

Town of Farmington  
Board of Selectmen Public Meeting Minutes  
Monday, March 22, 2021

**Board Members Present:**

Paula Proulx, Chairman  
Neil Johnson, Vice Chairman  
Gerry Vachon  
Ken Dickie  
Doug Staples

**Others Present:**

Arthur Capello, Town Administrator  
Pete Spencer, Transfer Station Manager  
Chuck Tiffany, Water/Sewer Dept. Supervisor  
Robert Barcelona, UNH  
Matthew Frye, UNH  
Resident 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:**

Resident Blanche Tanner introduced herself to the new board members and thanked Dave Connolly and TJ Place for their service to the town as Selectmen. She said the board discussed the Eversource abatement about 3 weeks ago and now it's over \$223,000 and it was mentioned that the payment for that will come from the undesignated fund balance.

Mr. Capello said that is correct.

She then requested a meeting with Mr. Capello to get a better understanding of the issue rather than taking up their time at the board meeting.

Ms. Tanner asked if the new fire truck that replaces Engine 1 has arrived.

Mr. Capello said the new truck has not arrived yet.

Ms. Tanner asked if there will be some type of ceremony so residents can see it when it arrives.

Mr. Capello said he did not know if there would be an official ceremony but typically the Fire Dept. would bring a new vehicle to the Town Offices for display and they will let everyone know when it arrives.

Ms. Tanner said she was interested in last week's discussion about RSA 91-A (Right-to-Know law) and asked if she requested copies of printed material available to the public if she would need to fill out a form to request something.

Mr. Capello said they ask you to fill out a form but legally you do not have to do so.

Ms. Tanner asked if there is a fee for copies.

Mr. Capello said there is a fee per page if it is not in e-mail form but he couldn't recall the exact amount.

#### **4). UNH Recreation Needs Study Presentation:**

Assoc. Professor Bob Barcelona and Clinical Asst. Professor Matt Frye with the UNH Dept. of Recreation Management and Policy came forward to discuss the results of their study.

Chairman Proulx said the report was very well done and asked them to explain their findings.

Mr. Barcelona said they were asked to take a look at the needs for parks and recreation in town so they gathered input from stakeholders, users and residents, looked at secondary data on market trends, the priorities of the people they spoke to and then provided the board with a set of recommendations.

He said the process included extensive background research on existing plans, past studies, budgets, Master Plans, Town demographic and market information and a level of service analysis in comparison to other communities' Parks and Recreation Depts.

Mr. Barcelona said they used 2 different public input methods. He said one was an online/paper survey and they also held 7 focus groups and talked to about 50 residents in groups comprised of seniors, school staff, Town staff, youth, parents, youth sports organizations and volunteers. He said the survey had about 303 responses of which about 301 were online and 2-3 were paper responses, which is pretty much in line with the typical results for community surveys.

Mr. Frye said the first step is to collect data about the community so they did a demographic analysis of the population age trends over the last few decades and projections going forward.

Farmington has shown steady growth over the last 20 years increasing the population by almost 25% during that time and it is expected to increase by about 3% over the next 5 years he said.

He said Farmington has a younger mean age than other communities state wide but it is expected to get considerably older over the next 5 years. We're seeing school enrollment trending downward over the last several years (down 43% since 2010) and currently 21.5% of the residents are under 18 years old. That means there is a real need for youth programs and a current and expected need for adult and senior programming he said.

Mr. Frye said there is a very diverse mix of economics and housing in town and the income levels show there is a need for subsidized programming but there is also a market for some higher priced programming.

He said the national service benchmark standard for indoor recreation space is approx. 2 ft. per resident and the Towns of Newmarket, Conway, North Conway, Barrington, Ossipee, Seabrook and Meredith have indoor facilities that are averaging 1.7 ft. per resident. Counting all of the space operated through the municipality there is about 16,000 sq. ft. of potentially usable space and that is about 2.23 sq. ft. per resident in Farmington he said.

He said the problem is the current format of the available space doesn't lend itself to the programming the community is looking for and it is lacking in amenities. There is shared space in the schools but especially during the spring/fall "shoulder seasons" sports are looking for indoor space and there is no dedicated space for seniors where the other benchmark communities have some sort of dedicated senior space he said.

Mr. Frye said Farmington has about 880 acres of parks and outdoor recreation space and that includes dedicated recreation facilities, trails, conservation areas and the Town Forest. He said they heard from the focus groups that people don't know what resources are available and what they can do there. That 880 acres averages out to 122.6 acres per 1,000 residents and in New England we expect 10 acres so Farmington is well above the regional benchmark he said. Mr. Barcelona said the focus groups and the survey showed people moved here for outdoor recreation and they like the trails, forests and natural areas. Your outdoor space is a real gem for the town so we don't want to forget the parks part of Parks and Rec. he said.

