

Town of Farmington
Board of Selectmen – Public Meeting Minutes
Monday, May 16, 2016
Selectmen’s Chambers
356 Main Street

Board Members Present:

Neil Johnson, Vice Chairman

Jim Horgan

Paula Proulx

Ann Titus

Board Members Absent:

Charlie King, Chairman- excused

Others Present:

Town Administrator Arthur Capello

Betsy Andrews-Parker, CEO, Community Action Partnership of Strafford County (CAP)

Rick Aubin, CAP Administrative Services Director

Resident Elizabeth Johnson

1). Non-meeting for Cable Franchise at 6 p.m.

2). Call to Order/Pledge of Allegiance:

Vice Chairman Johnson called the meeting to order at 6:40 p.m. All present stood for the Pledge of Allegiance.

3). Public Input: None.

4). Review of Minutes:

May 9, 2016- Public Session- Page 2, item # 5, Coast- second paragraph from the bottom- add “Consensus of the board was to allow a total of nine faces for advertising-(two faces and on the back on each of the three shelters). Mr. Nichols agreed to put advertising on as many faces as possible.” Page 2, Coast, bottom of the page- Correct the additional payment in the motion to “\$2,350”.

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

5). Grace Contract:

Mr. Capello told the board he made the requested revisions to contract, including naming the town as the loss payee and the agreement has been signed by both the church and the town. He will check with Recreation Dept. Director Rick Conway to learn when renovations to space used by the church at the Town Hall will begin.

6). Fee Schedule:

Mr. Capello suggested the board plan to review the town fee schedule as it has not been revised in at least five years. He noted that the current fees don't cover the cost for advertising and preparation of permits in the Planning Dept. office and that some builders/developers apply for a building permit after they have begun building as there is no fee/penalty for an "after the fact" permit other than the charge for the permit itself. Selectmen said a Public Hearing will have to be scheduled before making any changes and asked Mr. Capello to develop a proposal for review.

Mr. Capello added that the Avitar software has been installed.

7). RFP for CDBG:

Mr. Johnson reported receipt of three responses for the request for bids to administer the Community Development Block Grant for the Farmington Children's Center as follows; AECM Engineers of Newmarket, NH (\$17,000), BlueLink Solutions of Atlanta, Ga. (\$16,500) and Shelly Hadfield of Meriden, NH (\$17,000).

Mr. Capello asked if additional expenses not included the bids such as legal fees, auditing fees and advertising costs are covered in the grant itself.

CAP CEO Betsey Andrews-Parker said those costs are included in the grant and asked for copies of the bids to review. She said they will be partnering with whoever is chosen and they would like to make a recommendation as to who best meets the qualifications for the position. Selectmen agreed and copies of the bid proposals will be provided to Ms. Andrews-Parker. Mr. Capello asked her to provide their recommendation by 10 a.m. next Friday to allow time to prepare the information for the next board meeting. Selectmen also requested copies of the bids to review.

8). Conservation Timber Cut Contract:

Mr. Johnson told the board he spoke with Conservation Commission Chairman Dave Connolly about the contract extension between the town and BH Keith Associates for Forest Management Services for the Town Forest. The agreement will extend the contract for one year (June 1, 2016 to June 1, 2017) and there are no changes from the original agreement he said.

Motion: (Horgan, second Titus) to continue the contract with BH Keith Associates for one year passed 4-0.

9). Resignations/Appointments:

A). Conservation Commission-

Chairman Dave Connolly submitted a letter from Jackie Bissell notifying him that she has resigned her seat on the Commission effective May 1, 2016 due to health reasons. The Commission accepted her resignation with regret on May 11, 2016.

Motion: (Titus, second Horgan) to accept the resignation of Jackie Bissell passed 4-0.

Mr. Connolly also submitted a memo with an application requesting to change the status of alternate Commission member Bill Fisher to a full time member.

Motion: (Horgan, second Titus) to accept Bill Fisher as a full time member of the Conservation Commission passed 4-0.

B). Recreation Advisory Commission- Mr. Capello said he received a letter of resignation from Resta Detwiler from the Rec. Advisory Commission.

Motion: (Horgan, second Titus) to accept the resignation of Resta Detwiler from the Recreation Advisory Commission passed 4-0.

10). EMPG Grant Application for EOC Equipment:

Mr. Capello said the next step in the application process is to approve and sign the grant agreement and return it to the NH Dept. of Safety for further review. Discussion included Selectmen must accept the grant agreement terms as presented, the purpose of the grant is to purchase and install equipment for the new Emergency Operations Center in the Public Safety Building, the amount of the grant if awarded is \$68,533, the total project cost is \$137,066 and the local match (\$68,533) will be provided by the amount of the square footage cost of the new EOC in the new Public Safety Building.

