

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, June 5, 2017

Board Members Present:

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

Others Present:

Arthur Capello, Town Administrator
Police Chief Jay Drury
Dave Connolly, Cons Com Chairman
Michelle Elbert
Bill Fisher

1). Call to Order:

Chairman Proulx called the meeting to order at 6 p.m.

2). Pledge of Allegiance:

All present stood for the Pledge of Allegiance.

Chairman Proulx asked the board to move to Agenda Item 5 due to a time constraint.

3). Request for Conservation Easement Deed:

Conservation Commission Chairman Dave Connolly came before the board to request board approval of a conservation easement deed for a property located on Pound Road (Tax Map R36, Lot 05). He said the 25 acre parcel would be used to provide a picnic and hiking area and help to insure the safety of a Town water storage tank located there. He added that the Commission is also requesting that the lot be named "McCarthy Park" in honor of the late Gerry McCarthy whose long time wish was to preserve this area.

Mr. Horgan said that as long as he knew Selectman McCarthy he was always trying to "unload" this piece of property on the Conservation Commission and strongly recommended they move forward with the plan.

Mr. Capello suggested they install some sort of fencing around the tank area to protect it from intrusion.

Mr. King said he visited the site a few years ago and there was no fencing or protection there at that time. He said fencing was added to the Wellhead Protection Plan and asked if any fencing was installed on this lot since then.

Mr. Capello said he would get an answer for the board.

Mr. Connolly said if the request is approved the Commission plans to conduct an unofficial survey of the parcel to determine its parameters and make plans for a hiking trail.

Mr. King asked about parking, the access road and any potential clearing or other site work that may be needed to accommodate visitors to the site.

Mr. Capello asked if the current access is passable for a standard sized vehicle.

Mr. Horgan suggested the Commission could oversee the development of a limited access to

the lot.

Motion: (Horgan, second Titus) to allow the Conservation Commission and the Town Administrator to work out a conservation easement deed on behalf of the Town and to further authorize the Conservation Commission when ready to designate the area as McCarthy Park in honor of the fallen Selectmen passed 5-0.

Mr. Johnson asked if anyone had asked Mrs. McCarthy if she was okay with the idea of the naming the area after her husband and suggested that as a courtesy she should be contacted about the matter.

Public Safety Building Hiking Trail- Police Chief Jay Drury then came forward to discuss the development of a hiking trail behind the new Public Safety Building. He said he walked the property a few years ago and had the idea to create a walking trail there. The Chief, Selectman Horgan and Mr. Connolly walked the site again and came up with a possible plan to create a public access and trail in the wooded area behind the building. The trail could wind its way around in a loop that would encompass the old water tower, an old foundation and the cemetery and take about 45 minutes to complete he said.

Chief Drury said the first part of the trail out to the water tower could also be designated as handicapped accessible as the area is so flat and easily accessible. He said it would be a great place for families and added he would not be opposed to people walking their dogs there if the dogs are on a leash and receptacles are placed on site to facilitate the owners cleaning up after their pets.

Mr. Capello said that he was approached by Boy Scout Troop 188 during the Grand Opening celebration for the building to discuss hosting the state wide Jamboree and suggested that allowing the Troop to assist with blazing the trail would help them complete some of the criteria for merit badges.

Mr. Connolly said they are also considering making the trail a “theme trail” with activity stations and educational and informational opportunities.

Mrs. Titus asked if this would be a suitable area for a “haunted house” type activity.

Mr. Connolly said since most of the land is flat he could see such an activity taking place there.

Mr. King said items that need to be addressed there include designated parking, trail head entrances and exits and signage.

Mr. Connolly said one possible location for the entrance could be to the left of the rain garden along the Route 11 side of the property.

Mr. Horgan said visitors could access the site by the existing entrance on that side and suggested that a guardrail be installed on the rain garden side so no one would slide down the hill. He said the project would be “easy stuff”, inexpensive and that hardest part of the plan is come up with the theme and activities and to address the safety issues at the old water tower.

