

Town of Farmington
Board of Selectmen Meeting
Monday, August 29, 2016

Board Members Present:

Charlie King, Chairman
Neil Johnson, Vice Chairman
Jim Horgan
Paula Proulx
Ann Titus

Others Present:

Town Administrator Arthur Capello
CAP Administrative Services Director Rick Aubin

1). Non-Public Session A:

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

Motion: (King, second Titus) to come out of non-public session passed 5-0 at 6:50 p.m.

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

2). Non-Public Session B:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (b)
Hiring passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 6:50
p.m.

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 7:25
p.m.

Motion: (King, second Johnson) to seal the minutes until the hiring process is complete
passed 5-0.

3). Call to Order/Pledge of Allegiance:

Chairman King called the public meeting to order at 7:40 p.m. Everyone stood for the
Pledge of Allegiance.

4). Public Input: None.

5). Review of Minutes:

There were no minutes available for review.

6). CAP Update on Daycare Renovations:

Mr. Capello told the board that the Governor and the Governor's Council have

authorized the award of the \$500,000 CDBG grant to the Town for the improvements at the Farmington Children's Center.

Mr. Aubin came forward to discuss the progress of the renovations with the board. He began with the results of the Environmental Review. The grant required a site assessment be performed to check for potential hazardous waste facilities nearby. The review identified the former Collins & Aikman plant site as a Superfund site located near one corner of the Children's Center property. He said the NH Dept. of Environmental Services is not greatly concerned about this as the Center uses town water, there is no contamination flowing from the Collins & Aikman site to the Children's Center property and there are natural bedrock barriers in place on the property. The final report did reveal that a permit will be needed for the discharge hole in the basement of the building that collects condensation from the air conditioning units. Based on the final report a Finding of No Significant Impact was filed with the CDFA he said.

Mr. Aubin said the next steps include a bidders' walk-through scheduled for Sept. 6, the bids will be opened on Sept. 15 and the work is expected to begin on or about Sept. 19. The work is expected to be completed in mid-December or about 90 days after the start date he said.

Selectmen then asked to see a list of the bidders for the project. Mr. Aubin said he would be willing to return to the board on Sept. 19 and provide the information requested.

7). Selectmen's Designee:

Mr. Capello suggested the board appoint someone to act as a designee in the event a board member is not available to oversee the state primary elections on Sept. 13 or the national elections on Nov. 8.

Motion: (Horgan, second Johnson) to appoint the Town Administrator as the Selectmen's designee for the Sept. 13 and Nov. 8 elections passed 5-0.

8). Signing of the Lease for Space at the Municipal Office:

Mr. Capello provided the board with copies of the proposed commercial lease agreement between E.D. Swett, Inc. and the Town for the use of the second floor office space in the Municipal Building. The space will be used as a field office for the NH DOT during the Main Street Bridge replacement project from Sept. 15, 2016 through Dec. 31, 2017. After Dec. 31, 2017 the term may continue on a month to month basis he said. He said the tenant has agreed to pay \$500 a month with a partial payment for the month of Sept. and to provide any additional wiring needed for phone systems. He added that access to spaces currently used by the Town will be prohibited by deadbolts during after- hours use by the tenant.

Chairman King asked if the lease had been reviewed by Town counsel.

Mr. Capello said that because it is a simple agreement using a standard commercial lease form he did not seek review by the Town's attorney.

Motion: (King, second Horgan) to approve signing a contract with E. D. Swett, Inc. to lease office space in the Municipal Building contingent on review by Town Counsel and to authorize the Town Administrator to sign the contract passed 5-0.

9). Review of Policies:

Motion: (King, second Horgan) to table the review of policies to the next meeting passed 5-0.

10). Public Safety Building Update:

A). EOC Computer Bids- Selectmen received copies of the bids received for computers and IT components for the Emergency Operations Center. Mr. Capello requested the board waive the Purchasing Policy requiring three bids as only two bids were received. Tech Soup2Nuts LLC of Rochester submitted a bid of \$11,975 for hardware, software and installation and 2-Way Communications Services, Inc. of Newington submitted a proposal for \$18,000.