Motion: Neil Johnson moved that the town of Farmington Board of Selectmen, in a majority vote, accepted the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$68,533.00 for the purchase of EOC Equipment. Furthermore, the board acknowledges that the total cost of this project will be \$137,066.00, in which the Town will be responsible for a 50% match, of in-kind payment with the construction of the new EOC.

The motion was seconded by Jim Horgan. The motion passed unanimously.

Selectmen then signed and initialed the agreement.

11). Annex Building Update:

Mr. Capello reported that three-fourths of the Fire Dept. Annex Building has been demolished. He added that the contractor increased the price for demolition and disposal of the debris by 10%. Discussion included the cost increased by \$1,295 to a total of \$14,245, the town delayed the project for almost two years, the contractor did not notify the town in writing of the price increase, the contractor informed Mr. Capello and Mr. Johnson of the increase during the recent site walk, Selectmen did not approve payment of the increase as a board, the increase is mostly due to increased tipping fees for disposal and the demolition will be completed by the end of the week. Mr. Johnson then apologized for not bringing the price increase before the board before okaying the expenditure.

Motion: (Horgan, second Titus) to authorize the Town Administrator to sign the increase passed 3-0-1 (Johnson abstained).

12). Site Clearing for Public Safety Building/Ground Breaking:

Mr. Capello told the board he was contacted by Jeff Greenhalgh of Groen Construction seeking permission to begin clearing the site of the new Public Safety Building by the end of May. He said board approval was needed because the contract between the town and the builders has not been signed and there has been no response from the NH DOT. Consensus of the board was to allow the site clearing to begin.

Mr. Capello added that the groundbreaking ceremony is scheduled to take place on June 1 and asked the board to consider what the ceremony should include. They will revisit the issue at the next meeting.

Mr. Johnson asked for a clarification of the columns included in the construction report. Mr. Capello said he will ask Mr. Greenhalgh to provide an explanation at a future board meeting or by e-mail.

13). Additional Board Business: None.

14). Town Administrator's Business:

A). Farmington Fire Kudos- A resident wrote that Captain Tom McQuade is deserving of recognition and a "large thank you" for his professional, caring and concerned quality of care during a medical emergency at her home. The letter will be placed in his file Capello said.

B). Recreation Dept. Monthly Report- The board received the monthly report for review.

C). School Board Minutes- Selectmen received copies of the School Board May 2 meeting minutes as requested to review their discussion of payment of expenses related to the Donald Trump campaign visit in January. Discussion included the nature of the School Board members' discussion, some of the discussion was "strange" and "harsh", both Selectmen and the School Board are town entities, lack of a policy for this type of event and the school district also charges for copies of documents.

D). Fernald Park Camera- Mr. Horgan suggested that Parks and Recreation Director Rick Conway consider moving the security camera in the park to a different location as it is getting pictures of the gazebo roof. He said kids in the area like to climb trees and apparently have moved the camera.

E). Data Back-up System- Mr. Capello said the system has been installed but is not yet operational.

F). Do You Want Fries with that Crosswalk? - Mr. Capello reported the National Police Chiefs Magazine requested Chief Drury submit an article for publication regarding Farmington Police officers handing out "tickets" for pizza or fries as a reward for good behavior. Selectmen approved the request.

G). Coast/ TIF District Board Members- No volunteers for the TIF District Advisory Board or for the Farmington representative to the Coast Bus Company Board have come forward Capello said.

H). Sarah Greenfield/Chimney Work RFP's- Mr. Capello said the deadline has passed and there has been no response to the RFP's for a realtor to conduct sales of the business park properties or for the chimney repairs at the Town Hall building. He then asked the board how they wished to proceed. Discussion included the chimney work is estimated to cost \$9,500, if there is work needed below the roof line, the work will be paid with funds from the General Government Buildings and Police Dept. Repairs lines and reevaluating the market value of the business park properties. Consensus of the board was to revisit the issues at the next meeting.

15). Non-Public Session A:

Motion: (Johnson, second Horgan) to enter non-public session under RSA 91-A:3 II (c) Reputation passed 4-0 by a roll call vote (Johnson, Horgan, Proulx, Titus- yes) at 7:25 p.m.

Motion: (Proulx, second Horgan) to come out of non-public session passed 4-0 at 7:40 p.m.

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

16). Non-Public Session B:

Motion: (Horgan, second Johnson) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 4-0 by a roll call vote (Johnson, Proulx, Horgan, Titus- yes) at 7:45 p.m.

Motion: (Johnson, second Horgan) to come out of non-public session passed 4-0 at 8:15 p.m.

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

17). Next Meeting: Monday, May 23, 2016.

18). Adjournment:

Motion: (Horgan, second Johnson) to adjourn the meeting passed 4-0 at 8:15 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary

Charlie King

Paula Proulx

Neil Johnson

James Horgan

Ann Titus