

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, May 7, 2018

Selectmen Present: Chairman Paula Proulx, Vice Chairman Neil Johnson, Dave Connolly, TJ Place, Ann Titus

Town Staff Present: Town Administrator Arthur Capello, Police Chief Jay Drury, Fire Chief James Reinert, Sgt. Matt Embrey, Assessor Chad Roberge, Assessing Clerk Kelly Heon, Highway Dept. employee Eric Elliott

Public Present: KJ Cardinal, Jay Fortune, Elizabeth Johnson, Kevin Mosher, Blanche Tanner

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.

3). Public Input:

A). Public Garden- Mr. Fortune told the board he has been using the public garden for several years and asked permission to use the garden again this year. He said that he has no room for a garden at his residence and that he is the only one using the garden at this time.

Motion: (Johnson, second Titus) to continue with the public garden passed 5-0.

B). Gardening Forum- Mr. Connolly reported that the vegetable gardening forum hosted by the Conservation Commission was held last week at the Public Safety Building and that about 7 people attended. A UNH Master Gardener spoke for one hour and was very informative he said.

C). Spring Clean Up- Mr. Connolly said 18 volunteers turned out to assist in the clean-up of Meetinghouse Hill Road, Cocheco Road and Paulsen Road. He said that 1,160 pounds of trash was collected. He thanked all of the volunteers, the Con Com, the Farmington Police Dept., Farmington House of Pizza and Bill Fisher for their participation, use of the Community Room at the Public Safety Building and the refreshments.

D). McCarthy Trail- Mr. Connolly said the dedication and trail opening are scheduled for Sunday, June 10 at 1 p.m. He said flyers and public notices of the event are planned.

4). Review of Minutes:

April 16, 2018- Public Meeting Minutes: Page 4, #5 Interview for Master Plan, ADG, fifth line from the top- add "if" after "asked", Page 9, #9b New Employee Processing Policy, 15th line- strike "policy" and add "form".

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

April 23, 2018- Public Meeting Minutes: No errors or omissions

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

Non-Public Session Meeting Minutes A-D: Session A- add “The salary increase is lieu of the annual raise” to the discussion.

Motion: (Titus, second Place) to accept the April 23, 2018 Non-Public Session A as amended and Sessions B-D as written passed 5-0.

Motion: (Johnson, second Titus) to unseal the Monday, April 23, 2018 Non-Public Session A meeting minutes passed 5-0.

5). Steering Committee Update:

Mr. Capello said he cancelled the update because the Planner is out with a family emergency.

6). Farmington Country Club Discretionary Easement:

The board reviewed a memo from Assessing Clerk Kelly Heon and the May 12, 2008 Board of Selectmen Public Meeting Minutes which contains the discussion about the original application for the discretionary easement from the country club.

Assessor Chad Roberge told the board that the state law for determining discretionary easement values states that the lowest end of the value range is derived by using the Current Use Farmland rate (\$425 per acre) which is multiplied by the number of acres in the easement (74.9) for a total assessment of the easement land of \$31,833. That number is added to the rest of the property value (structures, lights, parking lot, etc.) for a total assessed value of \$274,583 he said.

He said to come up with the highest end value you have to use the market value of the vacant land in the easement not including any values for holes or irrigation which is \$293,300.

The next option would be to take 25% of that value (\$73,325) and add it to the value of the rest of the buildings, pavement, etc. for a total assessed value of \$316,075.

Applying a rate of 50% of the market value of the easement land (\$146,650) added to the rest of the property value would result in a total assessed value of \$389,400.

Applying a rate of 75% of the market value of the easement land (\$219,975) added to the rest of the property results in a total assessed property value of \$462,725.

He said the land under the buildings, the parking lot, the building and other structures is currently assessed at \$242,750.

Chairman Proulx asked for the current assessed value of the property although it is incorrect.

Ms. Heon said the total current assessment is \$860,395 but includes a value for the holes and the irrigation system which was assessed in error. The club is paying taxes based on this value which is about \$480,000 more than they should be paying she said.