He said about a year ago everything was shut down due to COVID-19 and looking at the last regular operational year the general fund allocation to Parks and Rec. Dept. was about \$152,000 so the per capita expenditure is about \$21 per resident. He said that is under the average for New England and the national benchmark for spending on parks and recreation. He said the dept. generated approx. \$140,000 on fees and program charges and has shown it has the ability to generate about 92% of their tax allocation. He said being able to monetize their space through fees and charges for summer camp, after school and innovative programming allows them to generate revenue so it doesn't have to be 100% tax funded.

Mr. Johnson said this report was one of the better ones he has seen and thanked them for all the work they put into it. He said the Town is looking to restore service in Rec. Dept. shortly and asked what they should prioritize for the resumption of services.

Mr. Barcelona said summer is coming up quickly and recommended that they get the youth programming going immediately as they heard about the need for affordable and accessible after school, youth and summer camp programming from residents in the focus groups. He said if the Rec. Dept. Director started work by April 1 they would be about a month behind on planning summer camp and that needs to be in place first for summer programming. He said the town also has an active senior group that is looking for senior programming and services beyond what has been offered in the past so to the extent that you can accommodate them in the existing space would be a priority as well.

Mr. Johnson said they were familiar with the Town's spaces after touring them all and asked if they had any recommendations for specific uses for the buildings.

Mr. Frye said there were certain things that could be up and running without a lot of effort and the old court house could lend itself for social programming for any age group such as a teen or senior center. He said the 2<sup>nd</sup> floor in the Municipal Office Building has the potential for non-sport programs such as adult education programs, social and youth development programs and recommended that they engage the community in how to use the space to meet their needs.

Mr. Barcelona said the main activity area in the Town Hall would be a great place for pickle ball, yoga, stretching and group fitness programs. He said that the way it works in most communities is that during the day it will be mostly seniors, after school hours would be for young kids and the evening times would be for teens and young adults and you could do that with the existing

space you have.

He said that he liked the old court house building but he didn't think it was needed right away. With better scheduling and allocation of the Town Hall space I think you can accommodate the senior programming there he said.

Mr. Johnson asked if he saw a use for the old court house in the future.

Mr. Barcelona said it is hard to know and it's not large enough for large scale programming but it has potential for small scale uses like social programming, meetings and a resource center. He said that the building needs work aesthetically and the structure should be examined.

Mr. Frye said he would like to see a teen center there but it is a "roll of the dice" every time you start a new teen program as it may be just what is needed or a complete bust. He said the data shows teen programs are on the decline but they heard from the focus groups that teens are looking for stuff to do and suggested that enrichment and learning skills activities such as photography, martial arts, etc. could be offered for teens.

Mr. Barcelona said the 500 Club takes care of the youth sports in town and the Rec. Dept. could offer adult sports potentially partnering with the school district for use of the gym for adult basketball. He said some communities across the state are looking at pre-school sports and that is something the Rec. Dept. could pick up before they get into the 500 Club.

Chairman Proulx said at the focus groups she attended that it wasn't so much a structured tournament program like the 500 Club has, it was more pick-up games and free gym space time that people were looking for.

Mr. Frye said they heard several times that people miss the drop-in gym time.

Mr. Barcelona said that could also include clinics and instructional programming. He said they probably gave the board more specific and detailed recommendations than they do in most reports because they wanted them to see that there are lots of ideas for what to do with the existing space and that the Rec. Dept. Director would take over and make the decisions about what to invest in and make it work. This town has a long tradition of a quality Parks and Rec. Dept. and with some creativity and some good programmers you can build it back up he said.

Chairman Proulx asked them to explain tying recreation into economic development as she would like to pursue this from that perspective with the Economic Development Committee.

Mr. Barcelona said it is about getting people downtown and spending their money that otherwise would not be here except for attending a program at the Town Hall or a 500 Club event. He said a good example of this is the softball tournament in Conway that brings in about 60 teams and the out of town spending was about \$500,000. He said Farmington doesn't have the tourism infrastructure Conway has but it could bring people downtown for special events like Hay Day, the Easter Egg Hunt and the Christmas tree lighting.

Mr. Frye said the businesses could sponsor an activity/event such as an Easter Egg Hunt where people would have to visit each business to pick up an egg and they may make a purchase while there. He said that the Rec. Dept. Director is going to need a degree of creativity and he would

put creativity and passion above 20 years of experience.

Mr. Barcelona said communities will use their reports in different ways. Some will make it part of their Master Plan and others will use it as a to-do list and check off the recommendations as they are completed.

Mr. Frye said many communities have Friends of Recreation Committees set up and those committees can incorporate as 501 (c)(3) non-profit organizations which doubles the opportunities for grant funding that could be put into recreation resources and facilities. He said the report gives them funding resources they can apply for as a municipality but a dedicated Friends of Recreation Committee whose mission is to support the Parks and Recreation Dept. allows for grant writing to private granting agencies, family foundations and commercial grants that aren't open to municipalities.

