

Town of Farmington
Board of Selectmen – Public Meeting Minutes
Monday, August 22, 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

Fire Chief James Reinert

1). Call to Order/Pledge of Allegiance:

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

2). Public Input:

A). Hay Day- Mr. Capello said he wished to express his compliments to the Parks and Recreation Dept. for another successful Hay Day weekend that went off without a hitch.

B). Noise Complaint- Mr. Capello said he received an e-mail from a downtown resident about excessive noise coming from a nearby residence. He said the Police responded to the scene twice and did not find any illegal activity taking place. Since the activity took place during the day and the town doesn’t have a noise ordinance or the equipment to measure noise levels there isn’t much that could be done at this point he said. Chairman King suggested residents concerned about this issue take it up with the Planning Board as the procedure for proposed ordinances begins there.

C). Thanks to the Fire Dept- Mr. Capello said a resident sent a letter thanking the Fire Dept. for their efforts to rescue her cat. Included in her letter was a \$100 donation to the dept.

Motion: (King, second Horgan) to accept the \$100 donation on behalf of the Fire Dept. passed 5-0.

3). Review of Minutes:

August 15, 2016-

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

4). Signing of Updated Personnel Policy:

The board received copies of the revised Town of Farmington Employee Handbook approved at the previous meeting. Selectmen then signed the policy handbook.

5). Contract with Eastern for Propane:

Mr. Capello said the Eastern Propane and Oil has offered the Town a fixed price protection option for the upcoming heating season. The contract proposal offers a fixed price of \$1.399 per gallon for up to 6,500 gallons delivered between October 1, 2016 and March 31, 2017.

Mr. Capello said that last year the Municipal Building, Police Dept., Fire Dept., Wastewater and Sewer Dept. used 5,500 gallons at a cost of \$1.81 a gallon. He said the propane company added 1,000 gallons to the current proposal to include filling the tanks at the new Public Safety Building. He noted that the sewer treatment facility is the largest propane user because the treatment process uses propane to dry the sludge.

Discussion included if the Town has any control over the number of gallons used in the proposal, after the fixed number of gallons are used the price reverts to cost plus market price and comparing usage over the last 2-3 years to the last heating season.

Motion: (Johnson, second Horgan) to enter into a contract with Eastern Propane for a fixed price of \$1.399 per gallon for up to 6,500 gallons for propane deliveries between Oct.1, 2016 to March 31, 2017 and to authorize the Town Administrator to sign the contract passed 5-0.

6). Public Safety Building Update:

Mr. Capello gave the board a quote for the sign for the Public Safety Building from Sundance Sign Company, Inc. and copies of suggested designs for the sign. The company proposes to build and install a 52" x 28.75" freestanding double-sided sign on granite posts for \$4,120. Lighting is not included.

Mr. Capello requested the board waive the Town's Purchasing Policy to purchase the sign because the proposed sign will match the town signs being donated to the Town by the Woman's Club and they have already sent the signs out to bid and received the best bid from Sundance Sign Company, Inc.

Selectmen reviewed three drawings containing the Town seal and three versions of the 23 karat gold leaf lettering. Following a brief discussion they chose version "C" which will have "Farmington" at the top, "Public Safety Building" in the center and the Town seal at the center bottom of the sign.

Chairman King asked if everyone will understand where the Police Dept. is located by using "Public Safety Building" on the sign.

Mr. Capello said that the Police and Fire Depts. will have the appropriate emblem on the outside wall of the building.

Motion: (Horgan, second Johnson) to waive the Purchasing Policy for the purpose of purchasing the sign for the Public Safety Building with the understanding that it was already put out to bid passed 5-0.

Motion: (King, second Horgan) to purchase the sign using proof "C" passed 5-0.

B).Dedication- Mrs. Titus asked about dedicating the new conference room to the late Jerry McCarthy who passed away during his term as Selectman. Mr. Capello cautioned the board about the practice of dedicating rooms and asked who will decide who can have a dedication and which areas would be dedicated. The final decision to allow dedications would be up to the board he said.

Chairman King asked about the power level coming into the building and the load on the transformer.

Mr. Capello said he will find out at the construction meeting scheduled for the next day.

The Police and Fire Chiefs have reviewed the bids for the CAT/5 lines, cameras, key lock system and phone systems. Three bids for each item will be provided at next week's board meeting.

The builder has been given the "go ahead" for the revised sprinkler system.

The garage doors were framed today and the final pouring is scheduled for Wednesday.

Mr. Horgan asked about the distance from the front of the building to the street and the distance from the back of the building to the pavement edge.

