

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, March 9, 2020

Board Members Present:

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

Others Present:

Arthur Capello, Town Administrator
Chuck Tiffany, Water Dept. Supervisor
Mike Morin, Town Moderator
Residents Leslie Leary, Virginia Leary,
Penny Morin, Blanche Tanner, Gerry
Vachon
Dave Trisciani, St. Pauly Textile, Inc.

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). Town Moderator Michael Morin asked the board to authorize the DPW to post signs on Main Street in front of the old Town Hall from Civic Street to just north of Blouin Street so that voters can get in and out easier during the elections. He said that some poll workers and candidates have used the spaces for all day parking making it hard for voters to get in to vote. Town Administrator Arthur Capello said the signs that state "15 Minute Parking" are stored at the Rec. Center and put out by the Rec. Dept. and suggested they be spaced further apart to provide more parking for the voters.

Mr. Morin said that after the elections he would like to meet with the board to discuss setting up a larger non-electioneering zone which the Selectmen are allowed to do by state law. He said he would get a photo of the area and mark out where he would like it to be and the board has the ability to make it a Town ordinance or not.

Consensus of the board was to approve the location of the voter parking signs.

Mr. Capello said he would be at the polls on Tuesday and would direct the staff as to the placement of the signs if necessary.

Mrs. Titus suggested Mr. Capello could ask the poll workers to park in her driveway.

Mr. Capello said the poll workers come under the purview of the Town Clerk.

b). Hornetown Road resident Leslie Leary said at the end of February he applied for a permit to operate his service truck on the Town's posted roads at the DPW. He said he asked about the Hornetown Road Bridge and why it received lower ratings and was given a permit and was told not to use the bridge.

He said he called Mr. Capello for an explanation of the bridge situation and was told that the state lowered the weight limit on the bridge and informed the Town 3 months later so no contingency plan was in effect to make the other roads safer for the increased capacity.

Mr. Leary said he contacted Mr. Capello again and asked about the safety vehicles crossing the bridge and he said it was not possible. He said he asked about what would happen if 2 six ton vehicles met on the bridge and Mr. Capello said he would check on the matter when he returned from vacation.

He said he then called state bridge inspector and discussed his concerns about the length of time taken by the state to notify the Town about the bridge and the inconvenience and safety issues impacting the residents on the north side of the bridge. He said the inspector stated the Town was aware that this bridge was put on the red list on October 3, 2017.

Mr. Leary said the inspector said he could run the formula to see if the Town's ambulances could use the bridge if the axle weight information was provided so he went to the Public Safety Building to measure the spacing and weight of the 2 ambulances. I asked the Fire Chief if he had considered this and he answered "above my pay grade" he said.

Mr. Leary said he shared his findings with the state inspector and he found it possible for the 20 ton ambulance to cross the bridge and that the Town also received this information.

Virginia Leary said a copy of the e-mail from the state inspector was given to the Selectmen's Secretary for distribution to the board.

Mr. Capello said he received the e-mail while he was on vacation and that the board would have it, along with other correspondence from the state in their meeting packets for next week. Selectmen briefly reviewed a copy of the e-mail provided by Mr. Leary.

Mr. Leary said that the town's infrastructure is falling apart and there are 4 red listed bridges and asked when we were going to put some money into the infrastructure.

Chairman Proulx said that a red list bridge means it has been flagged and they are watching it once a year instead of every few years and it doesn't mean it's not passable or usable. She said the town has been putting money away for the bridges and every so often there is enough so we can take care of it and the bridge drops off the red list and this is what we have done with the River Road and Ten Rod Road Bridges.

Mr. Leary asked who is watching the bridges in town and who is responsible for this. He said a fire truck can't go over the bridge as it doesn't meet the bridge formula and there is one ambulance which can safely pass over that bridge.

Chairman Proulx said they would need to check into that information.

Mr. Leary said he has to drive around 8 miles out of his way to safely get home on posted dirt roads with soft shoulders and his \$140,000 service truck looks awful because he has to drive on dirt roads. Somebody in Farmington dropped the ball he said.

Chairman Proulx asked if there was anyone on Town staff with an engineering degree that could tell them if the bridge should be posted any lower.

Mr. Capello said the Town does not have an employee with an engineering degree.

Mr. Leary said the report from last year is marked with deficiencies and asked why they didn't call in a professional last year. He said the safety of the residents on the other side of bridge is jeopardized and the response time for an emergency vehicle would now be 10-12 minutes longer.

Mr. Capello corrected that it would be 5-10 minutes longer.

Mr. Leary said he didn't see where the Town is doing anything to move forward to help this issue other than to pay a Police Officer to sit there and instead of paying for enforcement we should have fixed the problem.

Chairman Proulx said there is a plan to put a temporary bridge there.

Mr. Leary said he was told there is no contingency plan and asked why they didn't put some money into both sides of Ten Rod Road to make it more passable knowing the traffic flow would increase. He said there was minimal grading done on Ten Rod Road and it is not passable and not safe to meet another vehicle on that road.