He said in the report they talk about taking a look at what's happening at Fernald Park and if it is being used to the best of its ability. He said it could use a facelift and if there was a group of people excited about something like revamping the park that's a great project for a Friends of Recreation Committee who could do that job separate from the municipality but supporting the work done through the Rec. Dept. The down side is the Selectmen can't control them as they operate separately but parallel to what the Town is doing he said.

Mr. Barcelona said they have some recommendations in the report for Fernald Park and they heard from the focus groups about making it a bit more usable by upgrading the playground equipment and structures and that would be a perfect use of a Friends group to raise money for that. He said the state land use and conservation grants are coming out this spring and once the dates are announced he will send the information to Mr. Capello.

Mr. Capello asked for an explanation about the difference between the Friends of the Rec. and a Rec. Commission.

Mr. Frye said a Recreation Commission is going to be an advisory committee for the Recreation Dept. and typically they are non-policy setting and he would recommend this for Farmington as well especially while they are rebuilding the dept. He said it is important that the commission have a diverse range of opinions and their job is to set the direction for dept. with a strategic plan for the next 5 years and make recommendations to the Director and the Selectmen. He said the Friends of Recreation group would be incorporated as a private non-profit group which by statute needs to be separate from the day to day workings of the Rec. Dept. The fundraising needs to go through the 501 (c) (3) because program revenue can be put into the Rec. Revolving fund but if someone makes a donation there is no mechanism to put it anywhere but the general fund. If the donor wants the donation to go specifically for a recreational use they would donate it to a Friends group, the group could direct it to specifically where they want it to go and the donor would also receive a tax break for the donation he said.

Mr. Johnson asked if it would be the Rec. Dept. personnel and the advisory committee get the direction for what needs to be done and where it needs to be done and 501 (c) would try to

raise the money to accomplish that.

Mr. Frye said that's correct and it would be a partnership so everyone is on the same page.

Mr. Barcelona said they are happy to answer any further questions and continue to support the board as they go through this process.

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

March 15, 2021 – Non-Public Sessions A, B and C – No errors or omissions

**Motion:** (Johnson, second Vachon) to accept Non-Public Sessions A, B and C minutes as written passed 5-0.

#### **6). Centrifuge Maintenance:**

Water/Sewer Dept. Supervisor Chuck Tiffany said there are 2 sides to a wastewater plant- a liquid side and a solids side. He said on the solids side they use a centrifuge to spin the water off of the solids and it has been in service for about 10 years and has about 5,000 hours on it. He said that the way it has been running lately it is not drying the solids out enough which leads to higher tipping fees for Waste Management.

He said they do minor services to the centrifuge (oil changes, belt checks and grease the bearings) and when it sits for a while they spin it because it's not good for it to sit on the bearings over time. He said he called GEA Mechanical to investigate why it wasn't drying things out as it should and they said it should have minor maintenance service every 5,000 hours and major maintenance every 10,000 hours which was not built into the SCADA computer system that monitors the treatment plant's equipment. He said he contacted the SCADA programmer and requested that the service notices be added to the system so they can be built into operating budget for future services.

He said he included quotes for both the minor (\$11,414.36) and the major service (\$40,725.18) so the board would be aware of the cost before the major service comes due in about 10 years as it took 10 years to get to 5,000 hours. There was no one else to get a comparison quote from as GEA designed it, built it and are the only ones that can service it he said.

Mr. Johnson said this is not something they can assume can be done in-house.

Mr. Tiffany said it can't be done in-house because it is pretty entailed down to having specially made gaskets and they have to take it all apart to clean it.

Mr. Johnson asked where the \$11,414 would come from for the 5,000 hours maintenance.

Mr. Capello said the board needs to decide if they want to take it from the **Capital Reserve Fund** or the depreciation fund and there is enough money in both to take from it from either one.

He said here has been some previous discussion about the depreciation fund but he didn't know if they wanted to have that discussion tonight. This isn't a normal everyday operating expense so at the minimum it should come from the CRF that has about \$220,000 in it he said.

Mr. Johnson said it should come out of the CRF until they determine what they are going to do with the depreciation fund.

**Motion:** (Johnson, second Vachon) to approve this quote in the amount of \$11,414.36 from GEA Mechanical Equipment US, Inc. for preventive maintenance on the wastewater treatment centrifuge with the monies to come from the Wastewater Capital Reserve Fund;

**Discussion:** Mr. Capello said as of Dec. 31, 2020 there was \$208,831 in this CRF.

Mr. Vachon asked if it would bring the efficiency back up just from replacing gaskets and lubricating the bearings.

Mr. Tiffany said they clean the inside of it and there are all kinds of tiles inside to be cleaned and changed out.

Mr. Dickie asked if they said this would cure the issue he has been seeing.

Mr. Tiffany said yes and that he thought they may have a bad batch of the polymer that binds the solids together so he had a chemical company test it in a lab and they found it wasn't junk so it wasn't the polymer causing the issue. He added that they also found a cheaper polymer that works better.

