Town of Farmington
Board of Selectmen Meeting
Monday, August 17, 2015

**Board Members Present:**Charlie King, Chairman
Brian St. Onge, Vice Chairman
Paula Proulx
Jim Horgan
Jerry McCarthy

**Others Present:**Town Administrator Arthur Capello
Police Chief Jay Drury
Public Works Director Dale Sprague
Residents Penny Morin, Sharon McKenney, Tom DeJulio

**1). Call to Order/Pledge of Allegiance:**Chairman King called the meeting to order at 6:05 p.m. All present stood for the Pledge of Allegiance.

**2). Public Comment:**
Resident Penny Morin said two weeks ago she gave the board a petition regarding the request for reinstatement of three Fire Department members and noted that one member has been reinstated. She asked the board for their opinions about the petition. Chairman King said he discussed this in a reply to her e-mail and said this issue is a personnel matter that should not be handled by petition. He added that the board acts by policy and does not hire or fire by petition. Mrs. Morin then said the Fire Chief previously stated that all shifts are being covered and questioned if the town policy prohibiting any firefighter from working more than 24 hours at one time was being followed. Chairman King said the board has the authority to waive the policy about number of hours worked to give the Fire Chief more flexibility scheduling hours for the department. Mrs. Morin replied the board waived one policy about hours worked but did not waive the policy regarding social media and made the policy work for one person but not for another person. This is unequal treatment she said. Mrs. Morin also asked the board to consider appointing a policy committee.
Resident Sharon McKenney asked about background checks, how they are used to hire a candidate and what the board is looking for when a background check is conducted. Chairman King said there are criteria to follow depending on the position, type of check requested and whether the position is union or non-union as there is an additional hiring policy for collective bargaining unit members.
Resident Tom DeJulio told the board he contacted the Dept. of Transportation Assistant Commissioner regarding the installation of poles/lights in the downtown area. He said he asked if the town could install the poles without streetlights in the DOT right-of-way and use them to display the Christmas lights this season. He was told it would take about a week for the state to review the paperwork and make a decision. He added the Assistant Commissioner suggested the town could take over full responsibility for the state roads downtown and then the state would have no say over what was done with them. DeJulio asked if it would be cheaper to take over the roads and just put up poles to string the Christmas lights instead of having to purchase poles and street lights, install them, rip up sidewalks and streets for underground wiring and then repair them. Selectmen did not favor taking over the total maintenance and repair costs as well as the liability for the state roads and noted such action would need approval of voters at Town Meeting. DeJulio added he also contacted PSNH/Eversource and was told the company will require that meters be installed at a cost of $12-$15 a month each for rental of the meters. He said the company could not give a cost estimate for the number of meters and streetlights needed until they see the complete system. Discussion included an estimated $50,000-$60,000 cost to install and electrify 26 poles with lights, developing a downtown beautification plan, researching available grants, configuration of wiring and poles, putting the poles outside the state right-of-way, contracting out the wiring of the poles, economic development and other benefits to the community. DeJulio said a representative from Eversource plans to visit the area this week and Chairman King requested the Town Administrator be present during the visit if available. DeJulio added it may take another two weeks for the board to get the answers they are looking for.

**3). Review of Minutes:***August 10, 2015-Public Session-*
**Motion:** (Horgan, second Proulx) to accept the minutes as written passed 5-0.
*August 10, 2015-Non-Public Sessions A, B and C-***Motion:** (Horgan, second King) to accept the minutes as written passed 5-0.

*August 3, 2015- Public Session*-
**Motion:** (Horgan, second Proulx) to accept the minutes as written passed 5-0.
*August 3, 2015- Non-Public Sessions A, B, C, D, E and F-***Motion:** (King, second Horgan) to accept the minutes as written passed 5-0.

**4). Public Safety Building- Bond Update:**Town Administrator Capello told the board he is working with a bond attorney in an effort to prepare the bond for the project in time for Town Meeting in March. He asked the board to decide what additional items they would like to include in the bond amount, such as furniture, lockers, fixtures and paving. Discussion included a rough estimate of $1,000 per space for paving, availability of grants for equipment, purchasing used furniture in good condition, getting a better deal by having the town purchase some items instead of the contractor. Selectmen will review the floor plan for the building when it is finalized, then discuss what furnishings and equipment are needed and look for a way to get the best deal for those items.

**5). Budget (RFP):**T.A. Capello told the board he met with the town’s current cleaning company, insurance company representatives and Waste Management as part of the budget process for contracted services. He said he is putting information together to provide pricing and services comparisons and should have a report for the board within the next few weeks.

**6). Checkmate Affordable Care Act Reporting:**The Town Administrator reported that a new reporting regulation mandated by the Affordable Care Act requires that employers file new forms, similar to the W-2 form, for each employee with the IRS annually. He said the town’s current payroll company will be extending its payroll tax filing services and will provide this new service for $18.00 per person per year ($2,700 total).
**Motion:** (Horgan, second St. Onge) to approve the hiring of Checkmate Workforce Management Solutions and authorize Chairman King to sign the tax reporting agreement passed 5-0.

**7). Additional Board Business:***Hay Day-* Selectman Horgan asked if the anyone representing the town other than the Conservation Commission will have a booth at Hay Day. Capello said there is no other town booth planned, but there are plans for individual participation such as at the Pancake Breakfast at the Fire Station and the Dunk Tank.
*Tax Deeded Properties-* Selectman McCarthy asked if the list of tax deeded properties has been completed and if the properties will be put up for sale by sealed bid. Capello said the list is ready and the board must decide how to transfer them such as by sealed bid or by auction. He said he will provide the list to the board at the next meeting.
*Traffic Count-* Selectman Horgan noted there seemed to be an increase in traffic on some the main roads in town and asked if a recent traffic count is available. Police Chief Jay Drury said he would contact the state DOT and request a copy of the most recent count.

