

Town of Farmington
Board of Selectmen Public Meeting
Monday, September 12, 2016

Board Members Present:

Neil Johnson, Vice Chairman
Jim Horgan
Paula Proulx
Ann Titus

Board Members Absent:

Charlie King, Chairman

Others Present:

Town Administrator Arthur Capello
Building Inspector Dennis Roseberry
Fire Chief James Reinert
Farmington Preservation and Improvement Organization members
Resident Elizabeth Johnson

1). Non-meeting:

Vice Chairman Johnson called the meeting to order at 6 p.m. The board then discussed the MetroCast cable TV franchise agreement at a non-meeting with the town's attorney until 6:15 p.m.

2). Public session Call to Order/Pledge of Allegiance:

Mr. Johnson called the public portion of the meeting to order at 6:15 p.m. All present stood for the Pledge of Allegiance.

3). Public Input:

A). Farmington Preservation and improvement Organization- Member Tom DeJulio came before the board to discuss the purchase of materials to retrofit the town's Christmas lights. He recommended the board approve spending \$2,308.03 to purchase the materials to ground, waterproof and rebuild the light system from two electrical supply companies as each company has different items on sale.

Mr. Johnson asked the group to provide an itemized list of the items to be purchased. Member Karen Warburton said she will provide the list to Mr. Capello.

Motion: (Johnson, second Horgan) to authorize the expenditure not to exceed \$2,308.03 for the purchase of materials plus shipping costs and to ship the materials to the Town passed unanimously.

Mr. DeJulio showed the board some non-working bulbs from the original light strings that were redesigned as souvenirs/ornaments to be sold as a fundraiser for the group. He said the ornaments will cost \$5 each and will be available at the Woman's Club Craft Fair and at the upcoming Town Players shows. He said residents can find more information on the group's Face Book page.

Mr. Johnson asked that the group request to be included on the meeting agenda for future discussions with the board.

B). Primary Elections- Mr. Capello reminded residents that the State Primary Election will be held on Tuesday, Sept. 13, 2016 at the Town Hall from 7 a.m. to 8 p.m. The board discussed scheduled coverage to oversee the polls.

C). Bill Paid- Mr. Capello said the Trump campaign has paid the \$9,474 owed to the Town for services supplied at the campaign event held in January at the high school.

D). Main Street Parking- Mr. Horgan said he received an e-mail from a Main Street resident requesting the board discuss whether on-street parking is allowed on Main Street near the split into Charles Street and Bay Road.

Mr. Capello said there is no ordinance prohibiting parking there except during an emergency. He said the board would need to create an ordinance if they wished to prevent parking there.

Mr. Horgan said the resident also asked about painting lines to delineate where the parking spaces are if parking is allowed.

Mr. Capello said there is no money in the current budget for striping parking spaces. No action was taken by the board.

3). Review of Minutes:

August 22, 2016- Public Meeting Minutes:

Page 3, first line, change "CAD" to "CAT/5".

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

Non-Public Sessions A and B- No corrections were made.

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

August 29, 2016- Public Meeting Minutes-

Page 1, add "Public" before "Meeting" in the title, add "Chairman King called the meeting to order at 5:40 p.m." before the first non-public session. Change item #3, first sentence to read "Chairman King reconvened the public meeting at 7:40 p.m.

Page 3- Item 10 C, last sentence, change "planed" to "planned".

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

Non-Public Session A- No corrections were made.

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

Motion: (Johnson, second Titus) to unseal the minutes passed 4-0.

Non-Public Session B- No corrections were made.

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

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

Non-Public Session C- No corrections were made.

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

Non-Public Session D- No Corrections were made.

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

4). Building Inspector:

Code Enforcement Officer/Building Inspector Dennis Roseberry told the board he conducted the yearly inspections of junkyards, campgrounds and mobile home parks and came before the board to discuss their applications for a 2016 license renewal. He gave the board a packet of information and recommended the board approve the following license applications:

Mobile Home Parks:

1). Peaceful Pines- (Map R19, Lot 006- Cocheco Road) Mr. Roseberry said the town has received no complaints about conditions in the park and it appears to be well maintained.

Motion: (Horgan, second Titus) to approve the mobile home park license for Peaceful Pines passed 4-0.