Mr. Roberge said the incorrect assessment for the easement was due to misinterpreting the law. He said that previously they took the total value of the land including the holes and the irrigation system and took 75% of that value which is incorrect and should just include the value of it as if it was vacant open land.

Mrs. Heon suggested the board first decide whether to approve a discretionary easement for

the country club and then what rate of value to use for the assessment of the easement land. The board can choose any figure between 25% and 75% of the market value but can't go below the \$425 per acre she said.

Consensus of the board was that the golf course is a benefit to the town in that it brings people into town, supports a number of Town functions/groups, and allows use of the land during winter for sledding.

Mr. Johnson said the 2008 board minutes show the discussion against granting the easement was due to the closing of the Collins/Aikman plant and the impact to the Town tax rolls.

Mrs. Heon advised the board not to consider any hardships and only consider if the applicant meets the requirements for discretionary easements.

Chairman Proulx was a Selectman at the time and said the concern was about wanting to give the club some relief without throwing it back on the taxpayers because when you grant any kind of easement or abatement someone has to take up that slack.

Motion: (Johnson, second Connolly) to grant the discretionary easement passed 5-0.

Mr. Johnson said that applying a rate of 75% of the market value would result in a 40% reduction of the club's taxes and a reduction of about \$10,000 in tax income to the Town per year but this is to correct an outstanding mistake.

Mr. Roberge said the discretionary easement was created for situations where the land can't be put into Current Use and allows protection from any development of the land for 10 years.

Country Club Board member KJ Cardinal said that the easement term is a minimum of 10 years but that it can be extended up to 20 years as per state law.

Chairman Proulx asked if the Town's water/sewer line easement would still hold in the new agreement. She said it was a determining factor that it be included in the original discretionary easement agreement and was to be filed with the agreement.

Ms. Heon said the discretionary easement that was recorded does not refer to any Town water/sewer line easement. She said that an e-mail to the former Town Administrator from the Town's attorney states that because the discretionary easement only concerns the tax treatment of the property he did not think it necessary to reference or record the Town's water/sewer easement as it is not affected by the discretionary easement.

Chairman Proulx read aloud the original motion which included that the encumbrance for the water/sewer easement be agreed upon in writing.

Mr. Johnson asked if there is an existing registered document showing the Town has the water/sewer easement.

Ms. Heon said the Town's easement was recorded in 1977 and the two easements are two separate matters.

Chairman Proulx said the board was never informed that the documents weren't filed in the manner specified in the motion.

Mr. Capello suggested they double check the matter with the current Town attorney.

Motion: (Johnson, second Place) to grant the discretionary easement to the Farmington Country Club at a 75% valuation rate;

Discussion: Mrs. Titus said she was considering a 50% valuation rate and asked Mr. Johnson for his reasons for choosing a 75% valuation rate.

Mr. Johnson said it was because a \$10,000 reduction in tax revenue for the Town and the same amount of reduction in taxes for the golf course is reasonable.

Vote: The motion passed 5-0.

Selectmen then signed the discretionary easement application.

Ms. Heon said the new agreement will begin as of May 18, 2018 and the term length can be included in the document before the board signs the actual agreement.

Mr. Capello suggested that 10 years was a sufficient length of time for the easement agreement because many things could change during that time and 20 years is too long to obligate the Town and future boards.

Mrs. Titus asked about any future plans the club may have for the property.

Mr. Capello said they can't do anything for at least 10 years.

Ms. Heon said there is language that allows them to get out of the agreement by paying a high penalty.

Motion: (Johnson, second Connolly) to make the term 10 years passed 5-0.

Ms. Heon said she would ask the Town attorney about the Town's water/sewer line easement and to review the easement agreement before returning it to the board for their signatures.

7). Outstanding Issues with Public Safety Building:

Selectmen reviewed a memo from Chief Drury and Sgt. Embrey listing the unfinished work on the Police Dept. side of the building and Sgt. Embrey's report detailing their experiences with the vendor for the phone, data, surveillance and access control systems.