Mr. Capello said if all goes well, the bridge would be open by the end of the summer with no weight restriction. He said that the bidding package is being put together, the engineering is being done and the utilities have been contacted to move the poles.

Chairman Proulx said votes are planned for Town Meeting to ensure that the money is there.

Mr. Leary then said that the Highway Dept. is falling apart and the condition of the vehicles is in complete disrepair. He said the trucks aren't even safe for the road and he would love to see one of the trucks go through a DOT inspection.

Chairman Proulx said that isn't true and the trucks are safe for the road. She asked Mr. Leary to write down the problems he sees with the trucks.

Mr. Leary said he doesn't have time to do what the Road Agent is supposed to do as he is self employed and has to make a living.

Chairman Proulx said they would not knowingly put anybody on the road in a truck that wasn't safe and that if he knows something different she would appreciate knowing about it.

Mr. Leary said there are major deficiencies with the Highway Dept. and Farmington is way behind the times.

Chairman Proulx said they may not have the most current issue machinery but they would never send someone out in a truck that wasn't safe.

Mr. Leary asked if he correctly understood that by the end of the summer the bridges would be open.

Mr. Capello said the plan is for the Hornetown Road Bridge to be open by then.

Mr. Leary said he is surprised that the infrastructure was allowed to get to this level and that it is very disheartening as a taxpayer and a business owner.

c). St. Pauly Textile, Inc. Sales Representative David Trisciani told the board he is trying to work with the Farmington Childcare Center to collect used clothing and get it to people that can

use it. He said the most important thing is cleanliness and they are very clean in how they operate.

He said they would collect clothing in a wooden shed that they will purchase and set up at the childcare center. We're going to work with the childcare center and have given them some ideas to help the community such as winter coats, hats and mittens drives, support for struggling families and disaster victims he said.

He said the rest of the clothing goes to organizations all over the world unless it is something un-wearable because it has bad holes or stains which would become rags. Clothing, stuffed animals, towels and any kind of textiles are collected to keep them out of the landfills he said.

Mr. Trisciani said he was looking to set something up with the center where they would be able to give them some funds probably in the \$50-\$200 a month range (4 cents per pound).

Mr. Johnson said that other organizations that have drop-off boxes soon turn into trash collection sites and asked how they handle this.

Mr. Trisciani said their crew will come by once a week to pick up everything that was donated and to clean up the site. He said the metal bins used by some other organizations end up being messy because they are not very big and are not being monitored and emptied regularly. There will be a volunteer who will enter the shed weekly and move the donated bags from in front of the chute to back corner of the shed so people can keep putting stuff inside he said.

He said they give the phone number to the volunteer and put it on the outside and inside of the shed so they always have it. If anyone left anything outside of the shed they can call us and we can be here in about 1.5 hours to pick it up he said.

Mr. Johnson asked what they do with the items that they are not looking to collect that people always drop off.

Mr. Trisciani said they take everything away and dispose of it and that the childcare center and the Town would not be liable for their disposal.

Mr. Johnson asked where he proposed to put the collection shed.

Mr. Trisciani said it is up to the landowner/organization as to the best spot but he usually recommends that the shed be placed off to the side out in back of the building so it doesn't interfere with traffic, parking or snow plowing.

Chairman Proulx asked for the dimensions of the shed.

Mr. Trisciani said the typical size is 12' x 8' so it is just less than 100 sq. ft. He said sometimes they do install a smaller shed but they try not to go too small because they never want it to overflow. He asked if he needed to get a building permit for the shed.

Mr. Capello said a permit would not be needed for the shed as it would be less than 200 sq. ft.

Mrs. Titus asked if they planned to use the Town's Transfer Station for disposal of any items.

Mr. Trisciani said the items would be taken away and they would not use the Transfer Station.

Chairman Proulx asked if Mr. Trisciani had spoken to anyone at the childcare center.

Mr. Trisciani said he spoke with the Director at the center and she informed him that it is Town

property and that they needed to get approval from the Board of Selectmen.

Chairman Proulx asked that they get something in writing from the childcare center.

Mr. Capello said if the board approves this he will get something in writing from the Executive Director of Community Action Partnership (CAP) authorizing this to be done.

Chairman Proulx said there should be a Memorandum of Understanding (MOU) stating what the intent of the proposal, that they will provide a volunteer to manage it and they will be the ones calling for pickups.

Mr. Capello asked if the proposal has been seen by anyone from CAP or the childcare center.

Mr. Trisciani said he dropped off a copy at the center but did not know what CAP is.

Mr. Capello explained the acronym and said they are the organization that runs the center.

Mr. Capello said he would work with CAP Chief Executive Officer Betsey Andrews-Parker and Mr. Trisciani if the board approves the request.

Mr. Johnson said if he was reading the proposal correctly the childcare center can take items out of the things that were donated and distribute them within the town such as donating winter coats to the school's coat drive.

