

Town of Farmington
Board of Selectmen-Public Meeting Minutes
Monday, August 15, 2016
Selectmen's Chambers
356 Main Street

Board Members Present:

Charlie King, Chairman
Neil Johnson, Vice Chairman
Jim Horgan
Paula Proulx
Ann Titus

Others Present:

Town Administrator Arthur Capello
Residents Sylvia Arcouette, Elizabeth Johnson

1). Call to Order/Pledge of Allegiance:

Chairman King called the meeting to order at 6:05 p.m. Everyone stood for the Pledge of Allegiance.

2). Public Input:

Selectmen received a copy of a memo from resident Kathy King to Mr. Capello informing him that Farmington Responds and Circle of Hope would like to reserve Fernald Park on August 31 for a candlelight vigil. She requested clarification from Selectmen about whether a permit is needed for the event.

Resident Sylvia Arcouette came forward and told the board that observance of National Overdose Awareness Day will begin at 7 p.m. with a vigil in memory of those lost from drug overdoses. She said the group is currently working on getting insurance coverage for the vigil. Ms. Proulx asked Mr. Capello to check with the Recreation Dept. Director to see if an application is required for use of the park.

Motion: (Titus, second Horgan) to approve use of Fernald Park for the event contingent on receipt of insurance coverage passed 5-0.

3). Review of Minutes:

August 8, 2016- Public Session:

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

Non-Public Session A- amend the bid proposal to read \$2,000.

Motion: (Johnson, second Titus) to accept Non-Public Session A as amended and Non-Public Session B as written passed 5-0.

4). Selling of Old Fire Dept. Equipment:

In a memo to Mr. Capello, Fire Chief James Reinert said he went through the items in the dept.'s storage trailer and found that the majority of the items are obsolete and of no use to the dept. He said a couple of small pumps may be of use to the Public Works Dept. but suggested the rest of

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the materials be scrapped or recycled.

Mr. Capello said he was considering selling the items online on Craig's List and asked the Chief to provide a list of the items. The items included a Hurst Jaws of Life and tools/power unit, fittings, hand tools, a foam proportioner, negative air packs, old turn-out gear and second hand face masks.

Chairman King suggested the Fire Dept. have a yard sale and sell the items during Hay Day. Mr. Capello texted the Chief immediately with the suggestion due to the short notice as Hay Day will be held this weekend.

Consensus of the board was to approve the sale of the unwanted items.

5). Review of Employee Handbook:

Mr. Capello told the board he received the draft of the revised Employee Handbook back from the Town's attorney containing suggested language and formatting changes. He said if the board approved the changes he will bring "clean" copies for their signatures next week.

Motion: (Johnson, second Horgan) to accept the Employee Handbook as presented passed 5-0.

Mr. Capello added he will also soon be returning several policies to the board for review.

6). Public Safety Building Update:

A). Sprinkler system- Mr. Capello said a construction meeting was held last Tuesday and he received the new bid (\$3,000) for the revised sprinkler system. The new system will include the underground piping and a timer to water the front and side lawns at the building and a pipe going out to the rear of the building which will allow for future expansion of the system.

Mr. Horgan asked if the system will be connected to town water and if that would be cheaper than installing a well on site to provide water for the sprinkler.

Mr. Capello said the plan is to connect it to town water and said he will find out the cost of installing a well.

Mr. King asked if the town paid for use of town water.

Mr. Capello said funds for payment of water used are included in the operating budget.

Motion: (Horgan, second Johnson) to approve the expenditure of \$3,000 for the sprinkler system passed 5-0.

B). Bathrooms- The board then discussed a proposal to eliminate one of the two planned bathrooms on second floor of the building and enlarge the remaining bathroom and install unisex fixtures and a shower. Discussion included possible cost savings, the benefits of having a shower upstairs, planned uses for the second floor and the total number of bathrooms planned for the Police and Fire Depts.

Consensus of the board was to request Mr. Capello obtain cost estimates to add a shower in both bathrooms planned for the second floor or to enlarge one bathroom and include a shower.

C). Driveway Permit- Mr. Capello said the town received permission to construct the driveway

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access to Route 153 from the NH Dept. of Transportation. He said the DOT did not require the installation of a traffic light or a slow down lane but did require trimming some of the trees to improve the line of sight.

Motion: (Johnson, second Titus) to authorize the Chairman to sign the driveway permit passed 5-0.

D). Outfitting- Mr. Capello said he planned to have three bids each for the phone, security cameras, networking/IT wiring, access control and intercom systems for next week's meeting. He said he is still working the proposal for installation of bullet resistant glass for the front windows and reception areas.

E). Foundation Work- The foundation on the Police Dept. side of the building has been poured and the foundation for the Fire Dept. portion of the building is expected to be set up by the weekend Capello said. He added the trusses are expected to be set by mid-Sept.

