

Town of Farmington
Board of Selectmen – Public Meeting Minutes
Monday, February 8, 2016
Selectmen's Chambers
356 Main Street

Board Members Present:

Charlie King, Chairman

Paula Proulx, Vice Chairman

Jim Horgan

Neil Johnson

Others Present:

Town Administrator Arthur Capello

Police Chief Jay Drury

Public Works Director Dale Sprague

Recreation Dept. Director Rick Conway

1). Call to Order/Pledge of Allegiance:

Chairman King called the public session to order at 5:30 p.m. All present stood for the Pledge of Allegiance.

Chairman King then requested the Public Comment portion of the meeting be placed before Review of Minutes on this and future agendas.

2).Public Input:

Police Chief Jay Drury told the board he was notified by State Police that the HUMVEE presently being used by the Fire Dept. as a forestry vehicle should be decommissioned and used for law enforcement purposes, as parts for another vehicle or it needs to be returned to the federal government. He said he is investigating the possibility of changing the vehicle's designation to allow it to be used by both the Police and Fire Depts. Discussion included put a Police sticker and blue lights on the vehicle and allocate it for arson investigation, if designated as a Police vehicle Fire Dept. personnel may not be authorized to drive it, purchase another military surplus vehicle, outfit it with the Fire Dept. equipment from the existing vehicle and keep the one we have for parts.

Additional discussion included if the vehicle was on loan from the government or given to the town,

it must be returned to the federal government if it were to decide to sell it, the town had to keep it for one year, if there are any other stipulations the board was not aware of at the time, there are some other towns in the same situation and if there is a deadline to resolve the matter.

Chief Drury said he would like to keep it at the highway garage to keep it undercover and secured. He said he will notify Fire Chief Reinert that they are working on resolving the issue.

Town Administrator Capello suggested he work with the Chief to research the matter and return to the board with their findings before making any decisions.

4). Review of Minutes:

Jan. 25, 2016-Public Session- Page 5, change “town” to every call is billed. Delete after billed.

Motion: (Johnson, second King) to accept as amended passed 4-0.

Feb. 1, 2016-Public Session- Amend to include discussion with the Town Clerk of the need for 66% approval vote for a change from SB2 back to Town Meeting(60 % for town, 66% for SB2, 3/5 vs. 2/3 vote).

Motion: (Johnson, second Horgan) to accept as amended passed 4-0.

5). Dept. of Environmental Services Thank You on Mad River Project:

DES Coastal Watershed Supervisor Sally Soule told Selectmen the completion of the project to stabilize the Mad River riverbank located behind St. Peter Church on Central Street is a testament to DPW Director Dale Sprague and his crew. She gave the board a letter of thanks to Sprague and the crew members for their work. The letter stated severe river bank erosion has created problems such as property loss, water quality issues, pressure on the fish habitat and safety issues for St. Peter Church for many years. She said the team’s skills in communication and operating heavy equipment in challenging conditions and a willingness to “dig in” whenever needed were critical to the project’s success. The project wrapped up on time and under budget due to Sprague’s attention to detail resulting in 175 feet of stabilized river bank and other improvements which will protect the church property and prevent 70 tons of sediment from reaching the river annually. The team also removed a concrete barrier from the river which will benefit aquatic life through improved fish passage through the river habitat. Their excellent work far exceeds the project goals and greatly benefits the Mad River. She said the salary, labor and equipment costs amount to about \$38,000 in-kind match for the grant provided by DES.

Crew members include Ed Askins, Eric Elliot, Keith Hussey, Ernie Morgan, John Radcliff, Brice Bartachino and Scott Sumner. Plaques were presented to the Town, the DPW dept. and Director Sprague in appreciation of their efforts.

Director Sprague thanked the board and Ms. Soule on behalf of the team. Chairman King added that everyone is a winner with this project- the river is better, the property that was in jeopardy is better off, the Town is better off and it is a good reason to celebrate. The church was unable to resolve the problem so the Town decided to get involved and do something to help resolve the problem he said.