Mr. Trisciani said that is correct if there is something they want to do to help the community and that is why he gives people ideas on how to do that. He gave an example of where an organization planned a rummage sale and told his company not to come pick up anything for 2-3 weeks so they could fill the shed and then sell the items at the sale. He said they are not trying to take away from anything that is going on in town and that their sheds collect a lot of clothing, etc.

Chairman Proulx said this should also be included in the MOU that they would have to facilitate any sales or donations and be responsible for it.

Mr. Capello said the Town would have no responsibility in this.

Consensus of the board was to allow Mr. Trisciani and the Farmington Childcare Center to pursue having a drop-off shed on the Childcare Center site.

d). Blanche Tanner said there is a large black trash bag across the road from Church Street and another trash bag down the road and asked who she should call to have the bags picked up.

Mr. Capello said that he would have them picked up and they would go through the bags to see if they could find the address of the person responsible for dumping them there.

4). Review of Minutes:

February 17, 2020 – Public Meeting Minutes - No errors or omissions

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

February 21, 2020 – Public Meeting Minutes - No errors or omissions

Motion: (Johnson, second Titus) to accept the minutes as written passed 4-0-1 (Connolly abstained).

February 24, 2020 – Public Meeting Minutes – Page 4, 17th line from the bottom- strike “(reducing the line to \$325,000)”; Page 6, 12th line from the bottom - change “DES” to “DOT”.

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

February 24, 2020 – Non-Public Sessions A & B Minutes – No errors or omissions

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

5). Review Schedule for Town Voting Day:

Mr. Capello asked the board if they were all set to be at the polls during the voting tomorrow. Selectmen said they planned to be at the polls as scheduled.

6). Removal of Chemicals at Well #2:

Water Dept. Supervisor Chuck Tiffany said he asked for a 2 day quote to remove the chemical (sodium hydroxide) found in an underground tank at Well House #2 and received a 3 day quote from Clean Harbors. He said when he removed the third day the cost was reduced to \$6,007.90. Currently we are paying \$1,600 for 1,000 gallons of sodium hydroxide and if we were to buy 3,500 gallons (amount in the underground tank) of this chemical it would cost \$5,600. By re-using the chemical pumped from the tank it would bring the cost to pump the tank to \$407.90 which could be paid from the Wastewater Treatment Plant chemical budget line he said.

Mr. Tiffany said his next step would be to ask NH DES if they could destroy the tank after it is cleaned instead of paying Clean Harbors to remove and destroy it.

Mr. Johnson asked if the \$6,007 quote includes the cleaning of the tank.

Mr. Tiffany said it doesn't include the cleaning which is part of the quote for the 3rd day.

Mr. Johnson said that once the tank is clean they should be able to treat it like any other steel.

Chairman Proulx asked how far below ground the tank is located.

Mr. Tiffany said the top of the tank is near ground level and the bottom of the tank is about 6' to 8' below ground level and the dept.'s excavator could remove and crush the tank.

Mr. Johnson asked what the estimated recovery fee (\$986.90) on page 3 of the quote from Clean Harbors was for as there shouldn't be anything for them to recover.

Mr. Tiffany said he did not know.

Chairman Proulx said this is part of the formula to do this work as stated on page 4 under the General Conditions (a variable recovery fee tied to the national average diesel price currently at 13% which would be applied to the total invoice).

Mr. Capello said this may be a fee for the fuel used by their equipment to pump the tank and bring the contents to the treatment plant and that he would get clarity on this for the board.

Mr. Johnson said the breakdown of the quote included in Mr. Tiffany's memo to the board says on day 1 Clean Harbors will pump 2,000 gallons out of the underground tank and then offload it into the Town's two 1,000 gallon tanks and then pump out the remaining 1,500 gallons from the underground tank on day 2. He asked where the 1,500 gallons would be stored.

Mr. Tiffany said that once they use enough of the chemical at treatment plant and there is room for the remaining 1,500 gallons he will call Clean Harbors and ask them to finish pumping out the underground tank and transport the chemical and offload into the Town's tanks.

Mr. Capello said that may explain the fuel fee when there will be 2 separate equipment mobilizations.

Mr. Johnson said if the \$986 recovery fee is based on 3 days so it should be about \$630 for 2 days and asked Mr. Tiffany to double check the numbers.

He said it may also be possible to sell the tank to a recycler if it is cleaned properly.

Mr. Capello asked if the tank is in good shape if there would be any use for it at sewer plant.

Mr. Tiffany said he did not think they would be able to reuse the tank.

Mr. Tiffany asked if it was okay to call Clean Harbors and tell them to start pumping the tank.

Mr. Capello asked him to wait until after he gets more clarity on the recovery fee.

Chairman Proulx asked if the board should waive the Purchasing Policy because they only received 1 price quote and the price is over \$7,000.

Mr. Capello said this is a specialty item and that they tried to get other bids but no other company wanted to bid on it and advised the board to waive the policy.