Mr. Capello said it is about 100 feet from the front to the street and about 40 feet from the back of building to the pavement edge.

Mr. Horgan asked about the location of a fire hydrant.

Chief Reinert said the DPW determined the hydrant location which will be closer to the road.

Mr. Horgan asked about the location of electrical/water outlets.

Chief Reinert said the outlets will be located at the front of the building as there is no need for them at the rear of the building.

7). Town Administrator's Business:

A). Rental of Town Office Space- Mr. Capello told the board he met with Jonathan Pitre of E. D. Swett, Inc. regarding rental of second floor office space in the Municipal Building during the Main Street bridge replacement project. He said Mr. Pitre is willing to rent one room upstairs and pay \$500 a month including utilities. They expect to use the space mostly during regular business hours but there may be some after hours use as well. They plan to occupy the space until about mid-2018 he said.

Selectmen discussed building security, where the revenues from the rent will go, using the funds for building repairs and maintenance, possibly setting up a Special Revenue Fund and the tenant is aware of planned renovations to the second floor bathroom.

Consensus of the board was to approve renting the space to the Project Manager.

Mr. Capello will have a rental contract drawn up.

B). TDS Cable TV Franchise Agreement- Selectmen received "clean copies" of the franchise agreement following the discovery of a discrepancy in the franchise fee paid to the Town by MetroCast and TDS. Attorney Kate Miller advised the company did not want crossed-out items in agreement and provided a copy of the amended and restated agreement. She advised the board to sign the agreement. She also advised that MetroCast intends to wait to sign the TDS agreement until the Town signs the franchise agreement with them.

Motion: (Horgan, second King) to resign and execute the franchise agreement passed 5-0.

C). Public Comment Form- The Town received a request from a Strafford resident to reimburse the cost to replace two tires, mount and balance them and a four wheel alignment after hitting potholes on Meaderboro Road. DPW Director Dale Sprague's response stated the Highway Dept. responded after the call was received, cones were placed and the holes repaired within a few days. He said the dept. did not have prior knowledge of the holes and he did not recommend that the Town pay for the damages.

Motion: (Johnson, second King) to deny the request for reimbursement passed 5-0.

D). Project of the Year Nomination- Mr. Capello told the board that the Strafford Regional Planning Commission nominated the Town for the 2016 NNECAPA Project of the Year for the Groundwater Protection Overlay District Ordinance Update. Selectmen received a packet of information about the project for review.

E). Utilities Revaluation- In a report to the board, George Sansoucy, PE, LLC said that the investigation and analysis of properties owned by utilities in Town showed an increase in value of approx. \$4.4 million that should result in about \$100,000 in additional tax revenues for the Town.

F). Fire Dept. Sign- In a memo to Mr. Capello, Recreation Director Rick Conway asked what will happen to the sign in front of the Fire Dept. when the dept. moves to the new Public Safety Building. He said Chief Reinert said the sign was not going to the new building and requested that if the sign is movable he would like to install it in front of the Rec. Dept. This would allow the dept. to advertise events and that if it is lettered to say "Farmington Recreation Dept." it will advise people that they are in the wrong place for business with other town depts.

Mr. Capello said that the 500 Boys and Girls Club has also expressed interest in the sign.

Selectmen said the plans for the Fire Station property, the sign and the Coast Bus shelter are undetermined and still under discussion.

8). Additional Board Business:

A). Advertising Agreement- Vice Chairman Johnson asked for an update on the Coast Bus advertising agreement signed several months ago.

Mr. Capello said he will contact the company and find out if they have received any advertisements for the shelters in Farmington which will provide a credit toward the Town's annual donation for bus service.

Selectmen also asked Mr. Capello to find out how many services were added and then withdrawn after the Town paid the yearly funding for bus service.

Mrs. Titus noted that the bus that services the Farmington route has advertising on it and questioned if the company is receiving revenues for those ads.

Mr. Capello said he will ask the Selectmen's Secretary to research the minutes regarding the bus company starting from about five years ago and compile a list of services added and then withdrawn by Coast.

Chairman King added that he received an e-mail from an organization called "Ready Rides" that is looking for volunteers and funding for their ride service. He said he will forward the e-mail to Mr. Capello for review.

9). Next Meeting: Monday, August 29, 2016.

10). Non-Public Session A:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (a) Promotion passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 6:50 p.m.

Motion: (King, second Johnson) to come out of non-public session passed 5-0 at 7 p.m.

11). Non-Public Session B:

Motion: (King, second Titus) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 7 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 7:10 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