Sgt. Embrey provided updates to the board's concerns about the following items:

Setting up a redundant connection with the MetroCast connection as a backup to the main internet connection- this is not in place yet as the copper wires for the POTS (plain old telephone service) lines were not run when the building was built and once the lines are run the vendor will complete the installation of the redundant connection. The vendor will run 12 pairs of lines to allow for current use and future expansion.

Re-using Networking Equipment - Some existing equipment has been re-used.

Installation of a Firewall- the firewall was purchased and installed within the last month.

Documentation of the Network Design- one diagram was received in Jan. 2017 but the design has changed several times since then so it has become a moot point. The original design is unknown and there is no layout of the current network.

Who is handling all of the outstanding issues- Sgt. Embrey is handling some of the issues and some are being handled by the Town's IT person. Two vendors will be vetted and one will be chosen to handle issues with the access control system.

Keeping track of additional costs to the Town- Chief Drury and Sgt. Embrey will track the costs for each project as they are completed including staff time. The Town IT person is submitting separate invoices for work done for the Police Dept., Fire Dept. or for the whole building.

What is included in the system design- the primary line will be a FairPoint fiber line and there are two copper lines with the complimentary connections provided by MetroCast. One of the copper lines will be the redundancy for the fiber line in case of failure and they have yet to figure out where the Fire Dept. side will fit into those connections.

When will decisions be made about what is needed- part of the plan is for the Fire Dept. to remain on the network connection and the Police Dept. and phone systems will move to the fiber lines. Testing will be done on the Fire Dept. side to find out how much load is being put on the network. They are 100% operational with some "Band-Aids" to be fixed by the IT person. Mr. Capello said he will ask the IT person to produce a written plan to address the issues.

Mr. Johnson said in his opinion, an ideal solution would be to move from 3 or 4 segregated systems with multiple connections to the outside world to a single connection with networks segregated by the equipment and then combined to the FairPoint fiber connection. If it fails it automatically switches to the MetroCast connection and if that fails it switches to the telephone lines so there are 3 levels of service available he said.

Sgt. Embrey said it may not be feasible to do that as that would involve the purchase of more expensive equipment, the connection speed may not support the amount of traffic on the lines and it would take longer to set up.

Number of SIP trunks (phone line over a data connection) - there will be 10 rotating SIP trunks coming into the building that will be shared by everyone in the building.

Does the PBX (phone server that controls the phones' features and call routing) support the POTS lines so if the internet connection dies it will switch to the regular copper lines- the SIP's are bound to the fiber connection and will not fail over to the MetroCast connection. The copper wires will be the primary service and there are options for managing the connections at the local and FairPoint levels which have yet to be determined.

The key FOB's are not working on several of the doors- the system is currently in "good shape". The problem is intermittent and hard to diagnose due to the lack of access to the user account on the access control company's website. The vendor used his own account with the manufacturer to set up access to the control system and did not supply a password to the account. A new account will need to be created, the system will need to be re-set and a vendor will be hired to maintain the system once the work has been completed.

Is the access control system affected by the problems with the "SIPS and the POTS"- they are separate systems that don't affect each other.

Other access issues- a user access audit was conducted and any erroneous user access was corrected. New users can be added but there are certain doors that are unreliable with updating the access. The problem should be resolved when they get access to their account and

there is also a possibility that the Blue Tooth type door locks are “buggy”. There is logging of all the exterior doors but there are some interior doors with no logging currently but that should be resolved when the system is reset.

Interview Room Audio - the audio quality is still not very good and they have been using alternate means such as hand held audio recorders or their body cams to make recordings. A new vendor would have to be brought in to get a price quote to fix the audio recorder.

Consensus of the board was to request that Sgt. Embrey get a quote to fix the audio recorder.

