

Town of Farmington  
Board of Selectmen Public Meeting Minutes  
Monday, August 8, 2022  
Selectmen's Chambers  
356 Main Street-Farmington, NH 03835

**Board Members Present:**

Ken Dickie, Chairman  
Gerry Vachon, Vice Chairman  
Doug Staples  
Penny Morin  
Charlie King

**Others Present:**

Mike Farrell, Interim Town Administrator  
Scott Orlando, Interim Police Chief

**1). Call to Order:**

Chairman Dickie called the meeting to order at 5 p.m.

**2). Pledge of Allegiance:**

All present stood for the Pledge of Allegiance.

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

**Motion:** (Morin, second King) to enter non-public session under RSA 91-A: 3 II (a)  
Compensation of Public Employees passed 5-0 by a roll call vote (Dickie, Vachon, Staples,  
Morin, King-aye) at 5:02 p.m.

**Motion:** (Morin, second Vachon) to come out of non-public session passed 5-0 at 5:51 p.m.

**4). Reconvene Public Session:**

Chairman Dickie reconvened the public session at 6 p.m.

**5). Public Hearing on Planner's Fees:**

**Motion:** (King, second Vachon) to open the public hearing regarding the change in Planning  
Board fees passed 5-0.

Mr. King said the board posted this public hearing because they are going to reinstitute a  
Planner fee at \$85 an hour for applications requiring more than 8 hours of staff time. He said  
this was enacted a few years ago at \$75 per hour after 2 hours based upon the Planning Dept.  
being a little upside down in services versus revenue and that's why they raised the Planner's  
fees for some of the larger developments.

**6). Public Input:** No public present

Chairman Dickie said before moving on with the agenda he would like to thank the Rec. Dept.  
for their efforts in their opening of the Senior Center. He said it was quite successful and very  
well attended and they had several State Reps in attendance one being from Alton who was

very impressed with what was done there and asking questions and taking notes to bring back to Alton on how they could handle their Senior Center and a lot of seniors attended as well. Mr. Dickie said he would also like to thank the Police, Fire and Rec. Depts. for the National Night Out and that feedback from the attendees tells him that was also successful. Mrs. Morin said she went down there for a little while and it was very well attended.

## **7). Review of Minutes:**

July 25, 2022-Public Session- No errors or omissions

**Motion:** (Staples, second Vachon) to accept the minutes as written passed 4-0-1 (Morin abstained).

Non-Public Sessions A-E- No errors or omissions

**Motion:** (King, second Vachon) to accept the Non-Public meeting minutes A-E as written passed 4-0-1 (Morin abstained)

**Motion:** (King, second Vachon) to seal Non-Public Session B for 2 years as disclosure would adversely affect the reputation of a person other than a member of board;

**Discussion:** Mr. Dickie said he had a request to release the Police Dept. audit report and asked the board if they would release the report.

Mr. Vachon said the board hasn't even seen that report yet. He said they were talking about Non-Public Session B which has nothing to do with that report.

**Vote:** The motion passed 4-0-1 (Morin abstained).

Mr. Vachon asked if the action discussed in Non-Public Session B ever took place.

Mr. Dickie said Mr. Farrell will discuss that in non-public session following this meeting. He said that he did want to release the report on the MRI Police Dept. audit to the public.

**Motion:** (Morin, second King) to make the report of the Police Dept. audit from Municipal Resources, Inc. a public document passed 5-0.

Mr. King asked if that is going to be available upon request.

Mr. Dickie said yes through a RSA 91-A request.

Mr. King asked if it was going to be posted on the Town website and he thought it should be available as a public records request.

Mr. Dickie said he wasn't going to post it on the website.

## **8). New Business:**

**Woman's Club Request-** Mrs. Morin said the Woman's Club talked about doing "little libraries" and asked if the board has seen the little kiosks where they have the little libraries. She said the club wanted to know what their interest would be in having a few of the little libraries maybe at Fernald Park and one up by the Rec. Center. The sites are to be determined and it's just our wiliness to be able to put them up she said.

