

Town of Farmington  
Board of Selectmen Meeting Minutes  
Monday, April 24, 2017

**Board Members Present:**

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

**Others Present:**

Arthur Capello, Town Administrator  
Rick Conway, Recreation Dept. Director  
Rick Aubin, CAP Admin. Services Director  
Kathy Crompton, Strategic Initiatives Director  
Residents Elizabeth Johnson, John Law,  
Linda McElhinney

**1). Call to Order/Pledge of Allegiance:**

Chairman Proulx called the meeting to order at 6 p.m. All present stood for the Pledge of Allegiance.

**2). Public Input:**

Linda McElhinney told the board that the Goodwin Library will resume Wednesday hours for a six month trial period starting on May 31 running through November 29. Hours of operation on Wednesdays will be from 10 a.m. to 5 p.m. she said.

Ms. McElhinney also reminded residents that the next roundtable discussion on economic development will be held at the library on Thursday, April 27, 2017 at 6:30 p.m. She said that residents and town officials are invited to join the discussion.

Mr. Capello said he plans to attend the meeting.

Ms. McElhinney gave the board copies of a survey entitled "Farmington Business Helping Business Form" which seeks to obtain information about existing town businesses, their experiences with the Planning and Zoning Boards, ways to help their business grow and other questions/concerns that need to be addressed. Forms will be available to business owners beginning on Thursday she said.

Mrs. Titus said the Economic Development Committee has invited business owners to their meetings and provides a newsletter each month.

Mr. Horgan asked if a meeting with the UNH Cooperative Extension has been set up to further discussions about their programs.

Mr. Capello said the Program Team Leaders are not available to meet until the fall and Farmington has been included on their list of future meetings.

**3). Review of Minutes:**

April 10, 2017- Public Meeting Minutes - No errors or omissions

Motion: (Titus, second Johnson) to approve the minutes as written passed 5-0.

Non-Public Session A- No errors or omissions

Motion: (Johnson, second Titus) to unseal the minutes effective June 1, 2017 passed 5-0.

#### **4). Community Action Program Regarding the Old Court House:**

Rick Aubin and Kathy Crompton came before the board to discuss the possibility of the Town contributing to the renovation of the Strafford CAP Intake Office located in the Old Court House at 527 Main Street. Mr. Aubin said the outreach office is open from 8:30 a.m. to 4:30 p.m. and employs 3 full time employees 5 days a week. Some of the programs offered to eligible residents of Farmington and the surrounding small towns include fuel assistance, food pantry, senior transportation and holiday baskets.

Mrs. Titus asked about the amount of “traffic” seen at the Farmington office.

Mr. Aubin said there are approx. 400 recipients of fuel and rent assistance and the food pantry is open each day. He added that the office is also used as an outreach or meeting site for other programs.

Mr. Capello asked if they have approached any of the other towns whose residents are serviced by the Farmington office for funding.

Mr. Aubin said they have just begun seeking funding assistance with Farmington.

Mr. Aubin gave the board copies of the renovation proposal which includes a work estimate prepared by Newell & Crathern, LLC (\$32,888) outlining proposed upgrades to the handrails, interior/exterior doors, plumbing and ramp to become compliant with the Americans with Disabilities Act, installation of new flooring, paint, exterior paneling, storm windows, gutters, electrical work and suspended ceiling for a more efficient work space. The plan also calls for the demo and removal of some of the interior walls and removal of approx. 900 feet of carpet he said.

Mr. Horgan asked if the labor/materials costs are included in each line of the proposal.

Mr. Aubin said the costs are included.

Mr. Johnson said the Town is 4 months into their budget but there is nothing budgeted for the renovation work. He added that the Town has provided the building, heat and water to the office and that there is no “forever guarantee” that they will occupy the building.

Mr. King asked if they planned to make the renovations and then ask the Town to pay for it. He suggested there may be other options such as relocating to the old Police Station or the Town Hall instead of dumping \$35,000 into an historic building.

Mr. Capello said the board is also looking at the Town Hall for a teen/senior center and suggested the second floor of the Municipal Building has space available, has an ADA compliant bathroom and is accessible by an elevator.

Mr. King said the agreement between the Town and CAP is that the Town will provide a space for the program.

Mrs. Titus questioned if there would be enough room for a teen center and the CAP office at the Town Hall.

Ms. Crompton said they are trying to make their space efficient for users and need space for a large food pantry, storage and office space.

She added they would welcome being with others who provide community services

such the proposed senior center being considered at the Town Hall.

Mr. Johnson asked if they have looked at other funding sources such as grants.

Mr. Aubin said they have done some funding research but have not yet found any sources. He said they will keep looking.

Ms. Proulx said the board will revisit the issue and they will be notified when the matter is put back on the agenda.

She asked if they intended to ask the other towns for help in the mean time.

Ms. Crompton said she hadn't thought about it but agreed it was a good idea.

Mr. King also agreed and noted that those that benefit from the improvements should share the costs.

#### **5). Strafford Regional Planning Input on Ten Year Road Plan:**

Selectmen received copies of the memo from DPW Director Dale Sprague and Deputy Director Jason Gagnon with their recommendations regarding the state's 10 year road plan.