Mr. Connolly said the signage could be made similar to the signs used on the Town conservation properties constructed/installed by Conservation Commission member Bill Fisher.

Discussion also included possibly involving the Boy Scouts with connecting the trail with the 500 Boys and Girls Club property.

Chairman Proulx asked if the board wished to take up the matter at this meeting or if they would like an opportunity to think about it.

Motion: (Horgan, second King) to authorize the Police Chief and the Conservation Commission Chairman to move forward with developing a trail on the Public Safety Building property passed 5-0.

4). Public Input:

A). UNH Meeting Postponed- Michelle Elbert told the board that the Farmington Revitalization Group received a letter from UNH Cooperative Extension Community and Economic Development Specialist Molly Donovan and read the letter aloud to the board. The letter stated the Extension would like to postpone the June meeting as Farmington is “not quite there” regarding community-wide support of the economic development programs offered by the Extension. Ms. Donovan stated that the citizens’ group and Town staff have expressed an interest in the programs but the Town boards have not been contacted. She said they would be happy to attend a meeting in Farmington once they learn that there is broad support by citizens, elected officials, volunteer boards and staff for their work.

Mrs. Elbert said she came to the board to ask for their help. She said they were told that there needed to be a group to act as a liaison between UNH and the Town. She said some board members may be seeing this as a “turf war” going on between the group and the boards or feel that their “toes are being stepped on” but that was not the intension of the group. The Town voted for it and the group would like to move forward with help from the Selectmen to bring everyone together she said.

Mr. King referenced the memo the board received from Administrative Assistant Erica Rogers which stated that the Extension offers 4 different programs with a brief description of each program. He said he felt that the Business Retention and Expansion Plan or Economic Development 101 is the place to start but that the Economic Development Committee (EDC) should pick the program and work toward that goal with the citizens group. He said everyone should work together but that the EDC should be the focal point and the Selectmen will provide the funding for the program but would not necessarily be the leader of the project.

Mrs. Titus said the EDC Chairman asked for a joint meeting between the EDC and Selectmen.

Mr. Capello said the meeting also includes the Planning Board and a date for the meeting has not been determined.

Ms. Proulx said at the time of the previous meeting with the Extension staff the Town did not have a Planner and has recently filled the position so some progress is being made there. She asked if the EDC has scheduled a review of the Master Plan as discussed at a previous meeting.

Mrs. Titus said the issue will be discussed at the June 13th EDC meeting.

Mrs. Elbert said the Revitalization Group would like to be included in the joint meeting with the

Selectmen, Planning Board and the EDC.

Mr. Capello said the meeting will be a public meeting which anyone can attend.

Mrs. Titus suggested Mr. Capello attend the EDC meeting on June 13th and discuss possibly scheduling a workshop meeting in July.

Mr. Capello said he planned to discuss the issue with the Planning Board at their meeting the next day and bring their response to the EDC meeting next week.

B).Public Safety Building Kudos- Mr. Horgan said he would like to compliment Mr. Capello and Mr. Johnson for keeping track of everything during the construction of the Public Safety Building.

Mr. Johnson extended his thanks and appreciation to the Police and Fire Depts. for their efforts during the move-in, set up of the building and the Grand Opening event.

Mr. Capello said he would also like to thank Erica Rogers for acting as the “party planner” for Grand Opening celebration. She pounded the pavement and coordinated all of the donations and everything went off beautifully he said.

C).Spring Clean-up Results- Mr. Connolly returned to the board to update them on the annual Spring Clean-up held last month. He said there was a low turn- out of volunteers but they were able to clean up all of Cocheco Road and River Road from Hornetown Road to the Dubois property parking area. Over 600 pounds of trash was collected. He thanked the Police Dept. for their support and the use of the Community Room as well as Honey Dew Donuts and the Farmington House of Pizza for their food donations for the event.

