

Town of Farmington
Board of Selectmen – Public Meeting Minutes
Monday, August 10, 2015
Selectmen’s Chambers
356 Main Street

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
Fire Chief James Reinert
Fenton Groen, Joe Groen of Groen Builders
Tom DeJulio and Decorating Committee members

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:

A). Decorating Committee Chair Tom DeJulio came before the board to discuss a proposal to install eight poles with LED lights in the downtown area at a cost of about \$11,097. He told the board the decorative metal light poles are too expensive and the committee is now recommending the town install wood poles. He added that the state will not let the town install poles within the DOT right-of-way for a single purpose such as for hanging Christmas lights for only six weeks out of the year.

Discussion included underground wiring, decorative and other uses for the poles, cost to electrify all of the poles, sidewalk reconstruction, minimum height requirement for the new poles, total number of poles planned and their locations, possibly hanging the Christmas lights on the new poles before the street lights are installed, creation of a long term plan and changes to the existing contract with EverSource by changing the lights.

Resident Neil Johnson added that there may be legal questions about the plan as it differs from Article 15 that was approved by voters at Town Meeting. He suggested the board may not be authorized to expend the money this way and suggested they check with the Dept. of Revenue Administration before taking any action. Selectmen said there are too many unanswered questions to move forward with the plan and asked the Town Administrator to contact state officials and attempt to find answers for the next board meeting.

B). Fire Chief James Reinert said he wished to thank everyone who attended the fund raiser for Firefighter Rob Richer at Buffalo Wild Wings in Rochester. He said approximately \$350 was collected at the event.

3). Review of Minutes:

The board did not receive the minutes of the last meeting to review.

4). Public Safety Building:

Fenton and Joe Groen of Groen Builders came before the board to continue the weekly design review process with the stakeholders. Police Chief Jay Drury began the discussion by stating he was happy with the overall design of the building but suggested the inclusion of one large exterior door with no center post for the Sally Port, allow entrance

directly from the Sally Port to the Booking area, extension of the Squad room, remove the door to the Records room to restrict entry to through the Admin area, remove windows in the Booking area and increase the distance off the ground of the exterior windows to improve security. The board will also look at the cost to install bullet proof glass to improve security.

Fire Chief Reinert suggested the plan include employee parking at the rear of the building, storage area on the second floor, bump-out the offices to be even with the apparatus bay, add a space to the rear of the building to repair equipment and reconfigure the kitchen/hallway.

Discussion also included inclusion of a space/shaft for possible future addition of an elevator, additional bay doors for drive-thru bays, room for a future additional new truck, addition of a car port for Police vehicles, locations of public and employee parking, configuration of the entrance driveway to the building, built-in command center, access around the building, cost to install an emergency traffic light and how to handle change orders.

Fenton Groen presented a letter of agreement outlining the costs for each phase of the design/development process as follows; Phase 1- Design Review (\$4,000); Phase 2- Design Development (\$45,500); Phase 3, Construction Documents (\$22,500). The letter also states that the company will coordinate the process and provide weekly meetings with stakeholders, bi-weekly updates on the process and monthly billing for services rendered. Selectmen wanted the agreement to also include a maximum amount to expend and the ability to stop the process at any time.

Motion: (Horgan, second Proulx) to authorize the Town Administrator to sign the revised letter limited to \$49,500 and the ability to stop the process at either phase passed 5-0.

Groen said they will return to the board in two weeks.

5). Budget RFP's:

Capello asked the board to review and provide feedback on the following RFP's for services used by the town:

Cleaning services- Consensus of the board was to send the RFP for this service out to bid as written.

Dumpsters- Chairman King said the town has dumpsters at the Highway and Fire Departments and the Municipal Building and asked if the present contract is competitive. Capello said he will meet with Waste Management and also research other options.

IT Services- Capello reported that the Superintendent offered to have the School District IT Director review the existing computer equipment, programs and server and suggest improvements. Chairman King suggested he also get a second opinion on the town's computer needs.