Mr. Capello said there is \$312,463 in the depreciation fund and they have time to start saving for the 10 year major maintenance service.

Mr. Staples asked how bad the efficiency level is now.

Mr. Tiffany said it was getting pretty bad and a lot of the solids were going back into the plant and it was messing with the floats downstairs that run the pumps and if they don't do the maintenance it's going to wear something out and cause bigger problems.

Mr. Dickie asked if the centrifuge was part of the upgrade done to the treatment plant.

Mr. Capello said it was part of the upgrade that was done 10 years ago. He then asked the board to authorize him to sign the contract once he receives it.

**Amendment:** by Mr. Johnson to authorize the Town Administrator to sign the agreement

Mr. Vachon accepted the amendment. He asked if the amount given is a not to exceed number.

Mr. Johnson said he gave a definitive number so it can't go above that.

Mr. Vachon said he didn't see any parts listed in the materials list and that it is all gaskets.

Mr. Tiffany said there is one part listed –the resistance feeler that provides the temperature of the bearings and the vibration of the machine.

Mr. Capello noted we are paying more for travel time and labor because there isn't anyone locally that does this.

Mr. Dickie asked when this device is down if there is a backup mechanism and if it needs to run all the time for the residents.

Mr. Tiffany said there is no backup mechanism and when it is time to perform the service he would empty out the holding tank and keep wasting into the tank while they are working on it.

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

## **7). COVID-19 Update:**

Mr. Capello said he did not have any new information on the money the Town is supposed to be getting. He said the first payment is due 90 days after the bill was signed and there hasn't



been any update since March 8.

Mr. Johnson said they are not sure when the money is coming in or what they can use it for.

**COVID-19 Policy Revision**- Mr. Capello said the board needed to update the policy because Gov. Sununu has changed the restrictions on travel. He said he added “international” because there is no more required quarantine for domestic travel and it is just international travel now where it is recommended as opposed to required by the Gov.

He said the rest of the policy still meets the guidelines unless the CDC made any changes today and if the board approves the change he would ask them to sign it and then he will reprint the front page without the word “international” highlighted.

**Motion**: (Johnson, second Dickie) to accept the updated COVID-19 Policy dated March 22, 2021;

**Discussion**: Mr. Johnson asked if it would be easier to link to the CDC or the state’s guidelines rather rewriting this policy every 10 minutes.

Mr. Capello said he could do that for the travel requirements but there is more in there about the quarantine guidelines and it is better for the employees to have it in the policy.

Mr. Dickie asked if the employees have to sign a form saying that they reviewed the policy and understand it.

Mr. Capello said they sign a copy saying they reviewed it but whether they understand it...

Chairman Proulx said that gives them the chance to ask questions if need to and so someone doesn’t bring COVID into the workplace and spread it everywhere because they didn’t know there was a policy.

Mr. Dickie asked as the policy changes if it is sent to the dept. heads and they forward it to the dept. employees.

Mr. Capello said that doesn’t happen until the board approves the changes and then it goes to the dept. heads and they go over it with their employees and has them sign off on it.

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

## **8). Town Administrator’s Business:**

**a). Approve Fireworks Permit** – Mr. Capello said the Permissible Fireworks Permit form was a compilation between the Police and Fire Chiefs to come up with something that would work for both depts. and to coincide with the ordinance that was passed at the March Town Meeting. Chairman Proulx asked why the board has to approve the permit.

Mr. Capello said that is because of the way the ordinance is written but the board could also appoint a designee.

Chairman Proulx said it could take a lot of time for it to go through the process and then wait for the board to meet so they could approve it. She said if someone wanted to do it on a weekend they could go down to the Fire Dept. and get a permit without holding everything up.

Mr. Capello said the board could make a motion to give the Fire Chief or his designee the authority to approve/deny the permits. We had to go by the language in the ordinance that was



passed he said.

Mr. Johnson said in the signature verification paragraph, third line the word “revoke” should have a “d” to read “revoked”. He said he would also like to set a limit on how quickly the applications are processed so that an applicant doesn’t have to wait 3 weeks to get an approval. Mr. Staples said a site inspection is required and asked why they couldn’t just sign it after the inspection is done if it passes.

Mr. Capello said they could do that like they do with the fire permits.

Mr. Johnson said he wanted a deadline set so once the application is submitted it would be processed within so much time and he didn’t care if it is signed in the office or on-site. He suggested that a deadline of 1 week or 7 days be set for processing.

Mr. Vachon suggested that it should take no more than 3 days as the town isn’t that big. Consensus of the board was to go with 3 days.

Chairman Proulx said if that causes any situations the board can revisit it.

Mr. Johnson clarified that it should say 3 business days.

Chairman Proulx said it would be a good idea to make that part of the application so that the applicant understands that within 3 days somebody will contact them.

