

Town of Farmington
Board of Selectmen Meeting Minutes
Monday, November 7, 2016

Board Members Present:

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

Others Present:

Town Administrator Arthur Capello
DPW Director Dale Sprague
DPW Deputy Director Jason Gagnon
Charles Tiffany
Patti Connaughton-Burns, MMRG Exec. Director
Steve Whitman, Resilience Planning & Design
Residents Elizabeth Johnson, Bill Fisher, Linda
McElhinney, Sylvia Arcouette

1). Call to Order/Pledge of Allegiance:

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

2). Public Input:

Election – Mr. Capello reminded viewers that election hours are from 8 a.m. to 7 p.m. at the Town Hall. He said the doors will close promptly at 7 p.m. unless there is a line of voters waiting to vote.

Food Fair and Drives- Resident Sylvia Arcouette told the board that the Pie and Craft Fair will be held this Saturday at the Henry Wilson School.

She then said that Studio 393 is holding a food drive and donors will receive a discount on services at the salon.

Mr. Capello said donors can also drop off non-perishable food donations at the Municipal Office Building for the Fireman's Relief Association food drive.

Ms. Arcouette also reminded viewers that she is a candidate for State Representative from Farmington and urged residents to get out and vote.

3). Review of Minutes:

October 31, 2016- Public Meeting Minutes-

Page 2, Item #4, 2nd line- change "10 %" to "8%"; last line- add "and the Town Administrator" after the word "heads".

Item #5A, add to the motion "lease and 2 five year extensions" after "20 year";

Item #5B, amend the motion to read "to approve the contract with Howard Systems not to exceed \$51,519 for the installation of voice, data and video systems and to authorize the Town Administrator to sign the contract on behalf of the Town passed 5-0".

Page 3, Item #5C, amend the motion to read "to approve the contract with Angell & Company to provide auditing services for the Town at a cost of \$14,500 for the 2016 year-end financial audit and \$2,500 for single audit if necessary and to authorize the Town Administrator to sign the contract passed 5-0".

Item #5D, amend the motion to read "to approve the agreement with Health Trust, Inc. and authorize the Town Administrator to sign the agreement passed 5-0".

Motion: (Titus, second Horgan) to approve the minutes as amended passed 5-0.

October 31, 2016 Non-Public Sessions A and B-

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

Motion: (Johnson, second King) to unseal the Non-Public Session A minutes of Oct. 31, 2016 passed 5-0.

4). Transfer Station Reorganization:

Mr. Sprague, Mr. Gagnon and Mr. Tiffany came before the board to discuss a plan to staff and reorganize the town landfill. Mr. Sprague said their discussions began with filling the open positions at the landfill which then led to a bigger discussion of possibly reorganizing the hours of operation and the days of the week that the facility would be open.

Mr. Sprague said they came up with a plan to open the transfer station on Friday, Saturday, Sunday and Monday which would make it easier for residents, make more profit for the Town and give the staff a 3 day work block to attend to the tasks that need to be completed each week. He added that this schedule may entice someone to apply for one of the open positions. Ms. Proulx expressed concerns about Monday holidays and suggested that maybe a Thursday through Sunday schedule would work better for the Town.

Discussion also included if a change in schedule would affect the recycling/household trash/solid waste haulers, Tuesday and Wednesday are slow days, conflicts with pay periods and whether to adjust the daily hours for daylight savings time.

Mr. Capello noted that the board could make further changes to the schedule if needed with a 2 week notice to the dept.

Consensus of the board was to open the transfer station from Friday through Monday beginning in January 2017.

Selectmen also discussed the hiring of full time and part time staff for the facility, licensing and certifications needed for the positions, if a full time person is worth the cost of benefits to the town, the number of hours worked for full and part time positions, creating a pool of part time workers and having the full time person take charge of operations at the landfill.

Motion: (Horgan, second Johnson) to authorize the hiring of 1 full time person and sufficient personnel to outfit a part time pool for the transfer station passed 4-1 (King opposed).

5). Asset management Plan

Mr. Gagnon then suggested the Town contract with an engineering services firm to develop an asset management plan. He said the plan would include a physical inventory of all of the Town's assets such as buildings, roads, water system, sewer system, fire hydrants and equipment, the value of the assets, expected lifecycle of the assets and maintenance/replacement costs. He said the Wright-Pierce environmental engineering company has significant experience in developing these plans and is familiar with the Town's waste water system.

He also told the board that grant money or loans may be available from the Dept. of Environmental Services for drinking water, waste water and storm water management plans. Discussion included the cost of the asset management plan, potential application/loan costs, in-kind match to the grants, the grant could be used to pay off the loan, the asset management plan could be a waste of time/money for the Town, the Town gets "dinged" by auditors for the

lack of a plan and to concentrate on the part of the plan most useful to the Town such as GPS mapping and an inventory of the assets.

Mr. Gagnon said he was seeking the board's approval to borrow up to \$30,000 for the plan and that the grant application deadline is Dec 16.

Mr. Gagnon said he will supply more information to Mr. Capello by Nov. 21 and the board will continue the discussion at the Nov. 28 meeting.

6). Moose Mountain Regional Greenways:

Ms. Connaughton-Burns said the MMRG expanded their mission to become a land trust and became aware of the need to develop a plan to prioritize conservation projects in the region.