Intercom system sound quality- the Police Dept. does not use their intercom and the question was referred to Chief Reinert. He said the intercom system for the phones works but there is a quality issue with the paging system. The vendor informed him there was an issue with the system’s “brain” but the manufacturer sent it back saying there was nothing wrong with it. He said he suspects that the equipment used is not made to handle the load it is receiving and the sound is very static-y. He said he would rather just turn it off as it is difficult to understand.

Wi-Fi controller- the Wi-Fi used by everyone has been fixed and the Wi-Fi for the internal criminal justice network will be completed after the fiber line is installed. This is not a critical system but they would like to fix it to connect the wireless printers and dept. owned lap tops.

Wi-Fi extender- Chief Reinert said the Wi-Fi extender for the apparatus bays was never installed. He said they are not having any issues but it was paid for and should be installed. Sgt. Embrey suggested the Wi-Fi in the bays be tested and if the extender is needed it should be put in. The service quality may be degraded if unneeded hardware is installed he said.

Administrative password for the PBX – the vendor hired by the Town outsourced this to another vendor and they have just hired the second vendor. He knew the password offhand because it was the default password used to set up the system by one of his employees.

Camera passwords- the passwords were never received and may never have been set up. They are not really necessary as the cameras can be operated through the camera system. There are some ways to tweak the cameras if needed which can be obtained from the manufacturer.

Network/Patch Panel- the previous vendor blamed some of the issues on Sgt. Embrey’s messing around with the panel cables. Sgt. Embrey said the accusation wasn’t true and that he documented what took place in case they decided to follow up on the issue.

Clear documentation and labeling of the control room equipment - the wiring in the patch panel is pretty well documented regarding where the wires lead to. The project has been evolving as it went along with new hardware being added and not everything is labeled. There are some switches of unknown purpose but it will all be labeled once the system is completed. Chairman Proulx requested that all of issues discussed at this meeting that are not included in the Chief’s list of unfinished projects be added to the list.

Chief Drury suggested that Mr. Johnson become the board liaison to the Police Dept. or they could return to the board for a progress report at whatever schedule the board specifies.

Mr. Johnson agreed to be the liaison but suggested they should give them time to resolve the

issues on the list. The board needs to decide where to go with the remaining issues he said. Consensus of the board was to have a conversation about the next steps and to inform the Chief of their decisions.

Mr. Johnson asked the Chiefs if there are any other issues with the building that have not been discussed.

Chief Reinert said there were some issues with the pavement in the drainage line area and the builder has been very responsive and is scheduled to inspect the problem.

Chairman Proulx asked about the previous issue with water in the Sally Port.

Chief Drury said they did not let the water reach to where the sealant was applied on the walls by parking the cruisers on a driveway mat that holds any water brought in by the vehicles. The water is then squeegeed out the door. The matter seems to be taken care of he said.

Chief Reinert said they are still having an issue with the air conditioning flow into the server room so they are getting hot temperature alarms. He said there may be a closed damper somewhere as there does not seem to be any air flow into the room. They are using the fan in the hallway over the apparatus bay and cut a vent in the door to try to move cooler air into the room until the vendor returns to the site to resolve the problem he said.

8).Appointment of the Deputy Fire Warden:

Chief Reinert submitted the application for Lt. Brett McHenry to be appointed as a Deputy Fire Warden which he likened to a crew boss out in the woods. He also submitted the applications to reappoint the current Issuing Agents and Deputy Wardens who must be reappointed every 3 years per state law. Selectmen then signed the application forms.

9). New Police Officer Contract for Attendance at the Academy:

Chief Drury said they have discovered some inadequacies in their policies and it will be a lengthy update process as the dept. has 108 policies. The current training contract was reviewed by the labor attorney and they have received the revised version he said.

Chief Drury said they are trying to take a step forward with accreditation by meeting once a week with Officer Bartlett to review one chapter. Once they are half way through the policies they will open it up to the other Officers to allow them to give their input to the process.

He said the new contract falls within the federal government's labor laws and brings the dept. about 10 steps ahead of where they were. He suggested it may need to be rewritten into a more condensed format and then returned to the board for their approval.