6). Request for Abatement/DPW Summer Bids:

The board reviewed an application for abatement of a water/sewer bill for a School Street property. DPW Director Sprague said this was caused by a typo he was not aware of until the resident complained about the bill. He said misinformation got into the system and threw the charge off by 100,000 cubic feet of water use resulting in a \$10,000 bill to the user. He explained they found the reading was correct but had been entered incorrectly into the system. He asked the board to approve the abatement to the users. Discussion included the Town Clerk’s office is using a new billing system, the old system printed the list of bills to be reviewed for any unusual changes in water usage, the operator would then check to see if the bill was calculated correctly, this function has been added to the new system, the system also finds undercharges, final bills are done manually, about 15 out of approx. 1,100 users are not connected to the automatic reader, meter and line sizes, replacement costs and replacing meters as they wear out.

Motion: (Johnson, second Horgan) to approve the abatement of \$9,970 passed 4-0.

The request for abatement was then signed by the board.

Summer Bids- Selectmen reviewed a list of bids received for the following summer work:

Sewer Line Cleaning- Sprague said historically the sewer lines have been cleaned every 10 years and there is money in the budget to clean some lines and the remainder of the lines would be cleaned next year. He said Request For Proposals (RFP) were sent out requesting the hourly rates for a full size jet vacuum truck to remove materials from the lines and that all seven companies listed meet the bid specifications. He asked that the award of the bid be subject to inspection of the equipment to be used.

Chairman King turned to the note at the bottom of the bid tabulation stating Mr. Cameron didn't receive the RFP on time. Sprague said he intended to send the RFP for catch basin cleaning to Mr. Cameron but did not know why he didn't send it. He said he then faxed the RFP to Mr. Cameron but it didn't work out time wise. He said Cameron called him to say he will use the same \$100 an hour rate for the catch basin cleaning as for the sewer line cleaning. The note was placed on the page to inform the board he said.

Motion: (Horgan, second Proulx) to award the bid for sewer line cleaning to BH Cameron Septic Services for \$100 an hour contingent on inspection of the equipment to be used by the DPW Director passed 4-0.

Crushing and Screening- Two bids were received. Discussion included the town has used Merrill Construction for the last 2 years and previously used Custom Crushing Company but there were some issues that may be due to lack of guidance, Custom's bid is \$3,700 less than the other Merrill, Merrill has done a fantastic job for the town and maintain their equipment well, Merrill has done additional work in the pit worth \$1,000 and they make a better product. bids (Custom-\$3.48/ton 3/4" crush gravel; \$2.40/ton 3/8" minus sand) (Merrill-\$4.00/ton 3/4" gravel;\$2.50/ton 3/8" minus sand) Sprague explained that Custom went into an open area, dug virgin material and there was no blending of used materials to give it binding capacity and results in a sandier product. The current plan calls for blending and recycling materials and is more complex than what was originally being done he said.

Motion: (King, second Horgan) to award the bid to Merrill Construction based on the best interest of the town and what we wish to accomplish in the pit and have been able to accomplish passed 4-0.

Line Striping- Four companies responded. Discussion included Property Innovation's good work in the downtown area last year, \$17,000 is budgeted for the striping work, there is one-half cent per foot difference in price between the two lowest bidders for white lines, which streets will get white line shoulder markings, which will get yellow center lines, all paved roads not directly in the center of town will be re-striped and previously only one half of the town was re-striped each year.

Sprague then recommended the board award the bid to Property Innovation.

Motion: (Horgan, second Johnson) to award the bid to Property Innovation passed 4-0.

Street Sweeping- One bid was received. Sprague said SUR has previously done sweeping work for the town and suggested they may not have submit a bid this time due to equipment issues. Sprague said we have been paying \$110 an hour so HiWay Safety Systems bid of \$119 an hour is not out of the realm. He suggested a personal call to the sweepers would result in more response and asked to re-bid the work. Capello suggested the board reject the bid, re-post the RFP and in the meantime Sprague could reach out to the sweepers and find out why they chose not to bid.