Mr. Johnson added that the trenches for the interior plumbing to be installed under the flooring will be dug next week.

F). Flag Pole- Mr. Capello told the board that flag poles range in price from about \$1,000 to \$7,000 and asked selectmen to approve expending up to \$1,500 for the pole. He suggested that since the tallest roof peak is 35 feet high that a 25-30 foot pole be installed on the center island in front of the building.

Mr. Horgan asked if the building sign will also be placed on the center island.

Mr. Capello said the sign will be placed closer to the street than the flag.

Motion: (Horgan, second Titus) to expend up to \$1,500 for the purchase and installation of the flag and flag pole passed 5-0.

G). Outside Outlets- Discussion also included outlets/drops for electricity and water to minimize leaving the doors open to access the utilities for outdoor purposes. Mr. Capello will find out if they were included in the plan as requested.

7). Perambulation with Middleton:

Mr. Capello said he received information that the Middleton Board of Selectmen would like to set up a time to walk the Middleton/Farmington town line with Farmington Selectmen. Mr. Capello said the board may appoint a designee to act in their place if desired.

Motion: (Horgan, second Titus) to appoint the Town Administrator to perform the perambulation passed 5-0.

8). Town Administrator's Business:

A). Transfer Request- Selectmen received a letter from Chairman Dave Connolly on behalf of the Conservation Commission requesting that a recently acquired town owned lot be transferred to the Commission. The lot, Map R62-006, located on Bay Road, abuts the Town Forest conservation land Connolly said.

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Discussion included that the ownership of the lot does not get transferred to the commission but it can be dedicated for conservation purposes.

Motion: (King, second Horgan) to dedicate Map R62-006 for conservation purposes and to generate the appropriate documentation passed 5-0.

B). Office Space for Bridge Project- Mr. Capello said he received a inquiry from Jonathan Pitre, President of E. D. Swett, Inc. about renting office space for the NH DOT Contract Administrator during the replacement of the Route 153 bridge over the Cocheco River. He said he is looking for a minimum of 300 sq. ft. for one year and suggested the second floor of the Municipal Office building may be suitable.

Discussion included the renter must understand he may be moved around if renovation work begins, he needs to view the space to determine if it meets his needs and the building has handicapped access to the second floor and a first floor bathroom if the second floor bathroom is undergoing work.

Consensus of the board was to entertain discussions with Mr. Pitre about potentially renting office space from the Town.

C). Hay Day Bed Race- Mr. Capello said Mr. King notified him that he was unable to continue construction of the board's race entry. He told the board he obtained a bed to use in the race as well as two volunteers for the race. He said the entry form for the event requires the names of the five team members and who will be riding on the bed during the race. Following a brief discussion the board chose Mr. King, Mr. Horgan, Ms. Titus, Mr. Capello and one of his sons to make up the race team. Mr. Capello's son will ride the bed and be required to perform the activities along the race route. Mr. Capello will complete the application form and submit it to the Recreation Dept.

D). Deputy Fire Chief's Position- Mr. Capello provided the board with copies of the letters of interest for the open position and suggested the board approve holding interviews with the candidates next week. The board agreed to his suggestion.

9). Additional Board Business:

A). Complaint Procedure – Ms. Titus reported she was contacted by a resident while she was on vacation in New York who then claimed she received no response about a recent problem. She advised residents that there is a written procedure to file a complaint with the Town which can't be submitted anonymously. Residents can also contact the Town Administrator and Selectmen by phone and e-mail. She added that problems won't get solved by just complaining about them on Face Book.

B). TDS Franchise Agreement Update- Ms. Proulx asked about the status of the agreement. Mr. Capello said he changed the franchise fee rate to 3.5 % to match the fee charged to MetroCast and is awaiting a response from them as the representative and the attorney were on vacation.

C). LED Lighting- Mr. Johnson asked for an update to the proposed agreement with the CDFFA

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to conduct an energy audit and update the municipal lighting to reduce energy use and costs. Mr. Capello said Eversource notified him that the energy rebate would be lower than expected and that he forwarded the information to the CDFA for an explanation.

D). Solar Garden- Mr. Johnson then asked the status of the agreement with Solar Garden to generate solar power at the landfill.

Mr. Capello said the company wants the town to be responsible for the removal of the solar panels and related equipment from the site after the 20 year term of the agreement has passed. He said the way the contract is currently written the responsibility for the equipment is solely on the Town should the agreement end in any way. Selectmen requested Mr. Capello discuss the matter with the Town's attorney.

10). Next Meeting: Monday, August 22, 2016.

11). Adjournment:

Motion: (Horgan, second Titus) to adjourn the meeting passed 5-0 at 7 p.m.

12). Non-Meeting:

Selectmen discussed union contract negotiations.

Respectively submitted

Kathleen Magoon
Recording Secretary

Charlie King

Paula Proulx

Neil Johnson

James Horgan

Ann Titus

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