Mr. Whitman told the board that the planning team is reaching out to stakeholders in the area to gather information about how communities plan to manage and preserve their natural resources by interviewing board and organization members in each municipality and through the use of an online survey. He said the data collected will be used to develop GIS mapping and the final conservation action plan. He then asked the board questions regarding changes to the Master Plan (none though updates are planned), other plans or studies conducted (updated maps with the recently adopted Aquifer Protection overlay and conservation properties, study of potential new town water sources), on-going conservation projects (Town Forest, French property, Pound Road easement), storm water issues (drainage infiltration and in-flow study), trail development (French property, Town Forest and Dubois property trails) other groups involved in trail development (Powder Mill Snowmobile Club), development within the last 10 years (mostly residential, existing inventory of subdivisions not completely built out or not at all, challenges to building include wetlands, drainage and granite, mandatory study of the Cochecho River levy area), existing farms and farm stands (Scruton Dairy, Huppe, Butternut Farms and Christmas Tree farms).

Ms. Connaughton-Burns said the Town will receive electronic copies of the maps created from the plan as well as paper copies if the budget allows.

She then invited the Board of Selectmen, Planning Board and Zoning Board members to attend the NH Assoc. of Conservation Commissions Mixer to be held on Dec. 3 at the Opera House in Sanbornville. Dan Sundquist will speak on "Planning Development and Conservation" followed by a round table discussion by attendees.

Chairman King suggested they contact Interim Planner Liz Durfee and Conservation Chairman Dave Connolly if more information is needed.

Recess- Motion: (King, second Horgan) to take a 5 minute recess passed 5-0 at 7:25 p.m. The meeting reconvened at 7:35 p.m.

7). Public Safety Building Update:

Mr. Capello presented an invoice from Groen Construction and asked the board to approve payment.

Motion: (Johnson, second Horgan) to approve payment of \$240,212.25 to Groen Construction passed 5-0.

Mr. Capello then asked the board to approve payment for purchase of lockers for the Fire Dept.

Motion: (Horgan, second Johnson) to approve withdrawal of \$3,388 from the Public Safety Building and Outfitting Capital Reserve Fund for the purchase of lockers for the Fire Dept.

passed 5-0.

Mr. Capello then reported the following:

The next construction meeting is scheduled for Tuesday, Nov. 8 at 10 a.m.

The drainage, electrical work and installation of the overhead doors is underway.

Thank you to New England Furniture for donating all of the furniture for the second floor, the lounge and the kitchen area.

Plans for the impound area are complete and will consist of a fenced in gravel surface.

Chairman King requested that when the building is closed in that the board tour the building.

Mr. Horgan suggested that the Cable TV Coordinator be asked to film the tour so the public can be updated the on the progress of the project.

8). Budget Schedule for Department Heads:

Mr. Capello provided a proposed schedule for review of the town dept. budgets for November and December and asked the board if there were any changes needed. The proposed schedule included the Selectmen will receive the proposed town budget (Nov. 18), review of the Police, Fire and Administration budgets (Nov. 28), review of the DPW, Waste Water and Sewer budgets (Dec. 5), review of the Town Clerk/Tax Collector and Recreation Dept. budgets (Dec. 12), any outstanding budgets (Dec. 19) and the board receives the updated budget (Dec. 26). Chairman King suggested the review of the Goodwin Library budget be added to the Dec. 12 meeting. He added that the board may not need the Dec. 26 review of the updated budget. Consensus of the board was to approve the proposed schedule as presented.

Mr. Capello said the board will review any warrant articles in January.

9). Town Administrator's Business:

A). Narcan Study- Mr. Capello said Police Chief Jay Drury received a letter of appreciation from Sen. Kevin Avard for his participation in the Commission to Study Narcan, SB447.

B). Donation Received- Mr. Capello said he received a \$100 check from RW Real Estate to sponsor banners/decorations downtown but the check was not made out to the Town.

Selectmen discussed that the Farmington Decorating Committee has applied for non-profit status with the state, has begun fundraising activities and changed its name to the Farmington Preservation and Improvement Organization.

Mr. Johnson said the group is no longer functioning as a town sanctioned committee and suggested the board disband the committee.

Motion: (Horgan, second Johnson) to disestablish the Farmington Decorating Committee passed 5-0.

Mr. Capello will contact Tom DeJulio to notify him of the board's action and make arrangements for him to receive the donation check.

10). Additional Board Business:

Chairman King urged residents to get out and vote in the election.

11). Next Meeting: Monday, November 14, 2016.

12). Non-Public Session A:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (b)

Compensation passed by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 7:50

p.m.

Motion: (King, second Titus) to come out of non-public session passed at 8:10 p.m.

Motion: (King, second Horgan) to seal the minutes until the matter is resolved passed 5-0.

13). Adjournment:

Motion: (Horgan, second Titus) to adjourn the public meeting passed 5-0 at 8:10 p.m.

The board then held a non-meeting to discuss union negotiations.

Respectively submitted

Kathleen Magoon

Recording Secretary

Charlie King, Chairman

Neil Johnson, Vice Chairman

Jim Horgan

Paula Proulx

Ann Titus