2). Farmington Ridge- (Map U10, Lot 041-1- end of Dick Dame Lane) Mr. Roseberry said no complaints about the property or the residents have been received and previous issues with the gate and plowing have been resolved.

Motion: (Johnson, second Titus) to approve the mobile home park license for Farmington Ridge passed 4-0.

Campgrounds:

1). Beaver Pond Campground- (Map R49, Lot 022- 46 Beaver Pond Road) Mr. Roseberry said no complaints have been received about the campground and it appears to be maintained. He noted that some of the individual lot numbers were missing and suggested the board approve the license contingent upon numbering the lots so that they are easily identifiable in an emergency.

Motion: (Johnson, second Horgan) to approve the campground license for Beaver Pond Campground.

The board unanimously consented to a friendly amendment offered by Ms. Proulx to make the approval contingent on having all of the lots numbered within 30 days.

The motion passed unanimously.

2). Garland Campground- (Map R04, Lot 007, 23 Ten Rod Road) Mr. Roseberry said the campground has six sites which are seasonal and appears to be in compliance. Mr. Horgan asked about the water quality at the site. Mr. Roseberry said a water quality sample was submitted to the town last year to ensure the water meets federal standards.

Motion: (Johnson, second Horgan) to approve the campground license renewal for Garland Campground passed 4-0.

Junkyards:

1). Baxter Junkyard- (Map R57, Lot 014, 1139 Ten Rod Road) Mr. Roseberry said he found the site is primarily in the same condition as last year except that vehicles are hauled to other locations for crushing or crushed with portable crushers that trap vehicle fluids.

Motion: (Johnson, second Titus) to approve the junkyard license renewal for the Baxter junkyard passed 4-0.

2). Butt (HB Auto) Junkyard- (Map R37, Lot 001, 273 Pound Road) Mr. Roseberry said that a site walk of the property showed the property is compliant with state law and town regulations but appears to have been inactive for a number of years.

Motion: (Johnson, second Horgan) to approve the junkyard license renewal for the Butt's junkyard passed 4-0.

3). LaPierre Junkyard- (Map R48, Lot 028, 68 Milton Road) Mr. Roseberry said the yard is in basically the same condition as last year with about the same number of vehicles as last year. He noted that vehicles are no longer crushed on site and that some things have been moved around to create a pasture area.

Motion: (Horgan, second Titus) to approve the junkyard license renewal for the LaPierre junkyard passed 4-0.

4). McDuffee Junkyard- (Map R21, Lot 009, 371 NH Rt. 11) Mr. Roseberry said some of the materials have been removed from the front of the building as requested. He said there are a few more client repair projects going on and the cars in front of the fence are customer's cars.

Motion: (Johnson, second Titus) to approve the junkyard license renewal for the McDuffee junkyard passed 4-0.

5). Fire Chief Regarding Policies:

Knox Box Installations- Fire Chief James Reinert asked the board to consider adopting an ordinance requiring the installation of Knox boxes. He said the box is a small heavy metal wall mounted safe that is mounted on the outside wall of a building. The box holds the building keys and the dept. would hold the master key to the boxes which would allow non-destructive emergency access without waiting for the arrival of the owner/key holder. Discussion included the cost for the units is approx. \$300 each, some buildings already have another brand of lock box, the existing boxes would have to be replaced with a Knox box, inspecting the boxes as part of the annual inspection, giving the building owner one year to comply with the ordinance, what types of occupancies should be required to have a Knox Box, security of the boxes, if there is any state level authority that allows the town to require the units and give the building owners the choice to install the unit or allow the responders to "kick in the door".

Selectmen asked the Chief to fix the formatting to match other Town Ordinances, put the proposal on Town letterhead, include a reference to RSA 154 and return the draft to the board for further review.

Public Safety Amplification System- Chief Reinert proposed requiring amplification systems in any facilities with 50,000 square feet or more to improve the reliability of communications between emergency services providers to and from and within the facility. The repeater/relay system would be hard wired with a battery back-up in case of a power outage and be tested annually for adequate system performance. The owner

could choose the vendor and determine the location with the vendor he said.
Mr. Horgan said if approved the ordinance should be included in the planning process.