Mr. King asked who is going to provide them and maintain them.

Mrs. Morin said the Woman's Club will provide them and maintain them.

Mr. King said he didn't have any issue with it and that it's a good idea and hopefully they won't get destroyed, vandalized or not cared for.

Mr. Vachon said he liked the idea.

Mrs. Morin said it's a way to get them back out into the community. She said she would like a motion from the board to take back to the club.

**Motion:** (King, second Vachon) to sanction the Woman's Club in their pursuit of putting in small libraries around town passed 4-0-1 (Morin abstained).

**Farmers' Market Signs-** Mrs. Morin said there used to be Farmers' Market signs out on Rt. 11 pointing people downtown on Farmers' Market days and asked who does those signs.

Mr. Dickie said he had no idea.

Mrs. Morin said there were blue signs where you could go up Ridge Road and asked if those were state signs.

Mr. Staples said there was a little blue sign on Rt. 75 right at the bottom of the hill.

Mrs. Morin said when you get to New Durham it shows that there's a Farmers' Market downtown.

Mr. Vachon said he doubted that was from the state.

Mrs. Morin said she didn't know how those signs came about but it might bring some more business downtown on Saturdays if they could have some advertising out on Rt. 11.

Mr. Dickie asked Mr. Farrell if he knew who does the signs for the Farmers' Market.

Mr. Farrell said he didn't know.

Mr. King said they are probably put out by the people that head up the Farmers' Market and the signs on Rt. 11 have to be approved by the NH Dept. of Transportation.

Mrs. Morin said there used to be signs out there and she didn't know what happened to them.

Mr. King said they could ask the question but they would have to have a location, the size, a picture of what it would look like, the color and then ask for permission.

Mrs. Morin said she thought they were regular manufactured signs that went out.

Mr. King said he didn't think they had any at the highway garage. He said when he was on the board prior the state put up a bunch of additional signs and they had to sign an agreement that they were going to maintain them but he didn't think those signs were in that mix.

Mr. Dickie asked if the market is seasonal not year round so they take the signs down.

Mrs. Morin said the market runs from May to October and she would always see them up with May to October printed on the sign. She said she would look into it with the state.

Mr. Dickie said he has seen them in New Durham and suggested that she call the New Durham Town Office and see if they can provide any help.

## **9). Old Business:**

**Interim Police Chief Scott Orlando- Hay Day-** Chief Orlando said he gave the board copies of the Hay Day Operations Plan and he wanted to give them an idea of the operations plan, the officers that will be attending and where they will be posted. He said this year they will also

have assistance from the DPW who will be supplying a few of their trucks to block off intersections. He said they have relied heavily on barricades and on signs and they will be relying on them this year but in high-risk areas they will have a dump truck or a grader to provide that additional safety barrier for the people attending.

Mr. Dickie asked about their availability in case there's an emergency and if that equipment needs to be moved if they are going to be on hand to move them for him.

Chief Orlando said he spoke to Chuck Tiffany and they are going to be attending that area and because they need emergency personnel to enter and exit at all times they will be manned and pointed out the mapping included in the packet that shows their locations.

He said that he also spoke with SAU Superintendent Ruth Ellen Vaughn regarding the fireworks and how they would be posting that area. From a public safety standpoint we're ready to move forward with Hay Day he said.

Mr. Vachon said he was glad to see it all back to one day and not spread out over Friday, Saturday and Sunday. One shot-bing, bang boom like we used to he said.

Mrs. Morin asked if they will be doing overtime for the Highway Dept. folks who will be there on Saturday.

Mr. Dickie said yes.

Mr. King said the Police budget for this event shows all the hours of overtime and asked if his overtime line will be able to support that or if it is going to be over expended.

Chief Orlando said they were last at 47% expended and this is a big hit. He said being down 3 officers is something they have to look at weekly and manage but it's difficult to tell if in Oct., Nov. and Dec. they will have officers out sick or in training. He said \$4,178.01 is what it breaks down to for this event to cover all of Hay Day and the fireworks and the last page of the plan shows the officers and how it breaks down.