Mr. Capello said it would be a good idea for the form to state they have 3 days to approve it because otherwise people could come in expecting to set off fireworks the next day.

Chairman Proulx said the information has to get out to people so they know they have to plan ahead.

Ms. Tanner asked how the public will be informed about the new ordinance.

Mr. Capello said it would be posted on the Town website and the Fire Dept. webpage.

Mr. Johnson said the form should also include a date/time stamp for when it was received.

Chairman Proulx asked to have the fireworks permit information put on the sign at the entrance to the old fire station. She said they should do their due diligence to try to get the information out as best as they can.

Mr. Capello said once everything is approved they will put a message on the board.

Mr. Vachon suggested a similar message could be displayed at the Transfer Station too.

Mr. Capello said the Selectmen’s signature could be replaced with the Police Chief’s signature.

Mr. Johnson asked who the Fire Inspector is and why the form calls for his signature.

Mr. Capello said he could not recall the inspector’s name.

Chairman Proulx suggested they get rid of the signature lines for the Fire Inspector and the Selectmen and replace them with signature lines for the Fire Chief/designee’s and Police Chief/designee’s signatures.

Mr. Capello said he will make the changes and return the form to the board for final approval.

Mr. Johnson asked if they wanted to set a fee for the permit.

Consensus of the board was not to charge a fee for the permit.

Mr. Vachon asked what would be required for proof of ownership of the property.

Mr. Capello said proof of ownership could be a piece of mail and written permission from owner would be required for tenants.

Mr. Vachon said a piece of mail doesn't prove you own the property and asked if they want someone to bring their deed every time they apply for a permit. The only things that show ownership would be a tax bill or a deed and it would be helpful if people knew what they had to bring with them when applying he said.

Mr. Johnson said they could also look it up on the tax cards on the Avitar Assoc. website.

Mr. Capello said he would get more clarity on this issue.

Mr. Vachon then asked if residents know what sufficient means of fire extinguishment are.

Mr. Capello said that may depend on the amount and type of fireworks being used.

Chairman Proulx suggested that a place for management comments be added so if somebody was having a small gathering as opposed to a large show it could denote what level of fire extinguishment is needed.

Mr. Capello said the comment section should also include the reason for denial if it is denied.

Mr. Vachon asked if a copy of the permit application would be kept on file at the Fire Dept.

Mr. Capello said yes but they haven't worked out all of the logistics yet. He said he assumes if a permit is filed at the Fire Dept. they would walk it over to the Police Dept. so they would be aware of it.

Mr. Johnson asked if he submitted an application today for a fireworks display two weeks from now if in two weeks on the day of permit they would go through the permits and determine if the fire danger level is still below a Class 3 or if there is a drought issue.

Mr. Capello said they do that for fire permits but he did not know if they would do so for this permit although they may have to. He said someone can get a campfire permit for the season and then they call around if it is red flag day.

Mr. Vachon said it was a procedural issue and it wouldn't be hard to pull the file to see who has a permit for the day if conditions change.

**b). Planning Board Appointment** – Mr. Capello said they received an application to reappoint Charlie King to the Planning Board.

**Motion:** (Vachon, second Johnson) to appoint Charlie King to the Planning Board for a 3 year term passed 5-0.

**c). Updated Job Description** – Mr. Capello said a minor change was made to the job description for Parks and Rec. Dept. Director on page 2, Knowledge, Skills and Abilities to add a line stating "Knowledge and understanding of the recreational needs and desires of the residents and visitors of Farmington".

Mr. Johnson asked if there should be something in there specific to understanding and managing the Rec. Revolving Fund.

Mr. Capello said that would be added to the last line of the General Summary on page 1.

Mr. Vachon said it may be more appropriate to put it under the 5<sup>th</sup> bullet point that talks about

preparing, presenting and administering the dept budget, etc.

Mr. Johnson suggested adding a sentence stating this would include management of the Rec. Revolving Fund.

Mr. Johnson turned to page 2, Licensing and Certification and asked if the Town requires the Director to have a **Commercial Driver License**.

Mr. Capello said the Director needs to have a CDL with a bus endorsement because the dept. has a 15 passenger bus.

Mr. Johnson said the applicant could already possess the CDL with the bus endorsement or be willing to obtain it within 6 months of their hire.

Mr. Capello said he will add this to the Director and Asst. Director's job description.

**d). MS-232** – Mr. Capello said the report (NH Dept. of Revenue Administration's Report of the Appropriations Actually Voted for 2021) is ready for their signatures and all the numbers are correct and verified.

Mr. Vachon explained for the viewers that what they were signing is the budget that was approved at the Annual Town Meeting.

**e). Employee of the Month Proposal** – Mr. Capello said he stole this idea from the Fire Dept. and that he is looking at doing an Employee of the Month for the rest of the Town depts. He said he thought it would be good for morale and that the staff always hears when something is wrong and it's good to hear when something is right. It would be rotated among the depts. because I don't think that any one dept. should get it every month he said.