Motion: (Johnson, second Connolly) to waive the Purchasing Policy in this instance due to the specialty of the project and the fact that they did not get any other respondents passed 5-0.

Motion: (Johnson, second Titus) to award the contract to remove the contents of the tank at Town Well #2 to Clean Harbors not to exceed \$6,007.90 passed 5-0.

Chairman Proulx asked Mr. Tiffany to return to the board after the pumping has been done with a price for cleaning the underground tank.

Mr. Johnson added that if the Town is charged a recovery fee for 3 days then it should not be charged for a recovery fee when the tank cleaning is done. One or the other not both he said.

7). Possible New Well:

Mr. Capello said that Town Well #4 is currently unused and is an emergency backup well for the Town and they are looking into possible areas to locate a new well if needed. He said one question was what the cost would be to perform color removal from the water in well #4 which is the issue with that well. He said he received an answer from Emery & Garrett Groundwater Investigations (EGGI) that it would cost approx. \$3.35 to \$4.2 million.

Chairman Proulx said she asked this question and this answer didn't satisfy her because it includes two wells (well #4 and well #5) and is for an iron treatment which can be very involved when she had asked about the cost of filtering for tannins thought to be the cause of the discoloration. She suggested that they contact Culligan who would take a look at the well and give the Town a free quote on what they think we need to do. Sometimes they use an ionizer to remove tannins which may not be as involved as the process to remove irons she said.

Mr. Johnson said that maybe EGGI knew something about iron in the well that has not come out yet in any of the testing conducted.

Mr. Tiffany said discoloration could also be due to other issues such as bacteria in the water.

Mr. Johnson said the presence of bacteria did not turn up in any of the water quality tests.

Mr. Capello said it would not hurt to have a company like Culligan do their own test and see

what they determine and that he would contact them.

Chairman Proulx said before they potentially spend millions of dollars she would like to see due diligence done to see what is there and what it takes to fix it.

Mr. Johnson agreed that they had been told that it is a tannin issue caused by the moss and that according to the results he saw last year iron has not been an issue there. And we only wanted 1 well done as Well #5 is not at issue he said.

Chairman Proulx gave a brief explanation of a filtration system that could be used.

Mr. Tiffany said it could still be a costly process to set up to backwash the filters and the installation of a line to carry the tannins to the sewer treatment plant.

Mr. Connolly said the consultant wrote in his e-mail that he could not find a cost comparison for the treatment of color vs. the treatment of iron.

Mr. Capello said typically it's an iron problem that causes the color in the water but in this case it's the moss causing the color and the water always tests fine. He recalled it was 2 years when Well #6 went down and they had to use Well #4 and all of the emergency testing was fine.

Mr. Tiffany said the well is still online in case it is needed so they have to continue to test it.

Emergency Repair – Mr. Tiffany said that the 25 year old influent sampler at treatment plant broke down and had to be replaced. He explained that the sampler takes a sample of the wastewater coming into the plant once an hour and provides a composite 24 hour sample for testing. He said there is also an effluent sampler that samples the treated water for testing before it goes out of the plant. He said the sampler is required by the permit process and he had to replace it using funds from the maintenance line of the budget. He said he didn't budget for this and asked if he could reimburse the line from the wastewater plant depreciation fund. Mr. Capello said the Wastewater Treatment Plant **Capital Reserve Fund** currently has approx. \$311,095 in it.

Mr. Johnson asked for the cost of the replacement part.

Mr. Tiffany said it cost \$5,172.20 for the new sampler.

Mr. Connolly asked if the 2 samplers were part of the rebuild of the treatment plant.

Mr. Tiffany said the samplers were not part of the rebuild and has been in use before he started working for the Town.

Mr. Johnson asked if the board is allowed to spend from that fund.

Mr. Capello said the board is allowed to expend funds from this CRF.

Chairman Proulx said this would be a good use of those funds.

Mr. Johnson said the board discussed possibly discontinuing this fund but that does not mean it is open for a free-for-all. He said they have not decided what will be done with this money and there are other things that have to be done for water and sewer that it could be used for.

Mr. Capello corrected that this money can only be used for the Sewer Dept.

Chairman Proulx said they have decided not to match the \$25,000 from the Enterprise Fund surplus to be put into the CRF this year so there would be an extra \$25,000 in this budget.

Mr. Capello said the amount to be deposited in the CRF is based on what is left in the Enterprise Fund at the end of year and would be up to \$25,000 and there is no line for this in the sewer budget. He asked if the intent of the depreciation fund is also to replace parts when they break down.

Chairman Proulx said that is correct. She said the only problem she had with replenishing the line from depreciation fund is that for auditing purposes he should be showing that the line was over spent by that amount of money.

Mr. Capello said they could wait until the end of the fiscal year before they transfer any funds. Consensus of the board was to have Mr. Tiffany continue on with his budget until the year end and replenish what they need to from the fund at that time.