Mr. Connolly said several residents requested a Fall Clean-up so an additional pick up day has been scheduled for Sunday, September 17 from 1 to 4 p.m.

Mrs. Titus asked if residents could conduct their own clean-ups of their roads.

Mr. Connolly said residents could hold their own clean-ups and suggested they call the Selectmen’s Secretary and make arrangements with the DPW to pickup large items.

Mr. Capello said if they know about the clean-up ahead of time they can notify the transfer station and ask the Cable TV Coordinator to include it on the televised calendar.

D).Business Forum- Mr. King said the Friends of Farmington will sponsor a business forum about the NH Small Business Development Center on Wednesday, June 7, 2017 at 5:30 p.m. at their new building located at 480 Main Street.

E).TDS PEG Channels- Mr. Johnson said that TDS will begin broadcasting the school channel on Thursday, June 8 on TDS Channel 28. The Town meetings and events are broadcast on TDS Channel 29 he said.

F).Library Loitering- Mrs. Titus said she passed by the Goodwin Library and noticed people hanging out by the door smoking and in bank parking lot at night to use the library’s Wi-Fi system and suggested the library consider turning off the system by a certain hour to eliminate potential safety issues.

Mrs. Elbert who is a Library Trustee said there are people who can’t afford their own Wi-Fi and

that she would rather not shut it off unless it becomes a problem. She said she would discuss the matter with the other Trustees.

Mr. Horgan noted that the parking lot behind the library belongs to TD Bank and it is up to them to decide if people will be allowed to park there after hours.

Mrs. Titus suggested it may be a good idea to ask the Police to patrol the area more frequently.

5). Review of Minutes:

May 22, 2017- Public Meeting Minutes- No errors or omissions

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

May 15, 2017- Non-Public Sessions A &B- No errors or omissions

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

Motion: (Johnson, second Titus) to unseal the minutes of Non-Public Session B passed 5-0.

May 22, 2017- Non-Public Sessions A & B – No errors or omissions

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

Motion: (Horgan, second Titus) to unseal the Non-Public Sessions A & B passed 5-0.

Mr. Horgan left the meeting at 6:40 p.m.

6). Water Abatement Request:

Mr. Capello said an application for abatement of a water/sewer bill for \$39.88 has been received from a Central Street resident. He said the Water Dept. requested the resident use his water service to supply water to a neighbor who had no water due to a leak in his service.

Ms. Proulx said the water was in fact used and should be paid for.

Mr. King said he was in favor of granting the abatement because the Water Dept. requested the resident to supply the water.

Ms. Proulx questioned why the matter was handled this way and why the neighbor's usage wasn't metered. She said that some issues have not been handled in the most business like way.

Motion: (King, second Johnson) to abate \$39.88 because the resident was requested by the DPW to supply water to a neighbor passed 4-0.

Ms. Proulx asked how Mr. Capello knew what happened in this situation.

Mr. Capello said that DPW Director Dale Sprague had informed him of the reason for abatement request. He said he would get more information about the matter for the board.

7). Development of Planner Goals:

Mr. Capello said that at the last meeting the board requested he supply them with a list of the goals discussed at that meeting and a job description for the Town Planner. He said that Daniel DeSantis has accepted the part time Planner position and will begin work sporadically due to a previous commitment.

Selectmen then reviewed the list of 8 goals compiled by Mr. Capello from the previous

discussion.

Mr. King said "70-e" should be amended to "79-e" District and to add the goal to streamline applications and approval times.

Mr. Johnson noted that part of previous discussion included setting priorities for the goals.

Mr. Capello said the list of goals was not in any particular order and that it is up to the board to decide the priority order.

Mr. King suggested that the third goal "Conduct TRC (Technical Review Committee) meetings" be stricken from the list as it is covered in the fourth item which states "Coordinate with department heads for TRC meetings and any required inspections".

Mr. Capello suggested combining the third and fourth items on the list.