**f). LAC Member Resignation** – Mr. Capello said they received notice that Bill Fisher has resigned as a member of the Cocheco River Local Advisory Committee. He said if there are any residents who like to become a member and represent Farmington to let them know.

Chairman Proulx said the opening should be posted on the Town website and cable TV channel.

**g). Street Sweeping Proposal** – Mr. Capello said they have the street sweeping bid proposal and the list of firms the Request for Proposals was sent to and only one submission was received (from Immaculate Sweeping in Pelham, NH).

Chairman Proulx asked if they were satisfied with their previous work.

Mr. Capello said they are one of the few companies that have actually done what they said they were going to do when they said they were going to do it.

Mr. Vachon asked if this is the same company that did the sweeping last year.

Mr. Capello said yes.

Mr. Vachon said they use a mechanical sweeper which kicks up the materials into a hopper rather than a vacuum unit that sucks everything up which is more efficient so they don't have to go up and down the same street 4 or 5 times.

**Motion:** (Johnson, second Vachon) to award the contract for street sweeping at a rate of \$133 an hour for 24 hours which comes to \$3,642 to Immaculate Power Sweeping of Pelham, NH passed 5-0.

**h). Banking Process**- Mr. Capello said the board approved switching banks last week and the process is underway. He said one of the applications they have to do for the bank is a Profile Bank Business Online Application and basically it is setting up an Administrator to oversee the online applications and Town Clerk Becky Dickie will be the Administrator. He said they also want to know who will be the owner of the account and suggested that it should be the Chairman. He then asked the board for a motion to authorize Chairman Proulx to sign the application.

Mr. Johnson said asked what this is for.

Mr. Capello said it is to allow them to do online banking. He said they would still be going to the bank but this will allow them to have access to the bank statements and the accounts. He said they chose Mrs. Dickie as the Administrator as she would use it the most and she is bonded.

Mr. Johnson said there are spaces for 3 signatures and asked if they should do it as a board.

Mr. Capello said they need to designate an owner at the top of the first page.

**Motion:** (Johnson, second Dickie) to assign Paula Proulx as Chairman of the Board of Selectmen to sign as the owner acknowledging of the system administrator designation which is Rebecca Dickie;

**Discussion:** Mr. Vachon asked if this gets renewed each year.

Mr. Capello said no.

Mr. Dickie asked if they should put Select Board Chair as the owner and not include the person's name in case there was a change next year.

Mr. Johnson said no because it has to be signed.

Mr. Capello said if that is unacceptable to the bank they would kick it back to them.

Mr. Johnson then said it says signature and title so he thought they could do that but he still would like to have 3 board member's signatures on the application.

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

**i). Recycling Update** – Transfer Station Facility Manager Pete Spencer said they talked about processed glass and if they use a 40 yard canister to recycle it they can only fill it half full and they would still be charged \$235 per haul and \$40 a ton. He said they would be throwing away \$78 with the glass so he didn't know if they wanted to even attempt to work with it now because they are trying to get away from the hauling fee.

He said the hauling fee is going up 4% and he is still tossing it around as to what to do.

Chairman Proulx asked if NH Recycling was doing anything with glass at this time.

Mr. Spencer said no one is doing anything with glass. He said years ago it could used as bedding in road, sewer and water projects but the state put a stop to using it for any kind of bedding. He said Waste Management will take it and process it as somehow they can use it at their facility.

Mr. Johnson asked why they would only be allowed to fill half the can.

Mr. Spencer said because of the weight on the road the truck is only allowed to take so much as glass is very heavy even after crushing it.

Chairman Proulx asked if they see anything down the line.

Mr. Spencer said not at this time. He said there are buyers for some things but we have to get set up for it. He said he pulled the baler out and the last time it was used was in 2008 so he wasn't sure of its condition after being on its backside. He said the machine, the electrical, the motor and the hydraulics are there and he didn't know if a good sandblast and retrofit would take care of it. We have to find out where we stand with the cost of it and get familiar with it to get it on its feet he said.

He said the next issue is the electrical connections on that side of the facility and where they would put the baler. We need an awning and more staff for that equipment to get the baling done because it is one of those things when you're at it, you stay at it.

Chairman Proulx said they would also need storage space for the materials and they would need to be careful with that because the facility has a small usable footprint.

Mr. Spencer said he has the big red barn next to the sand/salt shed but he didn't know how many bales would fit in there or how high he could stack them before it becomes a safety issue.

Chairman Proulx said that before they go any further they need to check into what land areas can/can't be used on that site because the Dept. of Environmental Services was all over the Town about it when they put it together and it was extremely tight to fit in what we have now.

Mr. Spencer asked for a copy of the Transfer Station's footprint and said he has been looking at whether they put it in trailers and have it trucked off, if someone would give us a trailer to load, and do they keep it under cover or put it in the barn.