Health Insurance Plans- Capello said he is meeting with an Access representative to look at options for health care coverage, reducing the "Cadillac tax" and the possibility of joining with the School District to reduce costs.

6). Policies to Approve:

A). Security Camera Policy- After reviewing the policy, Selectmen requested the Town Administrator change the format of the document to something easier to read.

Motion: (King, second Horgan) to approve the Security Camera Policy as amended passed 5-0.

B). Hiring Policy- Capello told the board he changed the last sentence of the policy to include background checks and drug screening as requested. After some discussion the board asked Capello to change the word "may" to "shall" and correct the spelling of "condition" in that sentence.

Motion: (King, second Horgan) to approve the Hiring Policy as amended passed 5-0.

Selectmen will sign the amended policies at the next meeting.

7). CAP Funding:

Capello told the board he received an invoice from Community Action Partnership of Strafford County in the amount of \$5,250. This amount represents the agency's annual request for a donation from the town which was not approved or funded through the budget process. Consensus of the board was to not fund the request.

8). Addendum to Police Chief's Contract:

Capello told the board that due to the passing of a new law effective August 1, 2015 an additional line must be added to the Police Chief Drury's contract. The law states a Police Chief's authority ceases on the last day of his/her term as Chief regardless of whether or not a replacement has been chosen. The law does allow Selectmen to extend the Chief's term for a specified period of time if they choose to do so.

Motion: (King, second Horgan) to sign the amended Police Chief's contract passed 5-0.

9). Additional Board Business:

Officer Resignation- Chief Drury reported the resignation of Officer Sean Leach as a full time officer effective August 23, 2015. He said Officer Leach wishes to resign his full time position and continue with the department on a part time basis if available due to added responsibilities with a family business.

Motion: (Proulx, second Horgan) to authorize Chief Drury to set Officer Leach's hours at his discretion passed 5-0.

ACO Resignation- Chief Drury also announced the resignation of Animal Control Officer Bryant Tremblay effective August 7, 2015. He said Tremblay is resigning due to accepting a full time position at the Cocheco Humane Society and finishing his degree. He added that Tremblay has agreed to assist the dept. on call until a replacement is found. Chief Drury said he would like to try using a call-in as needed position with a stipend for one month and then report back to the board on its success. Consensus of the board was to approve the Chief's suggestion.

Internal Controls- Selectmen Proulx suggested the board conduct a review of the report regarding the town's Internal Controls process. Chairman King suggested the board review the recommended changes following the Finance Administrator's meeting with the Auditor.

Paving- Capello reported there is a chance the state paving project in the downtown area may impact some of events scheduled for Hay Day such as the Bed Race. The start date for the project is unknown as the contractor is behind schedule he said.

Complaint Letter- Vice Chairman St. Onge asked if a complaint letter regarding a home on Charles Street is being handled by Building Inspector Dennis Roseberry. Capello said the complaint has been forwarded to Roseberry who will address the matter when he returns from vacation.

10). Town Administrator's Report:

Capello reported he has cancelled his vacation for next week.

11). Non-Public Session A:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (a) passed by a roll call vote (King, St. Onge, Proulx, Horgan, McCarthy-yes) at 8 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 8:20 p.m.

Motion: (King, second Proulx) to seal the minutes for 90 days passed 5-0.

12). Non-Public Session B:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (c) passed by a roll call vote (King, St. Onge, Horgan, Proulx, McCarthy- yes) at 8:20 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 8:22 p.m.

13). Non-Public Session C:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (a) passed by a roll call vote (King, Proulx, McCarthy, St. Onge, Horgan-yes) at 8:22 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 8:25 p.m.

14.) Adjournment:

Motion: (King, second St. Onge) to adjourn the meeting passed 5-0 at 8:25 p.m.

Respectively submitted
Kathleen Magoon
Recording Secretary

Charlie King

Paula Proulx

Brian St. Onge

James Horgan

Gerry McArthur