SRPC member John Law said following the last board meeting he met with the Transportation Committee and discussed how the member towns plan to review, prioritize and incorporate road projects in their areas. He said the committee was supposed to submit their recommendations to the state the previous week but delayed the vote to allow the towns to make any changes to their priority list.

Discussion included grouping some projects along the same corridor together to increase the chance of being included on the state's list, alternate funding sources for non- state owned roads, the "double-edged sword" of grouping projects together and having all of them denied, emphasize how the projects meet the state's criteria, why each project is important to the Town and create a back-up list of single projects.

Mr. Law asked the board to send their project priority lists to Mr. Capello who will compile their recommendations and forward them to Mr. Law.

Mr. Law said he will then provide the information to the SRPC.

#### **6). Department of Public Works Request for Four Ten Hour Days:**

Mr. Capello said the DPW contract requires Selectmen to consider if the dept. employees will be switched to a four 10 hour days work schedule for the summer by the first board meeting in May. He said he received a written request from the Shop Steward requesting the work schedule be adjusted from 5 eight hour days to four 10 hour days beginning May 1 through October 13 and the board must vote on the request. The board reviewed the memo which listed the reasons the DPW crew feels the adjusted work hours would be beneficial to the dept. and the Town.

Selectmen discussed "on-call" employees, the change of hours/days of operation at the landfill, if the 10 hour days are more productive than eight hour days, the effect of fatigue on productivity after eight hours of a 10 hour day and the contracted benefits allow for ample time off to "re-charge their batteries".

Motion: (Johnson, second King) to stay on the five day work week at the DPW passed 5-0.

**7). Update on use of the Recreation Dept. and the former Police Station with Recreation Director Rick Conway:**

In a memo to Mr. Capello, Rec. Director Rick Conway said he has begun the process of obtaining funds to install 2 portable basketball hoops in Town Hall gym and gave a brief description of the youth/adult programs to be hosted at site. He wrote that to safely host the programs the tables and chairs now stored in the gym would need to be stored in the conference room across from the Rec. Dept. office currently used by the Homework Club and as an occasional meeting space. He asked board approval to contact the Editor of the Puddledock Press to see if the Homework Club could use the space the paper now occupies downstairs in the building.

He also sought approval to renovate the vacant Police Station to be used as a Senior Center which would be open 2 or 3 days a week at current staff levels. Renovations would include removal of some interior walls, insulation of exterior walls, installation of sheetrock, carpeting, flooring and tables and chairs he said.

Mr. Conway came forward and discussed the possible storage options for the tables/chairs, safety concerns during games/activities and while moving items up and down stairs, having Primex conduct a risk assessment, getting an estimate for the renovations, relocation/disposal of unused materials and why the Town is providing free space to the Press with the board.

Discussion also included renovations to the former Police Station. Consensus of the board was to ask Mr. Conway to work with Mr. Capello to determine space utilization and identify what the spaces will be used for before moving forward with any renovation plans.

Additional consensus of the board was schedule a walk-through of the Rec. Dept. and the former Police Station before the May 8<sup>th</sup> board meeting.

Motion: (King, second Johnson) to work with the Puddledock Press to transit them out of the space within 60 days to allow for use by the Rec. Dept. programs as required passed 5-0.

**8). Awarding of Bids for Fire Station Lots:**

Mr. Capello said that following the previous meeting he reviewed the proposals, checked the bidders' references and obtained the additional cost per hour for the Stanhope Group as requested by the board. He recommended the bid be awarded to the Stanhope Group and that the contract for appraisal of the lots be paid for with the Fowler settlement funds or from the appraisal line in the budget.

Motion: (Johnson, second Horgan) to go with the Town Administrator's recommendation to award the bid to Stanhope Group at cost of \$3,500 including one free meeting and an additional cost per hour of \$200 passed 5-0.

## **9). Town Administrator Business:**

**A). Update on the Planner Position-** Mr. Capello asked to discuss this matter in non-public session.

**B). Open House for Public Safety Building-** Mr. Capello said the date for the Grand Opening has been set for Sunday, June 4 beginning at 2 p.m. Selectmen reviewed a memo from Police Chief Jay Drury listing the people who went above and beyond the call of duty to help the Police Dept. with donations and moving into the Public Safety Building who should be recognized for their efforts. They also reviewed a list of the names of individuals, businesses and associations suggested for inclusion on a large plaque and on individual plaques.

The preliminary program for the event includes a parade from the former Police and Fire Stations with lights and sirens to the new building, food will be provided by local businesses, the Friends of Farmington and the Farmington Women's Club, speakers include the Fire Dept. Chaplin, Officer Blessing, Board of Selectmen Chairman and possible other officials.

Mr. Capello said he contacted a family member regarding the map of the location of the time capsule hidden inside the old Fire Station who agreed to the opening of envelope containing the map and the removal of the time capsule from the station.

Mr. Horgan requested that the members of the Fireman's Association who were involved with the construction of the old Fire Station be invited to the decommissioning of the old building (date is yet to be determined).