Mr. Staples said API will drop off a 48' trailer for them to use and they will accept cardboard, paper and plastic, you bale it and they will haul it down to MA, weigh it and cut us a check.

Mr. Spencer said he would look into it. He said they opened up the metal can for aluminum cans or goods as long as the labels are gone and they are clean. Berwick Metal will take it but they don't want a lot of food waste and will shut us down if that happens so we're on it he said. He said with recycling going away people are spending \$3-\$6 more a week which is about a 25% jump and are a little testy about it but they're getting used to it. He said they are watching the volume as some people that had 2 bags now have 6 bags and we are using 3-4 cans a week. He said price-wise they are looking at Fridays taking in \$300-\$750, Saturdays \$375-\$475 and Sundays from \$500 to \$900. He said he expects the take-in at the scale will increase once the weather gets nice.

He said he has an interest in composting but he didn't know how it would work yet. He said that a guy from Clyde Farms is interested in the compost but he doesn't have the ability to truck it. He was interested in having a Town truck deliver it to him, scale it and pay for it. He said he spoke to him about and told him it may be something to consider as long the Town is released from liability.

Mr. Capello said he didn't know that that is something the Town wants to get involved in and the farmer could hire a private company to deliver the compost to him. He advised Mr. Spencer

to call around to other communities that do composting and see how they do it.

Mr. Johnson asked how the Transfer Station gets compost.

Mr. Spencer said it is from the leaves and brush that people bring in and there is a place in the back of the facility where people dump it and he bales it up against the wall and turns it.

Mr. Vachon asked if that stockpile is taking up land that they don't have much of.

Mr. Spencer said the trees and the brush is what takes up space and they looked into burning it but the Fire Dept. was not interested in burning it and the Fire Marshal would give them a special permit to burn it as long as there is snow on the ground or if they had the fire suppression for it.

He said he didn't think they could afford to have someone come in with a big drum and make it into mulch as that is pretty expensive. And if we do anything to the knives inside the drum we're responsible for those knives he said.

Mr. Capello said they could figure this out and get the Fire Dept. down there when they are ready to burn it.

Mr. Spencer said the baler came from Barrington Balers and hopefully they will have some information on the machine, get an estimate to the cost to fix it and find out if it is worth trying to get it up and running or if it is a trade-in piece.

Mr. Johnson said at a minimum they will probably have to replace all the hoses.

Mr. Spencer agreed but the cylinder was compressed in its housing so it shouldn't be rusted and may be in good shape.

Mr. Capello said Mr. Spencer has looked at prices and they can get a used one for about \$6,500 but they aren't doing anything until they figure out what is going on with the existing one and how to work it. He said the main reason to have Mr. Spencer come before the board was to let the residents know they are still trying to figure out recycling.

Chairman Proulx suggested they try to tap into the NH the Beautiful Grant because that is how they got some of the equipment previously.

Mr. Vachon said the grant would pay for something for the Transfer Station but it would only pay for 25% of their purchase.

**i). Fire Dept. Resignation FYI** – Mr. Capello said the resignation of Lieutenant Mike Rowell effective Jan. 1, 2021 came in while he was out and he didn't know if the board had accepted it. Selectmen said they had not seen it and took no action as it is now 3 months old.

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

**a).NH DOT Bridge Inspection Report**- Mr. Vachon said they know the Hornetown Road Bridge was junk and that is why they had the temporary bridge put in and asked why they are getting a report on it now.

Mr. Capello said it's because this is the first bridge the state inspected.

Chairman Proulx said that at least they received it in a timely fashion this time (inspection date-12/02/20; date report sent-02/08/21).

Mr. Capello said the report looks bad but it is good in that they rated it on the old bridge which keeps it at the top of the list for when the funds become available from the State Bridge Aid. He said that he and DPW Director Gary Rogers met with Josef Bicja of Hoyle, Tanner Assoc. at the bridge to find a solution for the noise from traffic traveling over the temporary bridge. They have a solution and the engineer is drawing it up at no cost to the Town and then the proposal will be sent out to bid so they can see what it will cost to do it he said.

Mr. Capello said he wanted to let residents know they are still working on this and it will be a two-pronged approach as they are still going to install speed bumps there because if people don't slow down they may be doing more work on repairing the fix because the bolts, etc. will snap that will be used to hold down the boards.

Chairman Proulx asked that they get it in writing that the warranty won't suffer because of this as that is 15 year bridge and they plan to use in other places.

Mr. Capello said he was expecting something from Mr. Bicja this week on the design.

Mr. Dickie asked if the speed bumps would be plastic and movable.

Mr. Capello said the speed bumps are specifically for that bridge and they are removable for winter plowing. He said the bridge has a posted 25 mph speed limit and the day they were out there people were doing 40 mph over it even when they were standing on the bridge.

Mr. Vachon asked if the Police Dept. could do some directed patrols up there.

