Race Permit Form- Police Chief Jay Drury brought forth a draft application form for a 5K road race or similar event involving town roads. The first page of the application would contain the "who, what, when, where" of the event and a liability release for the town. Page two contains a state application for a parade permit or other activity conducted on state roads. Page three outlines pedestrians' rights and duties as per state law. Discussion included adaptability for 3K, 10K and bike races, need for police details, detail fees, detail fees go into the Special Revenue Fund, permit fees, who is the "final authority" to grant the permit and safety plans. Selectman Proulx asked if the liability release was broad enough to cover the town and suggested the event organizer also provide an insurance policy with the town included as an insured party. Mr. Capello said he will consult with the town's attorney for advice and bring back a finalized copy for the board to review.

C). Little City Road- Capello told the board that the town owned property there has been sold and a quit claim deed was issued to the new owner.

D). Kudos for the Fire Dept.- Capello reported Fire Chief Reinert received two thank you notes- one from residents who took a tour of the conditions at the current fire station and one from Mr. Roper's Henry Wilson School FAMEE Cribbage Club for a good time playing cribbage and witnessing a call out.

E). Cable Franchise Fees- Mr. Capello said the town received a memo from MetroCast Vice President Brian Earnshaw detailing the total franchise fees remitted to the town for 2015. The fees totaled \$52,014.16 based on gross revenues of \$1,486,118.96 he said.

F). Grace Church- Selectmen asked for an update regarding the church's offer to make renovations at the Town Hall. Mr. Capello said the contract agreement was sent to town counsel for review and he is awaiting its return.

12). Non-Public Session B:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (c) passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus – yes) at 8:05 p.m.

Motion: (King, second Johnson) to come out of non-public session passed 5-0 at 8:30 p.m.

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

13). Non-Public Session C:

Motion: (Johnson, second King) to enter non-public session under RSA 91-A: 3 II (c) passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 8:30 p.m.

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

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

14). Non-Public Session D:

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

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 9:12 p.m.

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

15). Next Meeting: Monday, April 11, 2016 at 5:45 p.m.

16). Adjournment:

Motion: (King, second Titus) to adjourn the meeting passed 5-0 at 9:12 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary

---

Charlie King

---

Paula Proulx

---

Neil Johnson

---

James Horgan

---

Ann Titus