Motion: (Horgan, second Titus) to approve the requirement for Public Safety Amplification System for large facilities passed 4-0.

CPR Training- Mr. Capello said the Municipal Office Building employees are the next group scheduled to receive the training and requested permission to close the building for three hours on a Wednesday so employees can participate in a certification class.

Motion: (Horgan, second Proulx) to approve closing the Municipal Building for three hours on a Wednesday for the purpose of employee CPR training passed unanimously.

Mr. Capello said the town also plans to get more trainers and hold certification classes for the public at the Public Safety Building after the new facility is complete.

6). Solar Power Next Steps:

Mr. Capello told the board that Attorney Marcia Brown has completed the legal review of the proposed power purchase agreement and the land lease agreement with NhSolarGarden.com for the proposed solar electricity generating facility on the Town's landfill site. The attorney summarized her recommendations for changes to the agreements in a recent letter to the Town. Discussion included the amount of rebate on usage, requiring a bond to cover decommissioning costs, total amount of the bond needed and yearly costs, responsibility for "clean- up" if the program is ended, what happens if the decommissioning bond is not enough to cover costs and the projected yearly net income for the Town.

Consensus of the board was to request Mr. Capello contact the Concord City Manager for information about a second solar electric generation company and to ask Mr. Keller from NhSolarGardens to attend a future board meeting for further discussions about their proposal. Mr. Johnson also suggested researching if there are other companies that offer similar programs for comparison purposes.

7). Audit RFP:

Mr. Capello presented a draft Request for Proposals from certified public accounting firms for auditing services. Discussion included the scope of the audit, issues with the present auditing firm, length of the contract and funding the contract.

Motion: (Titus, second Johnson) to send out a RFP for auditing services passed 4-0.

8). Review Policies: Tabled.

9). TIF District Board:

Selectmen received copies of the applications requesting appointment to the Tax Increment Advisory Board and discussed the position requirements and the difficulties in finding enough volunteers that meet those requirements.

Ms. Proulx expressed concern that some potential members may not understand the process involved and their responsibilities as board members.

Mr. Capello said their responsibilities would include attending meetings and making decisions regarding bonds and grants and the use of funds in the TIF District account. He said that since the Town owns property in the district the Town could have a representative on the board but noted that he could not be appointed as a member because he is charged with overseeing the board's activities.

Consensus of the board was to continue the discussion in non-public session to avoid the possibility of adversely affecting anyone's reputation.

10). Public Safety Building Update:

Selectmen received an invoice from Groen Construction seeking payment for work completed on the new Public Safety Building thus far.

Ms. Titus asked if the project is on schedule.

Mr. Capello said they are holding regularly scheduled construction meetings and that he also "pops in" occasionally to check on how the project is progressing. He said the project is on schedule and that everything seems to be coming together smoothly.

Mr. Horgan asked if all of the subcontractors needed have been "lined up".

Mr. Capello said that they have.

Mr. Johnson asked if the town has received any proposals for the purchase/installation of an oil separator for use when washing vehicles.

Mr. Capello said it has not been determined if the separator will be required.

Motion: (Horgan, second Johnson) to authorize payment of \$126,657.03 to Groen Construction passed 4-0.

Mr. Capello then told the board that Police Chief Jay Drury has requested an impound lot with a kennel area be constructed behind the Public Safety Building near the wooded area. He said the Chief suggested installation of approx. 120 sq. ft. of chain link fence topped with barbed wire to secure vehicles and animals in temporary custody. Chief Drury provided two rough quotes from two fencing companies that showed prices ranged from \$4,250 to \$6,800 for furnishing and installing the fencing depending on the height of the fence (six foot or eight foot).

Selectmen discussed how to make the area invisible from the street, the number and placement of security cameras needed for the area, determine the best location for the lot, whether to include asphalt in the proposal and putting the project out to bid.

Mr. Capello and Mr. Johnson will bring further information back to the board following the next construction meeting.