Chairman Proulx asked if they are looking at calculating overtime hours only for the Police Dept and not for the Fire Dept. as well.

Mr. Capello said this agreement only covers the Police Dept. as there are different rules for calculating overtime for the Fire Dept. He added they are only looking at the overtime issue for employees attending the Police Academy and not at the Police Dept. as a whole.

Ms. Proulx asked if the Town can segregate people with different overtime requirements.

Mr. Capello said they can't pick and choose individuals for different treatment but can apply these requirements to the group of employees attending the Police Academy. He said those employees would be eligible for overtime for working more than 43 hours in a 7 day period. Chief Drury said the academy does their best to keep their hours to a 40 hour work week. If they keep someone late one night they let them leave early on Friday. Studying at the academy is not an overtime issue he said.

Mr. Capello said if the board is ready to move forward with the changes to the agreement he will work with the labor attorney to make sure it is set in motion properly.

Chief Drury said they have until August to adopt the new training agreement as that is when the next academy class is scheduled to begin. He said he would like to move more quickly with policy reviews so he may over spend the part time portion of his budget but won't over spend the bottom line of the Police Dept. budget.

Consensus of the board was to move forward with the new training agreement.

10). Review of Non-Public Meeting Minutes from 2015 and 2014:

2014- Mr. Capello said he reviewed the non-public minutes and recommended unsealing all of the sealed minutes

Motion: (Johnson, second Titus) to unseal any sealed minutes from calendar year 2014 passed 5-0.

2015- Mr. Capello also recommended that all of 2015 sealed minutes be unsealed.

Mr. Johnson asked if they were under an agreement not to release information or make derogatory comments regarding the matter discussed on Oct. 26 Session B.

Mr. Capello said they under an agreement not to make derogatory comments but the agreement is public information. He said he would check with the Town Attorney to determine if release of the sealed minutes would conflict with the settlement agreement.

Motion: (Johnson, second Titus) to unseal all the sealed minutes from 2015 except for the sealed minutes of October 26, 2015 Session B passed 5-0.

Mr. Capello asked the board how far back they wished to go with reviewing sealed minutes.

Consensus of the board was to continue with the review of the 2013 and 2012 sealed minutes.

11). DPW 10 Hour Work Day:

Mr. Capello gave the board copies of the expenditure reports for the DPW overtime costs for 2016 (with four 10 hour days) and 2017 (five 8 hour days) as requested by the board. He said the difference between the 2 years for overtime costs was minimal (approx. \$900) and asked if the board as ready to vote on the issue.

Chairman Proulx said that if it is a five day work week she would like to have the employees on the job for 5 days and has never been a fan of 10 hour days.

Mr. Johnson said he voted against it last year for similar reasons and because of the unmanned Fridays even with an on-call person.

Mr. Connolly said he appreciated the information provided by Mr. Capello but the numbers don't say whether the overtime costs were incurred by mid-week or weekend call-ins.

Mr. Elliott told the board that in 2016, 10 hours of the overtime was because the vac truck (vacuums out culverts/catch basins) showed up one day late so some of the crew worked overtime on Friday to avoid having the contractor come back the next week to finish the job. He said that last year the crew was twice asked to work four 10 hour days to do a job that needed to be finished in a timely manner.

Mr. Elliott said some road grading projects can't be completed in 8 hours so they must return the next day to completely finish the project. All 5 employees could be put on the same road project at the same time to finish in 8 hours but that would take them off another job he said. Discussion also included projects planned for year, scheduling of projects and workers and projects more suitable to 10 hour days.

Mr. Johnson said he would like to get some input from the DPW Director about what projects are planned and whether they could be completed in four 10-hour days or five 8-hour days.

Mr. Capello said he would provide a list of projects to the board for the next meeting.

12). Job Descriptions:

Mr. Capello said he has begun working on his goal to update the Town employees' job descriptions as some of them have not been updated since 2011. He started with the descriptions for the Planning & Codes Dept. Secretary, Town Planner, Building Inspector/CEO and the new Deputy Water Operator position and asked the board for feedback.