Mr. Capello said they have done some directed patrols there and he would ask Chief Drury to get some patrols back up there.

**b). Old Fire Station** – Mr. Vachon asked what is being done with the old fire station.

Mr. Capello said the Rec. Dept. study that was just done shows that would be the ideal property for when we need to do a community center.

Mr. Vachon asked if they planned to hold onto it and lose all of the tax revenue for when maybe, possibly, 30 years from now they decide to build a rec. center.

Mr. Capello said that is up to the board.

Mr. Vachon said there are many other things in town that need to be addressed costing millions of dollars vs. a rec. center. He asked how long the property has been vacant.

Mr. Capello said it has been vacant for about 4 years.

Mr. Vachon asked if there is a plan for what to do with it or they are just going to sit on it and hope we need it.

Mr. Capello said there have been a lot of things floated around but there is no concrete plan. He said they were hoping some of that would come from the Master Plan as that was part of the Planning Board's directive in developing the plan.

Chairman Proulx said they have not yet received the completed Plan from the Planning Board.

Mr. Vachon said the Planning Board expects to receive the revised plan at their May 4 meeting.

Mr. Capello said the UNH study said that in 3-5 years they should be building a community center there and there are grants available that would help to fund part of that.



Chairman Proulx said this part of what the Economic Development Committee was looking at and after they start meeting again there may be a plan.

Mr. Capello said the question is what they want to see there a Dollar General store or housing and that will determine how they sell it.

Mr. Staples said he would like to see businesses in there.

Mr. Vachon said the problem is they aren't even trying to sell it and it's just sitting there and it's drawing in things we don't want right in the center of town.

Mr. Capello said this is a discussion for a future board meeting and until they determine what they want and don't want there they can't determine how to market it.

Mr. Dickie said he has some concern about the fact that the property was once used as a garage and they may want to be careful with how they move forward with this.

Mr. Johnson said they have been so cautious that they've gone nowhere with it. He asked how many times they are going to delay this and they've already delayed it 3 years for the Master Plan and then delayed it again for the UNH Rec. study report.

#### **10). Non-Public Session A:**

**Motion:** (Johnson, second Vachon) to enter non-public session under RSA 91-A: 3 II (b, c) Hiring, Reputation passed 5-0 by a roll call vote (Proulx, Johnson, Vachon, Dickie, Staples-aye) at 8 p.m.

**Motion:** (Johnson, second Vachon) to come out of non-public session passed 5-0 at 8:30 p.m.

**Motion:** (Johnson, second Dickie) to convert Steve Rutherford to full time with full time benefits at a wage rate of \$16 an hour and to increase the wage rate for the part time positions from \$13.50 up to \$15 an hour based on experience and qualifications effective the first payroll period in April passed 5-0.

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

**Motion:** (Vachon, second Johnson) to enter non-public session under RSA 91-A: 3 II (c, a) Reputation, Compensation passed 5-0 by a roll call vote (Proulx, Johnson, Vachon, Dickie, Staples-aye) at 8:30 p.m.

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

**Motion:** (Johnson, second Dickie) to convert Jennifer Wolforth from part time to full time at a wage rate of \$15.25 an hour and all of the benefits for the full time position effective the first payroll period in April passed 5-0.

**Motion:** (Johnson, second Dickie) to give Patricia Sirrell a 2.5% wage increase to \$17.10 an hour retroactive to Town Meeting passed 5-0.

**Motion:** (Johnson, second Proulx) to give Rebecca Dickie a 2.5% wage increase to \$28.70 an hour passed 4-0-1 (Dickie abstained).

**Motion:** (Johnson, second Vachon) to give a \$250 one-time bonus to Rebecca Dickie, Jennifer Wolforth, Patricia Sirrell, Pete Spencer, Robert Hall, and Steve Rutherford passed 4-0-1 (Dickie abstained).

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

**Motion:** (Johnson, second Vachon) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 5-0 by a roll call vote (Proulx, Johnson, Vachon, Dickie, Staples-aye) at 9:15 p.m.

**Motion:** (Johnson, second Vachon) to come out of non-public session passed 5-0 at 9:25 p.m.

**13). Retirement Notice:**

Mr. Capello said he received a memo from Building Inspector/Code Enforcement Officer Dennis Roseberry giving his notice of retirement effective July 5, 2021.

**Motion:** (Johnson, second Staples) to accept the retirement of Dennis Roseberry passed 5-0.

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

**Motion:** (Johnson, second Vachon) to enter non-public session under RSA 91-A: 3 II (I) Consideration of Legal Advice passed 5-0 by a roll call vote (Proulx, Johnson, Vachon, Dickie, Staples-aye) at 9:25 p.m.

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

**15). Next Meeting:** Monday, March 29, 2021

**16). Adjournment:**

**Motion:** (Johnson, second Dickie) to adjourn the meeting passed 5-0 at 9:45 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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Gerry Vachon

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Ken Dickie

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Douglas Staples