Mr. Capello provided a spreadsheet containing the bids from the vendors bidding on security, phone, CAT/6 wiring and key systems, the lowest bidder for each system and as a package for all the systems. He said there is a \$2,660 difference between going with all of the lowest bids for each system and awarding the bid as a package to one bidder. He recommended the board award the bid to one vendor and avoid approving "piece meal" bids so the Town would have one point of contact in the event of any issues during installation or in the future. Discussion included the need for a turn- key

set -up, avoiding additional costs and fees for services, maintenance or upgrades and if the Police and Fire Chiefs approved the proposed equipment.

Motion: (Johnson, second Horgan) to authorize the purchase of the CAT/6 wiring, cable, security and phone systems, not to exceed \$35,928.75 from Howard Systems passed 4-0.

11). Town Administrator's Business:

A). Mr. Capello reported he gave the builder the go ahead to include one bathroom with one shower upstairs at the Public Safety Building following the board's approval of the plan at the previous meeting.

B). Mr. Capello requested the board approve closing the Municipal Building at noon on December 23 to allow the Town employees to celebrate the Christmas holiday.

Motion: (Horgan, second Proulx) to approve closing the Municipal Building on Dec. 23 at noon for the employees' Christmas celebration passed 4-0.

12). Additional Board Business:

Ms. Titus asked Mr. Capello to provide an update on the previous day's storm that caused power outages and trees to come down.

Mr. Capello said he was aware of one road closing due to a downed tree but that he did not receive any additional information from the Police or Fire Depts.

Ms. Titus said she received complaints about loose dogs on Winter, Whippoorwill and Skyview Streets. She said she told the complainant to contact the Police Dept. if they felt threatened and that she would talk to the Town Administrator. She asked if the Town has a policy to deal with the issue.

Mr. Capello said the Town has a leash ordinance and dogs must be under control at all times or the owner could face fines. He said residents should report the problem to the Police and they will respond to the matter.

Ms. Titus asked if the Town is undergoing a drought or any water issues.

Mr. Capello said there are no issues at this point.

Ms. Titus asked if there is any advertising planned for the Coast Bus shelters in Town.

Mr. Capello said the last response from company was that they have received no "bites" for advertising in Farmington. He will follow up with a representative of the bus company.

Mr. Johnson said if it is determined when the bus company notified the Town that services promised were cancelled, he will research the videos of those meetings.

Selectmen also asked the bill for the Town's contribution to the company be brought to the board when it is received.

Mr. Johnson asked if the hiring process for the new Deputy Fire Chief has been completed.

Mr. Capello announced the process has been completed and that Tommy McQuaid is now the Deputy Fire Chief.

Mr. Johnson asked about the progress in fixing the copier in the Municipal Building.
Mr. Capello said the town has received a replacement copy machine from the vendor.

13). Next Meeting: Monday, September 19, 2016 at 6 p.m.

14). 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 8:05 p.m.

Motion: (Johnson, second Horgan) to come out of non-public session passed 4-0 at 8:25 p.m.

15). Non-Public Session B:

Motion: (Johnson, second Horgan) to enter non-public session under RSA 91-A: 3 II (a) Discipline passed 4-0 by a roll call vote (Johnson, Horgan, Proulx, Titus- yes) at 8:25 p.m.

Motion: (Johnson, second Horgan) to come out of non-public session passed 4-0 at 8:30 p.m.

Motion: (Titus, second Horgan) to seal the minutes until the process is complete passed 4-0.

16). Non-Public Session C:

Motion: (Johnson, second Horgan) to enter non-public session under RSA 91-A: 3 II (a) Discipline passed 4-0 by a roll call vote (Johnson, Horgan, Proulx, Titus- yes) at 8:30 p.m.

Motion: (Johnson, second Horgan) to come out of non-public session passed 4-0 at 8:40 p.m.

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

17). Non-Public Session D:

Motion: (Johnson, second Horgan) to enter non-public session under RSA 91-A: 3 II (a) Compensation passed 4-0 by a roll call vote (Johnson, Horgan, Proulx, Titus- yes) at 8:40 p.m.

Motion: (Johnson, Horgan) to come out of non-public session passed 4-0 at 8:45 p.m.

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

18). Non-Public Session E:

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 8:45 p.m.

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

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

19). Adjournment:

Motion: (Johnson, second Horgan) to adjourn the meeting passed 4-0 at 9 p.m.

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

Respectively submitted

Kathleen Magoon,

Recording Secretary