Mr. Johnson said the board should plan to have a discussion on what they are going to do with the depreciation fund and whether it will be repurposed in the near future.

Chairman Proulx said they should also look into the availability of any grants for the purpose of making repairs or purchasing replacement of parts and consider keeping the fund to supply any matching funds required from the Town.

8). Bridge Issues:

Mr. Capello said the engineering contract has been signed and given to Hoyle, Tanner & Associates and they have been out to the Hornetown Road Bridge to met with the utility companies regarding some poles that have to be moved before construction can begin. He said they are putting the bidding package together and he received an e-mail asking if e-mail bids were accepted and he informed them that the board's policy is not to accept bids by e-mail and to only accept hard copies of bid proposals.

He said he told them the board will propose fully funding the project at Town Meeting and if it passes he will contact them for the cost of the total project. It's moving along and they are still hoping the construction will be completed by the end of summer he said.

Mr. Capello said that Mr. Leary contacted him about the bridge posting just prior to his vacation and he explained to him that the Town just found out about the 6 ton limit down posting a couple of weeks ago even though the inspection was done in October 2019.

He said Mr. Leary asked if two 6 ton vehicles meet on the (2 lane) bridge if that would put it over the safety concerns. He said he corresponded with NH DOT about this and they said they would not increase it to an 8 ton weight limit even if the board turned it into a one lane bridge.

Mr. Capello said based on the span of the bridge and the wheelbase of the ambulance the bridge would still be supporting the entire weight of the ambulance which is 8 tons. He said it could also create confusion if one of the ambulances was allowed to use the bridge and the other was not allowed to use it. We also don't know what size vehicle would respond for a mutual aid call he said.

Chairman Proulx asked if the Town's white or red ambulance could go over the bridge.

Mr. Capello said they could not go over the bridge per an e-mail from the DOT that says based

on the verification of their wheel base (15') and the span of the bridge (17') the ambulances can't use the bridge because their wheel base is too short so the bridge would still be supporting the full 8 tons of the ambulances.

Mr. Johnson said they have this in writing next week that both ambulances will not be allowed over the bridge and that the information DOT gave to Mr. Leary was premature.

Chairman Proulx said she wished the DOT wouldn't do that because it seemed to have caused some conflicts and confusion.

Mr. Capello said last week's e-mail from DOT was clearly marked "Draft" based on the Town verifying the vehicles' wheel base and the bridge span. He said he verified with the DOT today that the ambulances cannot go over the bridge.

Chairman Proulx said they also received the Critical Bridge Deficiency Report from the DOT and the Condition Assessment Report letter from Hoyle-Tanner regarding the River Road Bridge.

Mr. Capello said Holye Tanner offered the same alternatives for this bridge as for the Hornetown Road Bridge and he wasn't sure they should do anything on this bridge at this time. Chairman Proulx said there is some time for discussion as long as they get the Hornetown Road Bridge project underway.

Mr. Capello said that project is well underway but there is always the potential for issues when dealing with construction.

Mr. Connolly asked if he had received the full bridge report from DOT yet.

Mr. Capello said he has not received the full bridge report yet.

Mrs. Titus asked about the options for mutual aid to get to the homes on that side of the bridge faster.

Mr. Capello said he did not know.

Mrs. Titus asked if the Town should look into this or if it should be done by Mr. Leary.

Chairman Proulx said there is an agreement with Rochester concerning the folks on the back side of Baxter Lake because they border Rochester and the Rochester first responders could reach them faster than Farmington could. She asked Mr. Capello to ask the Chief if it makes sense to ask New Durham to respond to calls from the other side of the bridge.

Mr. Connolly said the board was told that Strafford County dispatch has been made aware of the situation a few weeks ago and has contingency plans for any calls in that area.

Mr. Capello said they have been notified and the information is on their run cards. He said he didn't know if they were told to call in someone else before calling Farmington.

Mr. Connolly said he understood that the county dispatch would automatically call in the second or third alarm like they do with Rochester for the back side of Baxter Lake. He said Rochester may be able to get to Hornetown Road quicker because it is a straight shot for them. Chairman Proulx asked Mr. Capello to get clarification on this matter for the board.

9). Review of Town Vehicle Policy:

Selectmen received copies of the current Town Vehicle Policy which was adopted 11/02/09 and

readopted in June 2016.

Mr. Capello asked if the board had any changes in mind for this policy.

Mrs. Titus said smoking is already prohibited inside Town vehicles and asked if vaping should be prohibited as well.

Mr. Johnson suggested adding “or vaping” to the sentence to read “Smoking or vaping is never allowed inside Town vehicles”.

Chairman Proulx said that section f at the top of the page which requires the employee to sign an acknowledgment of responsibility for the safe operation and maintenance of the vehicle while under their control should be done yearly and that a copy is placed in their personnel file. She suggested that the signature lines at the bottom of page contain only the board officers’ titles (Chairman, Vice Chairman) and no Selectmen’s names and that the current revision/adoption date be added to bottom of the page.