**8). Town Administrator’s Report:***Policies-* T.A. Capello provided amended copies of the Hiring and Security Camera Policies for board review. Selectmen then signed both policies.
*Office Reorganization*- In a memo to the board, Capello requested changes to some of the offices in the Municipal Building. He suggested Finance Administrator’s office be moved upstairs to the second level to provide a more private space for her work with limited interruptions. The second floor is handicapped accessible and the Finance Administrator agrees with this move he said. He also suggested his office be moved to the Finance Administrator’s office and then his office could be used for a small conference room. Discussion included the condition of the upstairs bathroom, heating, duct work, security, the fire doors at the top of the stairs and painting. Selectmen said they would like to discuss plans for use of the upstairs, needed repairs and how they will be funded before anyone “just moves in”.
The board did agree to have the Town Administrator and the Finance Administrator swap their current offices. Chairman King suggested the Building Inspector be consulted about the condition of the second floor and that the board view the conditions in an effort to begin to develop a plan to use the space.
Public Works Director Dale Sprague arrived at the meeting at 7:10 p.m. Selectmen informed him about the earlier discussion with Tom DeJulio regarding the plans for the installation poles/lights in the downtown area. Sprague said he would not recommend the town take over the responsibility for the state roads in the area.
He also told the board that the tip-down ramps on the sidewalks at crosswalks will be completed by Friday, sweeping will be conducted before Hay Day and street paving is scheduled to begin the following week. Discussion also included how long it will take to pave the streets, how much asphalt will be applied, layout of parking spaces and hiring an adviser or line painting contractor with knowledge of state regulations regarding crosswalks and parking spaces. *Uniform Bill-* Capello informed the board that the town received a bill for missing items from G and K Services who provided uniform rental services for the town. The bill totaled $848.56 for items not returned by employees following the cancelation of the contract with the uniform company. Chairman King noted that 90% of the bill is due to missing items from two employees. Sprague said the employees were told to return anything belonging to the company and were later reminded to do so, but he agreed to remind them again. Chairman King then requested Capello contact the uniform company and attempt to negotiate a more reasonable price for the items as many of the items have depreciated in value.
*Highway Block Grant-* Capello said it appears the amount of money the town will receive from the Highway Block Grant Aid will be reduced for the fiscal year July 1, 2015 through June 30, 2016. Payments are expected to total $159,712.95. The payments are based on the number of miles of Class IV and V roads and the population in town, but are subject to any adjustments to the state budget he said.
*Town Report Dedication-* Capello asked the board to consider their choice for dedication of the 2016 Town Report. He added the report could be dedicated to an individual or a group.
*Waterway Realty*- Capello told the board the town attorney has filed a motion to reconsider the judge’s decision to dismiss the case because the court lacks jurisdiction over the matter. The matter could go to Superior Court he said.
*Waste Management-* Capello said he met with a representative of the company to discuss the number and placement of dumpsters in town. He said the company agreed to put large bins at the Municipal Building and at the Recreation Dept. for no cost and are looking at ways for the town to reduce dumpster costs.
*Police Body Cameras-* Chief Drury told the board the department will receive a 50-50 Highway Safety grant for five body cameras, one docking station, four licenses, storage capacity and shipping. The total cost for the items is $5,426.86 so the department’s portion of the cost is $2,713.43 he said. Discussion included the size of the cameras, operational features, where it is worn, cloud storage, lack of a policy for use, how long images are stored and clarity of images. Chief Drury said if Selectmen approve the purchase he would provide a policy for the board to review before the cameras go into use.
**Motion:** (Horgan, second St. Onge) to move ahead to acquire the cameras contingent on receipt of the grant and to authorize Chairman King to sign the documentation passed 5-0.
*Easement Deed*-The Town Administrator said the conservation easement deed for the Cameron land swap has been finalized and ready for Selectmen signatures. The board reviewed the document and then signed it and it was notarized by the Town Administrator.

**9). Next Meeting:** Monday, August 24, 2015 at 6 p.m.

**10). Non-Public Session A:
Motion:** (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (b) passed by a roll call vote (King, Proulx, St. Onge, Horgan, McCarthy-yes) at 7:40 p.m.
**Motion:** (King, second Horgan) to come out of non-public session passed 5-0 at 8:10 p.m.
**Motion:** (King, second Horgan) to seal the minutes until the hiring process is complete passed 5-0.

**11). Non-Public Session B:**
**Motion:** (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (a) passed by a roll call vote (King, McCarthy, Proulx, Horgan, St. Onge-yes) at 8:10 p.m.
**Motion:** (King, second Horgan) to come out of non-public session passed 5-0 at 8:25 p.m.

**12). CAP Discussion:
Motion:** (King, second Horgan) to table the discussion of CAP contract until the next meeting passed 4-1 (McCarthy opposed).

**13). Resignation:
Motion:** (King, second Horgan) to accept the resignation of firefighter Rick Gladding passed 5-0.

**14). Adjournment:
Motion:** (King, second Horgan) to adjourn the meeting passed 5-0 at 8:30 p.m.

Respectively submitted
Kathleen Magoon
Recording Secretary