Mr. King said he assumed the Chief had a discussion with the Fire Chief also and asked if some of his people are going to be on-site for some of this.

Chief Orlando said yes and at night is when the majority of their staff is going to be at the high school with the Fire Marshal going over that. He said during the day they will be able to respond and handle any type of emergencies or medical issues they discover. He said typically they'll be posted on Central Street where they will have a grader and a Police officer there and they're hoping that a fire truck or ambulance can also be in that location where they can enter and go by with the aid. I don't know the personnel that would be there at this time but Chief Reinert is looking into that he said.

Mr. King said when Hay Day starts this says they are going to put out detour and no parking signs at 2 a.m. and asked when people are arriving in their vehicles that are going to the car show what locations they would be able to get through and what they are going to do to show them how to get in.

Chief Orlando said in the past during Hay Day they have come through Main Street in the area

of Garfield St. and this is where he is a little confused. He said before the DPW flattened out the Garfield entrance where there's a gravel entrance to the old Fire Dept so when they meet the detour they take a right onto Garfield and then a left and it brings them into that area. He said he was not sure how they are going to work it out this year.

Mr. King asked if that is going to be the entry point.

Chief Orlando said he didn't know and before that was managed by the former Rec. Director. He said they just block it off and on the operations plan it shows the vendors have a specific timeframe that they have to enter so they have it manned and they allow them to come in and once that time expires the shut it off but there is an officer in that area.

Mr. King asked if people going to the car show can come in on Main St. between 9 and 10 and after that they would have to come from a side street and if that makes sense.

Chief Orlando said yes and if an antique car was coming in at the same time as a vendor they would go through, come around the bend and go into the old Fire Dept. He said they have another officer stationed in that general area who can point him in that direction but if they're late to the event they will be detoured onto Garfield St. and they will have to make that left. He said he didn't know the specifics on that and maybe he can get with Rec. Director Erica Rogers and iron that out.

Mr. Dickie said they could get together with the dept. heads and decide how to handle it.

Mr. King suggested that a sign saying "Car Show entrance" be put up after 10 o'clock.

Chief Orlando said they're manned and people will stop and ask and they can get them in.

Mr. Dickie said he would speak with Mr. Tiffany about having someone come down with a loader and flatten that thing out.

Mr. King asked the Chief to get the operations plan to Mrs. Rogers so she is at least put on notice and if she sees something that doesn't make sense to her they could work through it.

**ARPA Funds/Motorola Radios-** Chief Orlando said the last time they spoke he updated the board on the cruiser radios and that they were delayed because of the microchips and they didn't expect them for a long period of time. He said they sent over the contract and the bill and advised that they had come in and they are currently sitting at 2-Way Communications. He said the bill is for \$27,794.04 for 6 radios.

He said with the current status of the **American Rescue Plan Act** funds he wanted to have a discussion with the board on how to proceed forward and part of that is the installation of the radios. He said he got a quote from them to install 6 radios and that is \$2,435.

Mr. Dickie said they discussed that on Thursday and there is an earmark on the ARPA funds for a total of \$57,000 and out of that came their two-way communication on their shoulder which they have already received.

Chief Orlando said that is correct and those are the portable radios.

Mr. Dickie said the residual was to cover the Motorola radios for the cars including the installation so that has been earmarked in ARPA already.

Mrs. Morin asked if they were discussing this because they put a hold on those funds.

Mr. Dickie said it's been earmarked but he thought the board would still have to approve it because they have to authorize him to receive them and get them installed because they froze the funds until they get a handle on the ARPA fund.

Mr. Vachon asked how this price compares to what they thought they were paying.

Mr. Dickie said the original quote approved by the previous board was approx. \$13,000 and change and that's being put back in. He said the other earmarked price was \$57,000 and change from what he saw on the last ARPA report he got.

Mr. King said they issued purchase orders in the amount of \$27,794.04 and he assumed it was by a board vote.

Mr. Dickie said it was.

Mr. King asked what they need to have for a motion now.