Mr. Capello said he would make the requested changes and return the policy to the board for final review.

10). Town Administrator’s Business:

a). Purchasing Policy – The board received copies of the Control Deficiency Comments from the Auditors and the Town Purchasing Policy.

Mr. Capello said the Auditor had some questions regarding the policy and that he had made some edits to it for the board to review and approve.

Page 3, item #1 - He said the Auditors’ main concern was that anything from \$1,000 to \$2,500 doesn’t necessarily go out to bid for 3 quotes although in the policy it says this is done so he eliminated this line from the policy.

Page 3, (new) #4 “The Dept. Head shall award the contract to the vendor with a product or service that represents the greatest overall value to the Town”. Chairman Proulx said she had a problem with “contract” being included in this line as contracts should only be determined by the Board of Selectmen.

Mr. Connolly agreed and said that the Dept. Heads would give the board their recommendation as to which vendor to award the contract to.

Chairman Proulx said that the purchase of a product or service is usually a one-time shot and recalled past problems with Dept. Heads entering into contracts with uniform, copier and waste disposal companies.

Page 4, top of page, item #5 –The BOS shall be consulted prior to the Dept. Head awarding the contract to the vendor with the product or service that represents the greatest overall value to the Town. Chairman Proulx said the Dept. Head does not award the contracts and the board, not the Dept. Head must sign the contract.

Mr. Capello suggested eliminating this line from the policy and the board agreed.

Page 4, Section D, 2nd paragraph – The Board of Selectmen for the Town of Farmington shall award any contract in excess of \$7,500. Chairman Proulx said the board should be awarding any

contract-period.

Mr. Capello said he would amend the sentence to read “The Board of Selectmen shall award all contracts”.

Selectmen then decided to strike the new #4 at the top of page 3.

b). Engagement Letters – Mr. Capello said the board received an additional Letter of Engagement (from auditors Plodzik & Sanderson) to audit the Tax Collector’s books upon her retirement as required by state law and asked the board to authorize himself and Chairman Proulx to sign the letter.

Motion: (Johnson, second Titus) to authorize the Town Administrator and Board of Selectmen Chairman to sign the Engagement Letter with Plodzik & Sanderson to perform a Tax Collector Report for the period of January 1, 2020 to April 3, 2020 in preparation for the retirement of the Tax Collector;

Amendment: (by Mr. Connolly) not to exceed \$1,000

The amendment was accepted by Mr. Johnson and Mrs. Titus

Vote: The motion passed 5-0.

Mr. Capello said they also received an addendum to the Letter of Engagement from Plodzik & Sanderson to perform additional audit procedures at a cost of \$1,200 on the Goodwin Library and related Friends of the Goodwin Library as they have been determined to be a financial component of the Town because the Town provides most of their funding.

Mrs. Titus asked if the library was aware of this requirement.

Mr. Connolly said the Library Trustees are aware of it and welcome it.

Mr. Capello asked the board to authorize him and Chairman Proulx to sign the letter.

Mr. Johnson said it would be interesting to hear where this money will come from.

Mr. Capello said he was willing to have that discussion with the board in non-public session.

Chairman Proulx said this must done no matter where they decide the money will come from.

Further discussion was postponed to a non-public session to be held after the public meeting.

c). Street Sweeping Contract – Mr. Capello said the Request for Proposals (RFP) was sent to 5 companies and only 1 response was received. He said that the DPW Director has checked the company’s references and everything seems to be satisfactory.

Chairman Proulx asked if the board needed to waive the bid policy where only 1 bid was received.

Mr. Capello said he didn’t think it was necessary as the RFP was sent to more than 3 vendors but only 1 chose to respond.

Chairman Proulx said the policy also says the Town must get at least 3 bids for expenses over \$7,000 and this bid exceeds that amount and advised the board to waive the policy.

Motion: (Johnson, second Titus) to waive the Purchasing Policy for the proposal for street sweeping based on the fact that we only received one response passed 5-0.

Motion: (Johnson, second Titus) to accept the bid from Seabreeze Property Services of

Portland, Maine for up to 56 hours of street sweeping in the amount not to exceed \$7,728 passed 5-0.

d). Control Deficiency Comments – Mr. Capello said he gave the board copies of the Auditor's deficiency comments and that the Purchasing Policy, blank check stock and Treasurer's stamp issues have already been corrected. He said he was still working on some minor issues and asked if the board had any questions.

There were no questions or comments from the board.

e).County Primary Radio System Mutual Aid Agreement – Mr. Capello said that Strafford County gave the Town a generic contract that didn't address anything they had said so he sent it to the Town Attorney with a description of the Town's concerns. The attorney came back with some language changes to address the Town's concerns and Strafford County has sent the proposed changes to their attorney he said.

Chairman Proulx asked if the County was going to give the Town a repeater.

Mr. Capello said that the initial contract didn't mention it and it sounded like it would be up to the Town to replace the repeater so they sent it back to the attorney saying that doesn't work.