He said the descriptions are based on his knowledge of what the duties are for each position and that some of the positions had more changes than the others. The biggest changes were made to the Planner and the Planning/Codes Secretary because the old job description had the Planner overseeing the Building Inspector and the Planning Secretary which was removed along with some of the duties listed that were not the duties of the Secretary.

Mr. Capello said this project should be done about every 3 years as the jobs evolve over time.

Chairman Proulx asked if the employees had reviewed the descriptions to see if all of the actual duties and responsibilities for their positions have been included.

Mr. Capello said the employees have not reviewed the job descriptions yet as he brings any proposed changes to the board first and then to employees.

There were no other questions from the board about the job descriptions presented.

Consensus of the board was to present the job descriptions to employees for their review.

Mr. Capello said he would notify the board if there were any further changes to be made to the descriptions.

13). Town Administrator's Business:

A). RFP for the Rec. Dept. Copier- Selectmen reviewed a memo from Rec. Dept. Director Rick Conway providing answers to questions raised at the last meeting about the Request for

Proposals for copiers for the Rec. Dept. and the Town Clerk's office.

Mr. Johnson said his opinion is that some of the features requested are over kill but agreed to wait to see what the responses are to the RFP.

Chairman Proulx said that it depends on what comes back for pricing and that if the features come standard on any of the copiers they would not need to be removed from consideration.

Mr. Johnson said the memo did not answer whether the Town Clerk's office requires color copying and asked if the Town would pay more for a color/black and white copier(with the color printing unused) than for a machine that only copies in black and white.

Mr. Capello said he will get an answer for the board and the cost for a black and white only copier for the Town Clerk's office as the main copier in the building prints copies in color.

The board also discussed if the \$99 a month budgeted by the Rec. Director is for the total copying costs for the dept. or the just the service cost for lease of the machine and what is included in the service contract.

Mr. Johnson said the RFP should request the lease cost for the machine, cost for per copy for color and black and white copies and any supplies/parts included in the contract.

B). Municipal Clerk's Week- Mr. Capello read the proclamation proclaiming the week of May 6-12 as Municipal Clerk's Week.

Motion: (Johnson, second Connolly) to make the proclamation noting Municipal Clerk's Week is from May 6 to May 12, 2018 passed 5-0. The board then signed the proclamation.

C). Master Plan Contract- Mr. Capello said the board had requested the ADG contract proposal be amended to include language with an option to withdraw from phase two of the plan. He said the revised contract includes a provision allowing either party to cancel after 1 year with 30 days written notice. The invoice for proposal was reduced by \$500 for each phase of the plan (\$1,000 total) instead of amending the original proposal he said.

He then asked the board to authorize him to enter into the agreement with ADG.

Motion: (Johnson, second Titus) to authorize Mr. Capello to enter into the agreement with Arnett Development Group, LLC;

Chairman Proulx asked where it stipulates this agreement will be accepted and signed by ADG as well the Town.

Mr. Capello said he would get ADG to sign the contract first and then he will sign it.

Amendment: and to stipulate that the agreement is contingent upon the company's signature on the contract in addition to the board's signatures.

Chairman Proulx asked if it is specified how much insurance will be carried by the company to cover the Town during the project.

Mr. Capello said the contract says ADG will maintain liability insurance with the Town as co-insured but does not specify an amount.

Amendment: ADG will maintain liability insurance in the amount of \$1 million with the Town as co-insured to be stipulated on the signed agreement.

Chairman Proulx asked what recourse the Town has if the product received is substandard.

Mr. Capello said the Town can get out of the contract for phase 2.

Chairman Proulx said the Town is on the hook for the first phase no matter what the result is.

Mr. Capello said that is correct.

Mr. Johnson said the contract with the project proposal attached would be the complete contract and as long as the company performs to that there is no issue with phase one. If they don't performed to what is stated in the proposal for year one then we would have to take them to court he said.

He added that if the Town doesn't fund the second year of the proposal that would be another way out of the contract for the second year.