Motion: (King, second Johnson) to reject the one bid received and re-post the RFP due to lack of responses passed 4-0.

Catch Basin Cleaning- Chairman King polled the board as to whether to accept the verbal bid from BH Cameron. Then the following motions were made by Selectman Johnson:

Motion: (Johnson, second Horgan) to reject the verbal bid by BH Cameron passed 4-0.

Motion: (Johnson, second Horgan) to accept the bid from Hartigan Wastewater Services for \$109. 50 an hour passed 4-0.

Rebuild and Repave Roads/Sidewalks- Sprague said the bids are due in by February 22. Chairman King asked if the RFP clearly states sidewalk rebuild/repair and road rebuild/repair is not necessarily an “all or nothing” bid. Sprague said the posting required bidders to list costs for each item separately but he did not know if that was enough to inform them that the types of work may/may not be awarded separately. King said the board could deal with the issue when the bids are received and reviewed.

Roads/Equipment Status- Chairman King asked about road conditions and equipment status during the current snow storm. Sprague said it was a difficult storm to manage as it is forecast to be a long drawn out event. Discussion included the dept. has repaired trucks, plows and wings, the one ton sander went down today, less plowing of dirt roads to avoid damage to the plows and roadways due to soft ground and how long the dirt roads can be posted. Selectman Horgan said a resident told him they can be posted for a maximum of 6 weeks. Capello will research the issue and report his findings to the board.

Ambulance Problem Found- Capello reported the problem causing an ambulance engine to go dead has been found after months of attempted repairs at various repair shops. When someone attempted to key the radio in the back of the ambulance it cut the power to the fuel pump and the engine died. An ambulance company has been called in to find the short in the system and repair the problem he said.

7). Recreation Dept. Job Opening/Church Proposal- Recreation Director Rick Conway told the board he would like to post for a part time Recreation Program Supervisor who would be responsible for running the after school program. He said there is now a requirement for a CDL- C license with passenger endorsement to drive the new 19 passenger mini-bus. Discussion included if there is an age requirement for a CDL license, simultaneous public and in-house job posting, add a State Police background check under Desired Qualifications, add mandatory pre-employment drug screening as per town policy, change “Desired” Qualifications to “Minimum” Qualifications and if Selectmen will interview candidates. The consensus of the board was to allow Conway and Capello to handle the interview/hiring process.

The board also discussed reducing the number of seats in the mini-bus to get the vehicle recertified down to remove the need for the passenger endorsement. Capello said that may not be allowed and noted there is a cost for more wheelchair space the proper tie downs to secure wheelchairs. Conway said the vehicle must be under 19 seats and wheelchairs would count as a seat. King suggested asking the dealership it was purchased from if anyone has changed the seating and gotten a vehicle recertified.

Grace Church Proposal- Conway told the board that Grace Church rents the top and bottom of the Rec. building every Sunday for their services and have come forward with a proposal to make renovations to the space which will also benefit the town and others tenants. Estimated cost of the renovations is \$45,000 and would include floors, ceilings, paint, update the office area, fix/replace windows, fix the ramp, repair damaged surfaces, add storage space and add another room divider. In exchange for the renovation work the church would like the use of another room in addition to their current space at the current rent of \$125 weekly for five years with an option for an additional five year lease if desired.

Conway said one problem with the proposal is the additional room requested is occupied by a tenant during the same time the church would like to use it. This could be resolved if the tenant is willing to hold their meetings at a different time or to accept the church’s offer to use Grace Place in the old Chances Building free of charge.

Chairman King said the board could not commit to a five year lease agreement with a five year renewable clause because the town can’t commit to more than five years without voter approval at Town Meeting. The board also discussed if the new fixtures and furnishings will become town property, anything that needs permit has to be done with licensed/permitted contractor, obtain a more formal contract, insurance and liability issues, final say on color and materials used, legal review of the lease, and require a bond to make sure the project completed and done correctly.