Chairman Proulx said if the County agrees to give the Town a repeater, take care of the FCC licensing and the frequency she has no problem with other people paying to use it.

Mr. Capello said the initial contract didn't have any of this and that is why it went back for legal review. He said if they can't reach an agreement the Town doesn't have to give the County its equipment or to sign this channel over to them.

He said the Fire Chief met with some vendors today to get some cost estimates to replace the equipment included in the agreement.

Chairman Proulx said she will have a problem if the Town has a repeater and everyone else is using it and we are the only ones maintaining it. I guess I better wait and put it on hold she said.

Mr. Johnson said that on page 2 in the underlined proposed text it says Farmington maintains its own licensing, frequency and associated equipment and that they are proposing that the County take that over.

Mr. Capello said that is correct.

Mr. Johnson said that means there would a reduction in the Fire Dept.'s budget for those fees and costs no longer encumbered by the Town.

Mr. Capello said that is potentially correct but it would be a minimal reduction and that the big ticket item is the repeater.

Mr. Johnson said the Town would not have to worry about that or other expenses for licensing, frequency, etc. if the County takes it over.

He said he was not aware that Farmington makes this available to New Durham and Middleton and asked if those towns pay Farmington to use it.

Mr. Capello said this agreement was set up a long time ago and the 2 towns do not pay us for it.

Mr. Johnson said that on page 3, (B) #2 reiterates that the County agrees to assume control of

Farmington's radio frequency, transmitter, hardware and all equipment necessary to operate it and if this happens he expects to see a reduction in next year's Fire Dept. budget. He said if we terminate this agreement at any time the frequency and associated infrastructure reverts back to the Town.

Mr. Capello said that is correct.

Chairman Proulx said she went looking for this too as the Town is giving up its transmitter and she did not want it to be without one should the agreement be terminated.

Selectmen then decided to wait to hear back from the County.

f). Retirement Letter – The board received copies of the retirement letter from Town Clerk/Tax Collector Kathy Seaver.

Motion: (Johnson, second Titus) to accept the retirement notification and resignation from Town Clerk Kathy Seaver with regret passed 5-0.

Mr. Johnson said Mrs. Seaver has been with the Town for 45 years as Tax Collector/Town Clerk, runs all the elections, does the billing for the Water and Sewer Depts., knows the answers to their questions and will be sorely missed.

Selectmen also praised Mrs. Seaver on her service, dedication to the Town and good memory.

g). Warrant Articles – Mr. Capello said the board asked him to rework the numbers in the warrant articles and he wanted to do it with as little change as possible as the warrant was printed in the Town Report before the bridge issues were known. He gave the board copies of the current warrant, his proposed changes, a spreadsheet with funding sources for bridge work, correspondence from Hoyle Tanner and documents related to the Beulah Thayer, James Thayer and Leon Hayes Trust Funds.

Mr. Johnson said the proposed changes would get the Hornetown Road Bridge up and running quickly without an impact on the taxpayers.

Chairman Proulx said when they were discussing where the money would come from for the bridge she had asked if the \$70,000 to come from the unassigned fund balance and added to the Bridges and Road Design Capital Reserve Fund included the \$5,000 they had originally planned to put in the CRF (Article 24).

Mr. Capello said that \$5,000 is included as part of the \$70,000.

Chairman Proulx said that by taking \$70,000 from the undesignated fund balance plus the amounts removed each warrant article it would total \$131,000 going into the bridge CRF.

Mr. Capello said he would change the wording of the article (new Article 15) to raise and appropriate \$131,000 to be added to the Bridges and Road Design CRF.

Chairman Proulx said they may have to make people understand that they probably shouldn't vote to restrict reconsideration of the operating budget article (Article #10) because if the voters don't approve some of the other warrant articles they may have to go back and add those amounts to the bottom line of the budget which would raise taxes.

She suggested changing the order of the articles to put the Bridges and Road Design CRF last

because if the voters decide not to approve an article or to change the amount in the individual warrant articles the amount going into the bridge CRF could change.

Mr. Capello said the Town Attorney did not recommend doing that.

Mr. Johnson said the other way to go is to argue against restricting reconsideration of Article #24 (Bridges and Road Design CRF) so that if the amount to be placed in the fund has to be adjusted they could go back to it and change it.

Mr. Capello said he was concerned that the undesignated fund balance could be reduced to zero if they aren't careful with funding the other articles which is why he reduced the proposed amounts potentially going into each article to keep the fund balance from going below 7%.

Mr. Johnson suggested that at Town Meeting they argue against restricting reconsideration of the operating budget warrant article based on the fact if anything changes they may have to change that number in order to get the bridge open and to do the same thing for Article #24 which has been moved up to Article #15 until the other articles are decided and to maintain its position so that it is funded based on the priorities. He suggested that they speak to this as soon as the meeting opens.

Mr. Connolly asked if the Town Moderator was aware of this.