Chairman Proulx suggested that the motion also include that the contract is based on the proposal as presented to the board.

Mrs. Titus asked if there are plans to check on the project's progress at certain intervals.

Mr. Capello said there will be constant monitoring of the project as it moves along.

Chairman Proulx then suggested that the agreement include that if there are any changes written change orders will provided and it becomes part of the contract.

Mr. Connolly said the Town Planner will be working with ADG and it will be up to him to communicate with Mr. Capello who will then communicate with the board.

Amendment: to add language that change order procedures must be acknowledged and approved in writing

Mrs. Titus accepted the amendments to the motion.

Vote: The motion passed 5-0.

D). Hearing Notice- Mr. Capello said some residents along Route 11 did not give up a portion of their land for the widening of the road so the state is taking it by eminent domain. The Town is not involved with the hearing but was notified as a property owner on Route 11 he said.

14). Additional Board Business:

A). Selectmen's Rep to the Library Trustees- Mr. Connolly said he expressed the board's concerns to the Chairman of the Trustees. She said that the Trustees are a separate private entity from the Town and that he was sworn in to become a duly voting member of that board. The Chairman agreed to come before Selectmen to discuss it if they wish her to do so he said.

Mr. Johnson said the Selectmen never requested membership or voting privileges on the Board of Trustees. He said the Trustees approached the Selectmen with an offer to have a representative on their board and the former Selectmen's rep. was never sworn in as a Trustee. Discussion included concerns that Mr. Connolly's duties as a Trustee will conflict with his duties as a Selectman, that he will have to recuse himself from any library budget issues discussed by Selectmen, transparency and better communication between the boards, getting a better understanding of how the library budget is developed, having a rep with no voting privileges and why the Trustees don't want the Selectmen to have an alternate representative.

Mr. Connolly said he was not comfortable with recusing himself from the Board of Selectmen when it becomes budget season and that he may need to resign as a Trustee. He said he would have another discussion about the issue with the Chairman of the Trustees.

B). Special Town Meeting- Mr. Johnson asked for an update on scheduling this meeting.

Mr. Capello said it was his first day back from vacation and he hasn't had the time to address it.

C). Insurance Check Received- Mr. Capello said he received the insurance check for the Highway Dept. truck that burned right before Town Meeting. He said the Town received slightly more than expected because the towing costs were included in the funds. One check was for \$64, 735 for the truck and the second one was for \$3,106 for towing. The RFP for a new truck has gone out to bid but no responses have been received he said.

D). Complaint Call Back- Mrs. Titus said she would like to stress the importance of having someone provide a call back to any resident that calls into the Town office or Town depts.

E). Condemned Buildings- Mrs. Titus said following a conversation with Mr. Capello she provided some information to residents about condemned buildings. She said in once instance the court has given a property owner as much time as needed to rectify the situation and asked if there is a safety concern with such properties.

Mr. Capello said there is a difference between uninhabitable and condemned properties and advised that the properties are private property and no one should be trespassing on them.

Mrs. Titus asked if when the Building Inspector goes to court about a condemned/uninhabitable property if he can ask the judge to set a reasonable timeframe to address the issue.

Mr. Capello said the Building Inspector always asks the judge to consider setting a deadline to fix the problem and sometimes they do and sometimes they don't.

F). Out of Gas- Mrs. Titus said they ran out of gas at the Town gas pumps recently and there is a broken handle on one of the pumps that needs to be fixed. She asked if they are getting accurate numbers on the amount of gas that is being pumped.

Mr. Capello said the pumps are calibrated each year by the state and a broken handle would not affect the accuracy of the number of gallons pumped. He said he will find out if it was fixed.

G). Tank Trouble- Chairman Proulx said there is an issue with the collection of propane tanks at the Transfer Station with no apparent source for disposal.