Mr. Johnson said that after all of the other priorities are completed by the Planner he would like him to review the Planning and Zoning Regulations for any requirements that may be overly burdensome to applicants.

Mr. Capello said the Planner can make suggestions about changes to the regulations but it would be up to the Planning Board to decide to recommend any changes.

He then asked the board if they agreed with the order of the goals on the list.

Consensus of the board was to approve the order of the goals as presented.

8). Town Manager's Business:

A). Bid Opening- Mr. Capello said 2 bids were received for the sale of the Town owned property at 18 Worster Street. Chairman Proulx opened the bids and read the contents as follows:

1). Bob Flannery - \$27,100; 2). James Woodman- \$25,700.

The minimum acceptable bid set by the board was \$22,000.

Motion: (King, second Johnson) to accept the bid of \$27,100 from Bob Flannery of Alton Rollinsford LLC passed 4-0.

B). Vacation Request- Mr. Capello requested to use 80 hours of his vacation time during July and August. He said he requested that Police Chief Jay Drury check in daily to deal with any issues during his absence and that Finance Administrator Pam Merrill will also be available.

Motion: (King, second Johnson) to approve the Town Administrator's vacation request passed 4-0.

Mr. King suggested that Chairman Proulx be contacted if issues/problems arise during Mr. Capello's absence and she can contact the rest of the board if needed.

C). Final Drawdown for Groen Construction, Inc. - Mr. Capello said the builder submitted an invoice for the final payment for the construction of the new Public Safety Building.

Motion: (King, second Johnson) to make the last disbursement to Groen Construction, Inc. in the amount of \$186,540.45 contingent on the resolution of the striping passed 4-0.

Mr. King asked who will be completing the striping of the paved areas.

Chief Drury said that Barron Bros. will finish the striping in approx. 4-6 weeks to allow time for any excess oil to come out of the new asphalt.

Mr. King said he had a conversation with Mary Barron and she informed him that to her knowledge the striping was not included in the contract with the Town. He asked Mr. Capello to get a confirmation that the striping work will be addressed by the company.

Ms. Proulx asked if they will have to wait until next winter to find out if the solution to the water drainage problem in the sally port is a "good fix".

Mr. Capello said there is a one year warranty on materials and workmanship from the date of completion of the building. He said he will obtain the exact date of completion from the builder.

Mr. King said the problem is a maintenance issue where the sally port will need to be kept swept out or drainage solution will not work. He then asked about the drains for the front of the building.

Mr. Capello said they are awaiting the delivery of the straight pieces for the gutters to complete the project.

Mrs. Titus asked if the technology problems at the building have been resolved.

Mr. Capello said when the Fire Chief informed him that Howard Systems was at the building finishing up the work he went directly to the building, "trapped" everyone in one room and got all of the billing/paperwork needed for final payment and grant purposes addressed.

D). Proof for Sarah Greenfield Business Park- Selectmen reviewed the proof for the For Sale sign for the sale of 3 Town owned lots in the business park.

Mr. Johnson noted that the sign says "City Water/Septic" and suggested it be amended to water only.

Mr. King said the photo to be included on the sign outlines all 3 lots in red but does not show the individual lot lines.

Mr. Capello said he planned to include the lot lines in an e-mail to the sign company.

Mr. King asked about where the sign will be located.

Mr. Capello said the sign would be installed a few feet north of the current business park sign so as not to block the view of the current sign.

Mr. Johnson asked if the price (\$790 for a 4'x8' double sided sign on 4"x 4" posts) included the installation of the sign.

Mr. Capello said the cost includes installation.

Motion: (King, second Titus) to approve the purchase of the sign with the noted changes to be paid from the Sarah Greenfield account passed 4-0.

E). Update on Safe Routes to School Project- Mr. Capello said he attended the kickoff meeting for the project and told the board that the construction contract has been awarded and signed and the work is scheduled to begin after July 4. Staging for the project will take place on the dirt lot across from the Henry Wilson School and it is expected to take 45 days to complete the work he said.