Mr. Capello said the board had not approved the plan until now and that he would make the Moderator aware of the board's plans.

Mr. Connolly asked if a copy of the proposed changes could be made available for the voters at Town Meeting.

Mr. Capello said he could make it available once the board approves it.

Mr. Johnson then said they may not be able to do this because Article #15 is used to pay 20% of the funding from the state Bridge Aid and they are not using the Bridge Aid and are paying more than 20% of the cost. He asked if this is the actual wording of the CRF.

Mr. Capello retrieved a copy of the language in the CRF from his office and said it was set up to fund costs related to engineering, design and construction for bridge and road repairs.

Mr. Johnson said a motion should be made from the floor of Town Meeting to remove the sentence that says this is to pay 20% of the funding from the state Bridge Aid from the article.

Ms. Tanner asked about the seats open on the Board of Selectmen and the Budget Committee and the length of their terms.

Mr. Capello said there is one Selectmen position open with a 3 year term and 3 Budget Committee seats open each with 3 year terms.

11). Additional Board Business:

a). Strafford MPO – Chairman Proulx asked if the document included in their packet was informational to tell them that SRPC has reached a decision on targeting projects to improve highway safety.

Mr. Capello said that is correct. He added that he is meeting with SRPC and the Planner next week to discuss the state's Ten Year Plan and any proposed changes to the list of Farmington

projects would come to the board for approval.

b). TAP Grant – Chairman Proulx said that at the last Planning Board meeting the board discussed the Transportation Alternatives Program grant that was submitted for a downtown improvement project and asked if the Selectmen will have any input on it if a grant application is resubmitted.

Mr. Capello said the Selectmen would provide a letter in support of the application and sign it. Chairman Proulx asked if the Selectmen would have input into how the project is designed.

Mr. Capello said the Selectmen would discuss it at their meeting and then the Selectmen's Rep. to the Planning Board would convey the Selectmen's input to the Planning Board.

Chairman Proulx said she gathered that SRPC's Planners are already reworking the application and that she felt they should have a discussion before it is submitted as the previously proposed project was "a little over the top".

c). 2020 District Resurfacing Program – Chairman Proulx said the town received notice that the DOT plans to repave approx. 5 miles of NH Route 153 in town from Webster Street northerly to Kings Highway in Middleton and that this is a good thing.

Mr. Capello said the project is expected to start sometime this summer and he would try to get a start date for the road work so that the appropriate depts. could be notified.

d). Pumper Tanker Equipment Pricing – Chairman Proulx said the board received a memo from Fire Chief James Reinert informing them that he tried to obtain additional pricing for the loose equipment for the new engine and found that Autotronics is still the least expensive at \$28,000 and his recommendation remains that they go with Autotronics.

e). Party Time! – Mr. Connolly said he would not be in attendance at next week's meeting.

f). Resident Complaint – Mrs. Titus said an Old Range Road resident contacted her and informed her that a nearby farm is infested with flies and wanted to know if the Code Enforcement Officer could inspect the site.

Mr. Capello said if it is not a Health Officer or zoning issue their best bet would be to contact the agriculture division at the state level and there are best management practices for farms but he did not know what they are.

g). E-mail on the Website – Mrs. Titus said a resident told her that the board's e-mail addresses are not on the Town website.

Mr. Capello said if they click on the board member's name it will take them to the e-mail messaging system and their policy is to not put people's personal e-mail addresses on the website.

Mrs. Titus asked if the Town could issue the board members e-mail addresses.

Mr. Capello said it is possible but it would be at an additional cost to the Town.

Mr. Connolly said he has been contacted through the website and that it does work.

Mr. Johnson said it has been this way since the Town switched website providers 2 years ago and the company is trying to prevent search engines from finding personal e-mail addresses

and using them to spam people.

h). Safe Entrance – Mrs. Titus asked if the stairs and handrails at the Rec. Center would be cleaned up and ready for voting tomorrow.

Mr. Capello said the stair replacement has been completed, cleaned up and is ready.

12). Non-Public Session A:

Motion: (Johnson, second Titus) to enter non-public session under RSA 91-A: 3 II (a, c) Compensation, Reputation passed 5-0 by a roll call vote (Proulx, Johnson, Connolly, Place, Titus-yes) at 8:04 p.m.

Motion: (Johnson, second Connolly) to come out of non-public session passed 5-0 at 8:25 p.m.

Motion: (Johnson, second Place) to authorize the Town Administrator and Chairman Proulx to sign the addendum to the engagement letter with Plodzik & Sanderson, P. A. to perform additional audit procedures on the Goodwin Library and related Friends of the Goodwin Library as a component unit of the Town in an amount not to exceed \$1,200 passed 5-0.

13). Next Meeting: Monday, March 16, 2020

14). Adjournment:

Motion: (Place, second Titus) to adjourn the meeting passed 5-0 at 8:25 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary

Paula Proulx, Chairman

Neil Johnson, Vice Chairman

Dave Connolly

TJ Place

Ann Titus