Mr. Capello recommended the board award the bid to Tech Soup2Nuts because the bid is more than \$6,000 less due to a lower labor charge for installation, the company is local with ties to Farmington and they are the Town's current IT provider.

Discussion included if there is a need for mobile broadband service, wireless access and the cost will be funded through a grant.

Motion: (Johnson, second Horgan) to award the bid to Tech Soup2Nuts for up to \$11,975 and to eliminate the optional mobile broadband for laptops until needed passed 5-0.

B). Security, Phone, CAT/6 Wiring and Key Systems- The board received copies of bids received from five companies (Tyco Integrated Security, KTS, Hackworth Fire & Security LLC, Telephone & Network Technologies and Howard Systems) and a spreadsheet detailing the total cost for each system by each bidder. Three vendors bid on the total project and two vendors chose to bid on parts of the project.

Mr. Capello recommended the board award the bid for the total project to Howard Systems for \$48,340 including one CAT/6 line or \$61,440 for two CAT/6 lines. He also recommended the board chose the quote for two CAT/6 lines as the cost to install a second line in the future is expected to cost double the current rate to install a line.

Discussion included whether to install one or two CAT/6 lines, if the Town has any prior experience with any of the bidders, the total grant money available, the costs for add-ons or incidental items are not included in some of the bids, the RFP requested bids for 60 drops and some bidders quoted for 63 or 54 drops, changing the bid policy to eliminate any bid that does not include what was requested in the RFP, allow the bidders to supply missing information and resubmit their bid so the board can compare "apples to apples". Consensus of the board was to request the bidders clarify their bids.

C). Shower Options- At the previous meeting Selectmen asked Mr. Capello to provide options and costs for the two bathrooms planned for the second floor of the building. In

an e-mail to Mr. Capello, Jeff Greenhalgh of Groen Construction wrote the board has the following shower/bathroom options: 1).Finish both second floor bathrooms with the standard fiberglass shower unit, fan/light and ducting, flooring and base, painting, plumbing fixtures and toilet accessories (\$5,422 additional for each bathroom); 2). Eliminate one bathroom and provide a single bathroom with shower, finished (add \$3,922) and 3). Eliminate one bathroom and add roughed-in shower (add \$1,196). Discussion included the original plans called for two one-quarter bathrooms-one on the Police Dept. side and one on the Fire Dept. side, installation of unisex fixtures, whether to finish or rough-in the bathrooms, future finishing costs will be greater and developing a policy regarding shower use.

Motion: (Johnson, second Titus) to approve Option 2 at a cost of \$3,922 passed 5-0.

D). Additional Updates- Mr. Johnson said the outside walls of the building have been constructed, the trenches for the plumbing under the building have been dug, the plumbing has been laid and the floor will be poured by Sept. 18. He said the trusses are expected to be delivered to the site by Sept. 15 and put up by Sept. 19.

Mr. Horgan asked if any bids have been received for bullet resistant windows.

Mr. Capello said they are still working on it as the bids received so far have been over budget.

Mr. Johnson said there is about \$110,000 in the contingency line but noted the total moves up or down a little each time something is completed. Once the roof is installed more money may be moved to the unspent funds line he said.

The irrigation system is installed around the front and sides of the building and includes a connection for future expansion of the system in the rear of the building. The lawn will be sod instead of seeded.

11). NHMA Vote Legislative Policy Conference:

Mr. Capello gave the board copies of the NH Municipal Association policy proposals to be voted on at the Legislative Policy Conference scheduled for Sept. 23 at the NHMA offices in Concord. He said the board has the option to appoint a voting delegate to represent the board's positions at the conference or take no action. Consensus of the board was to take no action.

12). Town Administrator's Business:

Mr. Capello said he had no further business for public session.

13). Non-public Session C:

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

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 8:55 p.m.

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

14). Non-Public Session D:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 8:55 p.m.

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

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

15). Adjournment:

Motion: (Horgan, second Titus) to adjourn the public meeting passed 5-0 at 9:15 p.m.

Selectmen then held a non-meeting to discuss union contract negotiations.

Respectively submitted

Kathleen Magoon

Recording Secretary