Mrs. Titus asked if the painted "PAWS" will remain or be replaced along the walking route to

school.

Mr. Capello said the Town will be responsible to repaint the paw prints if necessary.

9). Additional Board Business:

A). NH Solar Garden Update- Mr. Johnson asked if there was a progress report regarding the board's questions about the former Cardinal landfill site.

Mr. Capello said he spoke with the Town Attorney regarding the board's question about the proposed PILOT (Payment In Lieu of Taxes) agreement and reported that the Trust holding the Cardinal property is not a state entity but a private trust and if the board signs the agreement it will include the property taxes.

Mr. King said the PILOT would include future tax payments but does not include the back taxes owed to the Town. He added that he thought it would be in the best interest of the Town for someone else to be in charge of the property as the Trust has done very little to clean it up.

Mr. Capello said the Town would not take the property because it is contaminated and it would void the agreement with the solar power company. He said he will obtain additional information for the board.

B). Street Issues- Mrs. Titus asked about the plan to deal with road issues such as surface deterioration and sink holes.

Mr. Capello said the Town has 48 hours to respond to a complaint and the response can include anything from setting up traffic cones and on up depending on the severity of the situation.

Mr. King asked if Green Street is on the road repair list for this year and suggested that the list of planned road work for this year be televised on the local PEG Channel.

Mr. Capello said Green Street is not on this year's list and that the list is posted on the Town website.

Chairman Proulx said there is a street light out at the corner of Winter Street and Lonestar Ave. and that several other lights are out around town. She said the Town is still paying for the lights even if they are not working properly.

Mr. Capello asked the Police Chief to ask the dept.'s night shift to note and report the streetlights out around Town during their normal rounds.

Chief Drury agreed to the request and noted that it will be the "midnight guy's" job.

Chairman Proulx suggested it may be time to "get mean with them" (Eversource) as the Town is paying for service it is not receiving.

Mr. King warned against threatening to not pay or actually not paying the bill because of the company's new policy where if a customer doesn't pay or is late paying twice in the same year they could require the customer to pay a bond, require direct withdrawal from the customer's bank account or to pay 2 months in advance for electric service. He added that if the Town were to "short the bill" it could be considered a late payment.

10). Next Meeting: June 12, 2017. The workshop meeting regarding the future of the old Police Station building is scheduled for June 19, 2017.

11). Non-Public Session A:

Motion: (Johnson, second Titus) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 4-0 by a roll call vote (Proulx, Johnson, King, Titus- yes) at 7:20 p.m.

Motion: (Johnson, second Titus) to come out of non-public session passed 4-0 at 8:12 p.m.

Motion: (Johnson, second King) to seal the minutes until the reviews are finalized and the salary increases are determined passed 4-0.

12). Non-Public Session B:

Motion: (Johnson, second King) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 4-0 by a roll call vote (Proulx, Johnson, King, Titus-yes) at 8:12 p.m.

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

Motion: (King, second Titus) to seal the minutes passed 4-0.

13). Non-Public Session C:

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

Motion: (King, second Johnson) to come out of non-public session passed 4-0 at 8:50 p.m.

14). Non-Public Session D:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 4-0 by a roll call vote (Proulx, Johnson, King, Titus-yes) at 8:50 p.m.

Motion: (King, second Johnson) to come out of non-public session passed 4-0 8:55 p.m.

15). Non-Public Session E:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 4-0 by a roll call vote (Proulx, Johnson, King, Titus- yes) at 8:55 p.m.

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

16). Adjournment:

Motion: (Johnson, second Proulx) to adjourn the meeting passed 4-0 at 9:05 p.m.

Respectively submitted

Kathleen Magoon, Recording Secretary

Paula Proulx, Chairman

Neil Johnson, Vice Chairman

Jim Horgan

Charlie King

Ann Titus