Chief Orlando said he has to issue a purchase order to 2-Way Communications for the purchase of the Motorola radios. He said a contract was signed on Feb. 9, 2022 with the price and it said they would ship them out and we need to make payment within 30 days upon receiving them.

Mr. King said that is a little bit of a different price-\$27,043 vs. \$27,794.

Mrs. Morin noted there are 2 different numbers on the front and the back of the Feb. 9 letter.

Chief Orlando said it gets confusing because the portable radios are very similar in price from the cruiser radios.

Mrs. Morin said this is 2 separate orders one on each side.

Chief Orlando said that's correct and if they go through the whole thing they can see the itemization of it all.

Mr. King said this letter written by former Police Chief Jay Drury says the Farmington Police Dept. does not have a formal purchase order system so this letter serves to authorize Motorola to place an order for communications equipment. He asked if the Farmington PD doesn't have a formal purchase order system why they wouldn't just use the Town purchase order system.

Chief Orlando said he wasn't sure what the intent was but given the recent discussions about the ARPA funds they are holding it and we had 30 days to issue a purchase order for the payment of them and he just wanted to make sure the board was aware.

Mr. King asked for the price for the portable radios.

Chief Orlando said the 8 portable radios ended up being \$24,471.20 and there is an additional \$2,572.08 for the portable radio batteries, add that together and that would be the total they would see on the purchase order. He said he provided the Town Administrator with an ARPA report which outlines that and has copies of the purchase orders.

Mrs. Morin said the front page of this has \$27,000 and the back page has \$27,000 and the 2 totals is \$54,000 and asked if that is what they are looking for.

Mr. Dickie said it is just to pay for the radios that are going in the cars.

Mrs. Morin asked if that is \$24,471.

Chief Orlando said he is looking to get authorization from the board to pay for the radios that go into the Police cruisers where the previous dept. head signed a contract for them and that bill is \$27,794.04. He said the portable radios purchase order has already been issued and has been taken care of.

Mr. King asked if the \$27,794 includes the installation.

Chief Orlando said it does not and the installation is \$2,435 and it is going to take 2 purchase orders to 2 different entities- one to Motorola Solutions through 2-Way Communications who is holding it and the other one is through NEVO.

**Motion:** (King, second Morin) to authorize payment of \$27,794.04 for the purchase and an additional \$2,435 for the install to come from the ARPA funds;

**Discussion:** Mr. Vachon asked if the total is already set aside.

Mr. Dickie said yes the total including the shoulder radios we already got with the batteries was all blanketed into one cost and has already been earmarked in the ARPA funds.

Mr. Vachon said they already paid that one but asked this one that they are paying for if there is enough in that line that they had in their spreadsheet to cover this and it's not going to dip into the very tiny excess they have at this point.

Mr. Dickie said there is \$57,000 total and there is enough in that line to cover that.

Mr. Vachon asked if that is \$57,000 minus the portables.

Mr. Dickie said yes and there is still about \$30,000 in there.

Mr. Vachon said there would be \$29,956 and change left to cover \$30,229 so they are over what they had in that line for radios by \$300-\$400.

Mr. Dickie said it's not \$57,000 even and there's enough in there for this.

Mr. King asked for an update on where they stand with the ARPA funds for their next meeting.

Mr. Dickie said yes and he has been working with the Finance Admin to get that to the board.

**Vote:** The motion passed 5-0.

Mr. Dickie said there will be a detailed report on the ARPA funds once they get it all together but to date all they have spent from the first installment of money is \$195,000 and change. He said one company didn't want the payment up front so they sent the check back so that is back in the fund so \$195,000 is what they've spent as opposed to the \$260,000 (on the previous spreadsheet) and they will get the details at the next meeting.

**2<sup>nd</sup> ARPA Payment**-Mr. Vachon asked if the e-mail the Town received from the Governor's Office for Emergency Relief & Recovery was saying we've finally gotten the 2<sup>nd</sup> ARPA payment. Mr. Dickie said they got the 2<sup>nd</sup> check but they have to have another public hearing to receive it. Mr. King said they need to schedule a public hearing to accept the unanticipated revenue. Mr. Farrell said the notice for the public hearing has been sent to the newspaper and it is being advertised for their next meeting. He said they have to add \$31,000 in the acceptance of unanticipated revenue.