Motion: (Horgan, second Johnson) to authorize Conway and Capello to meet with representatives from Grace Church to work out a plan and bring it back to the board for review passed 4-0.

Conway asked if the board was willing to let the church's proposal "go away" if the tenant refuses to move or change the time for their use of the second room. He added there is no other space in the building for the group to use that would allow them to keep their anonymity. King said the town may have other space options for them and suggested he meet with the other tenant before meeting with the church group to formulate a plan for the board to review.

8).Public Safety Building Bond Public Hearing- Capello said asked for a location for the hearing scheduled for Monday, February 22. Chairman King suggested using the Town Hall which has a larger capacity than the Selectmen's Chambers. Conway said he would check the availability of the hall on that date. Capello also asked Community Television Coordinator Robert Hall to make arrangements to televise the meeting live if possible.

9).Approval of Q and A Sheet Bond: Capello gave the board a draft of a question and answer sheet about the proposed Public Safety Building. The information will be posted on the Town website, distributed at the Municipal Building and as a handout at the Public Hearing. The questions came from the first public hearing and from questions sent to Capello via e-mail. Selectmen requested the following corrections/additions include: why Selectmen recommend a 15 year over 20 year bond, add tax impact for each type of bond, the total payout for each bond , plans for a prisoner holding cell, Question 10-eliminate 1st sentence of answer (regarding majority of staff is part-time per diem), Question 12- add that 32 of the 33 personnel are dual certified as firefighters and EMT's, Question 16-add the \$980,000 cost estimate to renovate the existing fire station came from Groen Builders, add what is the purpose of the capital reserve fund and what will happen to the remaining money in the fund if the project is under budget, tax impact of bonds coming off the books and what will happen to the existing Fire and Police Stations. Selectmen said the future of those properties is undecided and will discuss the options at the hearing. Capello will make the changes and asked Chairman King to review the updated version.

10).Town Warrant- The revised Town Warrant was presented to the board for review. The changes included repurpose Public Safety Building Capital Reserve Fund and include a warrant article seeking to state the tax impact of all future money warrant articles. The warrant has been approved by the Dept. of Revenue he said.

Capello advised the board needed to vote whether to recommend a petition article to raise and appropriate \$6,500 to purchase banners, hardware and decorations for the Christmas light poles. Discussion included Decorating Committee members said this would be funded through donations and sponsorships by local businesses, the committee is a quasi-town committee with no authority to set fees or charges or act on behalf of the town without Selectmen approval, is not required to post meetings or keep minutes and the \$6,500 is "seed money" to use until non-profit status can be obtained. Vice Chairman Proulx suggested the petition may be premature and said she would like to see all of the poles go up first and expressed concern about taking on too many things at once so some things end up not getting done in a timely fashion.

Motion: (Horgan, second King) to not recommend the article and forward it to the Budget Committee passed 4-0.

Motion: (King, second Proulx) to accept the warrant as written passed 4-0.

11).Capital Improvement Plan- Vice Chairman Proulx told the board the plan is complete and showed the bound color edition to Selectmen. She thanked the Town Administrator and staff for their assistance in compiling the plan which "came together very nicely". Thirty color copies of the plan will be available for the town office and black and white copies will be available at town meeting Capello said.

12). Non-Public Session A:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (c) passed 4-0 by a roll call vote (King, Proulx, Horgan, Johnson – yes).

Motion: (King, second Horgan) to come out of non-public session passed 4-0.

Motion: (King, second Horgan) to seal the minutes until the review is completed passed 4-0.

13). Non-Public Session B:

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

Motion: (King, second Horgan) to come out of non-public session passed 4-0.

Motion: (King, second Horgan) to seal the minutes until the review is completed passed 4-0.

14). Adjournment:

Motion: (King, second Horgan) to adjourn the meeting passed 4-0.

Respectively submitted

Kathleen Magoon

Recording Secretary

Charlie King

Paula Proulx

Neil Johnson

James Horgan