Mr. Capello said a DPW employee has reached out to Transfer Station employees in other towns and he sent an e-mail blast to other Town Administrators but has yet to find a place that will take the tanks. He said he also asked the DPW to look into prices for small heaters to heat the scale house, the shack and the garage with the leftover propane to save on electricity costs. Chairman Proulx suggested they try contacting Eastern Propane again to see if they can help.

Mr. Johnson asked if there is a problem getting rid of empty tanks.

Mr. Capello said empty tanks can be disassembled and put in the metal recycling pile.

Chairman Proulx said an employee told her the necks have to be removed from tanks and a

hole drilled into the tank before they can be accepted for recycling.

Mr. Capello said that depends on who you talk to and that they are trying to solve the problem.

Mr. Johnson suggested they call Blue Rhino who may have a use for the tanks.

Mr. Capello said if the tanks are more than 7 years old the company will not take them.

H). Diesel Transfer Tank- Chairman Proulx asked what this tank is used for in the winter time.

Mr. Capello said he thought it is used to fill the bucket loaders/equipment at the salt shed.

Chairman Proulx said that with the past instances where diesel just seemed to “disappear” she would like a more detailed breakdown and to let everyone know they are watching.

Mr. Connolly asked for an explanation of diesel pump #2, section A10.

Mr. Capello said it stands for key 10 and is assigned to the School District.

Chairman Proulx asked if anyone from the School District ever asks for information about gasoline/diesel use from the Town pumps.

Mr. Capello said no one has ever asked him for that information and that they just send them a bill each month.

I). Streetlights- Chairman Proulx said the streetlight near her home has finally been adjusted so it is not on all of the time.

Mr. Capello said he believed that all of the lights downtown that weren't working are now working but that he would follow up with the Police Chief the next day.

15). Next Meeting: Monday, May 14, 2018

16). Non-Public Session A:

Motion: (Johnson, second Titus) to enter non-public session under RSA 91-A: 3 II (d)

Acquisition, Sale or Lease of Property passed 5-0 by a roll call vote (Proulx, Johnson, Connolly, Place, Titus-yes) at 8:53 p.m.

Motion: (Johnson, second Titus) to come out of non-public session passed 5-0 at 9:15 p.m.

17). Non-Public Session B:

Motion: (Johnson, second Proulx) to enter non-public session under RSA 91-A: 3 II

(c)Reputation passed 5-0 by a roll call vote (Proulx, Johnson, Connolly, Place, Titus-yes) at 9:15 p.m.

Motion: (Johnson, second Titus) to come out of non-public session passed 5-0 at 9:40 p.m.

Motion: (Johnson, second Titus) to seal the minutes until the matter is resolved passed 5-0.

18). Non-Public Session C:

Motion: (Johnson, second Connolly) to enter non-public session under 91-A: 3 II (a)

Compensation of a Public Employee passed 5-0 by a roll call vote (Proulx, Johnson, Connolly, Place, Titus-yes) at 9:40 p.m.

Motion: (Johnson, second Titus) to come out of non-public session passed 5-0 at 9:45 p.m.

Motion: (Johnson, second Place) to extend to Fire Chief James Reinert a three year contract as amended with a first year salary of \$62,400 passed 5-0.

19). Non-Public Session D:

Motion: (Johnson, second Connolly) to enter non-public session under RSA 91-A: 3 II (c)Reputation passed 5-0 by a roll call vote (Proulx, Johnson, Connolly, Place, Titus-yes) at 9:45 p.m.

Motion: (Johnson, second Titus) to come out of non-public session passed 5-0 at 9:55 p.m.

20). Missing Reports:

Selectmen noted that monthly/quarterly reports from the Farmington Children's Center, the Recreation Dept. and the Fire Dept. have not been submitted to the board.
Mr. Capello said he will find out why the reports have not been submitted.

21). Adjournment:

Motion: (Johnson, second Titus) to adjourn the meeting passed 5-0 at 9:58 p.m.

Respectively submitted
Kathleen Magoon
Recording Secretary

Paula Proulx, Chairman

Neil Johnson, Vice Chairman

Dave Connolly

TJ Place

Ann Titus