Mr. Dickie said because the initial hearing was for up to \$700,000.



Mr. Farrell said it was \$700,001 and we got an extra \$31,000.

Mr. Vachon explained that they accepted \$700,000 the first time but the check was for \$365,000 x two so now they have to accept the additional \$31,000.

**10). Town Administrator's Business:**

Mr. Farrell said he did not have any additional business at this time.

**Fire Dept. June/July Monthly Report-** Mrs. Morin said she saw that they have the Fire Dept. report and asked if they do not usually present it.

Mr. Vachon said they usually get it to the board for the 3<sup>rd</sup> meeting of the month and it is supposed to be all dept. heads. He said they have to have them in by the second Monday for the board to get them on the third Monday.

Mr. King said the report speaks about some maintenance and asked if they are not keeping up on that at the Highway garage. He read a highlighted note in the report under Apparatus Maintenance Issues that Chief Reinert is still awaiting several closed reports from DPW.

Mr. Dickie said he spoke to the Town mechanic last week and that the board is waiting for his report on the conditions of the trucks. He said 4 trucks are complete and there are still 6 more trucks to do and then he will be coming in with a report.

Mr. King said he didn't see anything that jumped out at him in the Chief's report and the repairs listed were minor but he wanted to make sure they were staying on top of our emergency vehicles.

Mr. Dickie then gave the board some highlights from when he covered for Mr. Farrell when he was on vacation last week as follows:

**Dept. Head Meetings-** Mr. Dickie said he continued meeting with the dept. heads and reviewing their budgets and he still has a couple of dept. heads to meet with. He said he is asking them to calculate what their projected end of year miss is based on what they presented to the board will be if nothing changes, what they think they will be holding and what effect that will have and put that together to give to the board.

**Paving-** He said he had Mr. Tiffany contact the paving company and they are slated for late Sept.-early Oct.

**Municipal Bond Bank-** Mr. Dickie said they contacted the bond bank and requested information on what it would be to bond 2 bridges and also if it was for all 5 bridges and the rep will send them a report with the price impact to bond 2 or 5 bridges over a 20 year payback period.

Mr. King asked for the name of the bond company.

Mr. Dickie said it was the NH Municipal Bond Bank out of Concord.

Mr. King asked if do all the municipal bonding for the state or if they were just somebody that does it.

Mr. Dickie said he called MRI and spoke with Alan Gould and that was the only one he was familiar with in the whole state.

Mr. Farrell said they do the bonding for all the smaller communities that don't have their own



bond rating. He said places like Manchester and Concord go out to the market which is too costly for small and medium sized towns. He said Standard & Poor's charges about \$25,000 to give you a bond rating and then you take that to the market and they bid on the interest rates. Mr. Farrell said at the bond bank everybody gets the same rating and interest rate and the numbers Mr. Dickie got were the 15 year bond is 3.75% interest and the 20 year bond is 4% interest. He clarified that this is their estimate for next spring based on last spring's interest rate which was about 3%.

He said the bond bank is not like the fed's interest rates where they are raising the rates 1% every quarter and the Municipal Bond Bank is much more stable but it's still going up just not in as big a chunk.

Mr. King asked if they gave us any time line we would have to meet that seemed a problem.

Mr. Dickie said the rep just gave him the numbers and he would have to get back to her and find out about the time line.

Mr. King asked if they were to put together a warrant article for Town Meeting to fix the Hornetown Rd. and River Rd. bridges and bond that amount say for \$1.5 million what they would have to supply and by when so we would be pre-qualified when they go to the voters.

Mr. Farrell said he gave that to the board a couple of meetings ago and he didn't have it with him right now. He said there's a last date to hold a public hearing and he thinks it is Jan. 17 and they would have to hold at least one public hearing on it by then to get it on the warrant.