He then asked the FCTV Coordinator to film the map opening/time capsule retrieval and the building Grand Opening for the local cable TV channel.

**C). Charge FCTV for Office Space-** Mr. Capello suggested the Town charge FCTV \$250 a month for the space used at the Municipal Office Building. The funds would be withdrawn from the Community Television Special Revenue Fund (SRF) and placed in the Main Street Municipal Office Maintenance Fund he said.

Mr. Johnson said it was "foolish" to take the funds out of one pocket and put them in the other pocket.

Mr. Horgan said the FCTV fund is used to pay the Coordinator's salary and for the purchase, upgrades and maintenance of equipment.

Mr. Capello said the FCTV fund is taking in about \$60,000 a year and presently contains about \$125,000. The monthly rental fee will help to build up the building maintenance SRF and reduce building maintenance costs to the Town. The rental of space for FCTV operations and equipment is part of the cable service provider's contract he said.

Mr. Johnson asked if a warrant article to withdraw the money from one fund and to add it to another fund may be needed on the 2018 Town Meeting warrant.

Mr. Capello said the board already has the authority to withdraw up to \$60,000 from cable TV SRF.

Chairman Proulx asked for a breakdown of typical yearly expenses for FCTV to ensure there would be enough money on hand if something were to need repair or replacement.

D). Teamsters' Contract- Selectmen signed copies of the 2017-2020 Collective Bargaining Agreement between the Town and the Teamsters' Local Union No. 633 representing the DPW employees.

E). Asset Management Grant- Motion: (Johnson, second Horgan) to authorize the Town Administrator to sign as guarantor for the Asset Management Grant passed 5-0.

F). Withdrawal from Tech Fund- Motion: (Johnson, second Horgan) to authorize the withdrawal of \$305.10 from the Future Technology Fund to upgrade the printer in the Wastewater Dept. passed 5-0.

G). Maynard Easement- Mr. Capello received the corrected copy of the Maynard property conservation easement and asked Selectmen to sign it. The board then signed the updated documents.

#### **10). Additional Board Business:**

A). TDS PEG Channels- Mr. Johnson said the board signed a contract with TDS that included broadcast of the Town and School public access channels on November 22. The contract required the service to be provided to customers within 60 days of the signing of the contract and that it is now 5 months later and the broadcasts have yet to begin. He added that the company has stated they have had several technical issues and are investigating other options to address the problems.

Mr. King asked what options the board has.

Mr. Johnson said one option is to cancel the contract.

Mr. Capello suggested they contact the company in writing first and express their displeasure with the company not meeting the terms of the contract and ask what they intend to do to rectify the situation. He advised this would show the court that they tried to work with the company to resolve the issue if the matter ends up there.

Mr. Johnson suggested TDS be given 30 days to respond.

B). Fire Dept. Forestry Truck- Mr. Johnson asked for an update on the possible the purchase of a truck from the Milton Fire Dept.

Mr. Capello said there has been no response from the New Durham Town Administrator.

C). Emergency Generator Grant- Mr. Johnson asked about the status of the installation/billing for the emergency generator being installed at the Public Safety Building.

Mr. Capello said he met with a rep from Howard Systems and discussed the billing procedure and requested the company submit the invoice by the beginning of the week but the bill has not been received. He added some issues there are still outstanding.

D). Staff Reviews- Mr. Johnson inquired about the status of the staff performance reviews.



Mr. Capello said the performance reviews are in process and will be completed and forwarded to the board in the next few weeks.

E). Noisy Bridge- Mr. Johnson said following several resident complaints about the amount of noise generated by vehicles crossing over the temporary bridge on Main Street the state has acted to reduce the noise level by welding metal plates to the bridge and overlaying them with ant-skid asphalt.

Mr. King suggested the Town post a speed limit sign to help further reduce the noise.

Mr. Capello said the road is state road and involves a state project so the Town does not have the authority to post a speed limit there. He suggested that the Town could request that the state do so. He then added that the state is expected to begin work on the addition of a turning lane on Route 11 from New England Furniture to the Farmington Family Care Center medical offices and to begin paving Route 11 from Tappan Street to the New Durham town line today.

**11). Next Meeting:** Monday, May 1, 2017

**12). Non-Public Session A:**

Motion: (Proulx, second Johnson) to enter non-public session under RSA 91-A: 3 II (b) Hiring passed 5-0 by a roll call vote (Proulx, Johnson, Horgan, King, Titus- yes) at 8:10 p.m.

Motion: (Proulx, second Johnson) to come out of non-public session passed 5-0 at 8:40 p.m.

Motion: (Horgan, second Titus) to seal the minutes passed 5-0.

**13). Non-Public Session B:**

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

Motion: (Horgan, second Titus) to come out of non-public session passed 5-0 at 8:45 p.m.

Motion: (Horgan, second Titus) to seal the minutes passed 5-0.

**14). Adjournment:**

Motion: (Titus, second Johnson) to adjourn the meeting passed 5-0 at 8:50 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary

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Paula Proulx, Chairman

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Neil Johnson, Vice Chairman

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Jim Horgan

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Charlie King

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Ann Titus