Mr. King asked if they received any correspondence from the Town's engineering firm regarding the \$105,000 worth of bridge repairs they were going to try to get bids on or updated quotes on the River Rd. or Hornetown Rd bridges. We need to know what those real numbers are because we can't go around with estimates because we may need to take any residual to complete those improvements so we gotta have quotes he said.

Mr. Farrell said they were talking about almost a design build process for the bridges and they were going to put the specs out for proposals and base it on those submittals.

Mr. King said if they were going to use those estimates or quotes they need to have that sooner rather than later because we have to have a public hearing no later than Jan. 17 and we would need to the quotes in hand for those 2 bridges. We would need those by Nov.-Dec. and if the spec isn't even written and you need 6 weeks to come to bid we'd be bumping up against it pretty quickly he said.

Mr. Vachon said they can't even wait that long if they have to do a bond for it because they need to have the price to apply for the bond.

Mr. King said they need to have those numbers soon and the bid process is going to take at least a month if not 6 weeks. If we want it by Nov. that means the 2<sup>nd</sup> week of Oct., we need to get that information approved in Sept. which isn't that far away or else we're going to miss an opportunity to put it before the voters he said.

He said we have some money in the Capital Reserve Fund and the next thing would be if there

will be any money from the undesignated fund balance and we would have to bond the rest. He added that they have to chase to stay on the DOT's bridge list and now they will have a whole new process and applications.

Mr. Farrell said they won't get that money until 2025.

**Town Administrator Position-** Mrs. Morin asked when the applications for Town Administrator would close.

Mr. Dickie said it closes today.

Mrs. Morin said she would like to make a motion to extend compensation to Mr. Dickie through the end of August or until they hire someone.

Mr. King asked how long the board authorized his compensation.

Mrs. Morin said it was through the end of July.

Mr. Dickie said his compensation was approved for 8 weeks and he started at the end of June.

**Motion:** (Morin, second King) to extend Ken's compensation until the end of August;

Mr. Dickie recused himself from this discussion and the vote.

Mr. Vachon stated the motion and asked if there was any discussion. Hearing none he called for the vote.

**Vote:** The motion passed 4-0-1 (Dickie abstained).

Mr. King asked Mr. Farrell when he thought the board might see some candidates.

Mr. Farrell said he thought it would be in about 30 days and it depends on how many viable candidates they have and the fewer amounts of candidates the sooner it will be.

Mr. King said the sooner they can have qualified candidates in front of them the sooner they can make a decision.

Mr. Farrell they are going to do telephone interviews to determine the viable candidates.

Mrs. Morin asked if he knew how big the pool is.

Mr. Farrell said he didn't know. He said the candidates usually wait until the last day to submit because they don't want their Select Boards knowing until they are assured they are in the process.

### **11). Close Public Hearing:**

**Motion:** (Morin, second King) to close the public hearing passed 5-0.

**Motion:** (King, second Staples) to approve the changes to the fee schedule passed 5-0.

### **12). Next Meeting:** August 15, 2022

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

**Motion:** (King, second Staples) to enter non-public session under RSA 91-A: 3 II (a)

Compensation of Public Employees passed 5-0 by a roll call vote (Dickie, Vachon, Staples, Morin, King-aye) at 6:54 p.m.

**Motion:** (Vachon, second Morin) to come out of non-public session passed 5-0 at 7:28 p.m.

**14). Non-Public Session C:**

**Motion:** (King, second Vachon) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 5-0 by a roll call vote (Dickie, Vachon, Staples, Morin, King-aye) at 7:28 p.m.

**Motion:** (Vachon, second Staples) to come out of non-public session passed 5-0 at 7:32 p.m.

**15). Adjournment:**

**Motion:** (Staples, second King) to adjourn the meeting passed 5-0 at 7:33 p.m.

Kathleen Magoon  
Recording Secretary

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Ken Dickie, Chairman

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Gerry Vachon, Vice Chairman

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Douglas Staples

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Penny Morin

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Charlie King