

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, November 28, 2016

Board Members Present:

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

Board Members Absent:

Jim Horgan

Others Present:

Town Administrator Arthur Capello
Police Chief Jay Drury
Lt. Scott Orlando
Sgt. Brian Driscoll
Fire Chief James Reinert
Lt. Riley Stanchina
Deputy DPW Director Jason Gagnon
Everett Howard, Howard Systems
Members of Cub Scout Troop 188

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:

A). Christmas Tree Lighting- Mr. Capello announced the tree lighting ceremony will be held on Friday, December 2, 2016 at 6:30 p.m. at the center square.

Mrs. Titus thanked the Hogan family for their donation of the tree.

Mr. Capello said the Town will also recognize and thank the donors at the ceremony.

3). Troop 188 Questions:

Cub Scouts and their Den Leaders came before the board to ask Selectmen some questions about the role and responsibilities of being a Selectman. The boys asked the following questions:

Mateus asked about important roles of the Selectmen.

Mr. King explained that the board was voted into the position by the taxpayers and some of the important roles include to manage spending and provide for the Town's needs, manage the Town employees, insure the roads are plowed and maintained and to manage almost everything else except for the School District.

Mateus then asked what types of topics the board discusses at their meetings.

Mr. King said the board discusses roads, where to get the money for repairs/purchases, public complaints and current issues.

Ms. Proulx added the board also looks for ways to save money for the Town.

Mr. Capello said the board also plans and manages the Town budget.

Damien asked who makes up the board.

Mr. King said the board is made up of 5 members who are residents of the Town who serve three year terms. He added 2 of the current Selectmen are up for re-election in March. Dom asked the board members why they wanted to be a Selectman. Mr. Johnson said he wanted to help the Town complete projects and to spend money wisely. Ms. Proulx said she grew up in Farmington and wanted to help the Town stay as nice as it was when she was growing up. Mrs. Titus said she loves the community and wants to help people and be a part of the budget process. Brendan asked if Selectmen make the laws or if people suggest laws to them. Mr. King said most of the laws/ordinances were put in place by previous Boards of Selectmen so this board mainly considers making any changes to existing ordinances if needed. Jason asked about the process to become a Selectman. Mr. King said a person must be a resident of Farmington, at least 18 years old, complete the process to have your name put on the ballot and win the most votes in the election. Mateus returned and asked how often the board meets. Mr. King said the normal meeting schedule is to meet the second and fourth Monday of every month but during busy periods such as during budget season, the board meets every Monday. The Den Leaders and Pack members then thanked the board for their time.

4). Review of Minutes:

November 14, 2016- Page 5, last line, #7- amend to read "Consensus of the board was to strike the whole line." Page 7, Policies Update, Section D, Respond to Request for Information per RSA 91-A, last line- amend "Mr. Johnson" to read "Mr. Capello" will review...

Motion: (Johnson, second Titus) to approve the minutes as amended passed 4-0.

5). Deputy Public Works Director Jason Gagnon Regarding Grants:

Mr. Gagnon returned to the board to continue the discussion from a previous meeting regarding development of an Asset Management Program for wastewater, storm water and drinking water infrastructure, proposals to develop each portion of the program from Wright-Pierce and potential funding sources for the work.

Discussion included available grants/forgiveness programs, the proposal amounts, in-kind match required by the grants, the application deadline is Dec.16, 2016, additional funding may be available in June 2017 and the proposed time frame for the work.

Motion: (Johnson, second Titus) to authorize the Town to borrow up to \$30,000 from the State of NH Clean Water State Revolving Fund for the purpose of developing an Asset Management program for wastewater infrastructure as described in the proposal by Wright-Pierce dated November 15, 2016, contingent upon the Town of Farmington being accepted into the Clean Water State Revolving Funds Asset Management principal forgiveness program for wastewater projects passed 4-0.

Motion: (Johnson, second King) to authorize the Town to borrow up to \$30,000 from the State of NH Clean Water State Revolving Fund for the purpose of developing an Asset Management program for storm water infrastructure as described in the proposal by Wright-Pierce dated November 15, 2016, contingent upon the Town of Farmington being accepted into the Clean Water State Revolving Funds Asset Management principal forgiveness program for storm water projects passed 4-0.

Motion: (King, second Johnson) to authorize the Town to commit up to \$20,000 in in-kind and material contributions toward the development of an Asset Management program for drinking water infrastructure as described in the proposal by Wright-Pierce dated November 15, 2016, contingent upon the Town of Farmington being selected as a recipient of a matching grant through the New Hampshire Department of Environmental Services Public Water System Asset Management Planning Grant program passed 4-0.

Mr. Gagnon said he will keep the board informed as to the status of grant application.

6). Police Department Budget Review:

Police Chief Jay Drury told the board that the proposed 2017 Police Dept. overall budget is down \$96,838 compared to the 2016 budget. He said the major portion of the budget is the dept. salaries including the new staff at their current levels but it does not include the proposed increases in the new contract proposal.

Chief Drury highlighted some changes in the dept. budget as follows:

Overtime- 2016 budgeted \$3,500, 2017 request \$3,700

Investigations- 2016 budgeted \$4,000, 2017 request \$2,000

Gasoline- 2016 budgeted \$18,000, 2017 request \$15,000

The Chief said the gasoline line fluctuates a lot and currently contains about \$8,000.

Mr. King noted the dept. budgeted about \$3,000 less this year for gas than last year.

Mr. Capello said this is due to savings achieved through the use of the WEX card for gasoline purchases.

The Chief added this is also due to the reduction in gasoline prices. He said the gasoline line fluctuates and currently contains about \$8,000.

He said mileage (\$2,000), telephone (\$8,000), dispatch and prosecution (\$31,500) hiring of officers (\$2,000), training (\$6,000) will be requested at the same amounts as budgeted for 2016.

Mr. King asked if the \$80,000 budgeted for outside details is factored into the reduction in the budget.

Mr. Capello said funding for outside details is included in a separate warrant article for voter approval in March.

Mr. King asked about the actual amount expended for overtime (\$47,735.17) versus the \$37,000 requested for 2017.

Mr. Capello said approx. \$10,000 of the actual amount was for expenses incurred by the dept. for the Trump campaign visit which was repaid and included in a different line.

Ms. Proulx asked about funding for the School Resource Officer.

Mr. Capello said 80% of the cost for the SRO is funded through the School District.

Chief Drury said the position is in the last year of a 4 year grant and he intends to re-apply for another grant in March. The results will be available in August and take effect in Sept. he said.

Mr. Johnson said the dept. spent about \$2,000 out of \$3,000 budgeted for new tires this year and asked about the increase in the line to \$3,500.

The Chief said there is another tire order awaiting delivery which is not included in the actual amount spent this year. He added that he is considering purchasing more tires for some of the other dept. vehicles.

Mr. Johnson then noted the cruiser maintenance line is up \$1,000 and asked if this is due to the age of the cruisers.

Chief Drury said that he is requesting more money for maintenance of the cruisers to keep them in good condition as they age.

He added that the vehicles have between 50,000 and 100,000 miles on them and that so far there have been no major issues with them.

Mr. Johnson asked the Chief if he planned to purchase any new equipment or major purchases. Chief Drury said he did not have any major purchases planned but that he does plan to replace the radio in one of the cruisers.

The Chief said each of the officers will have their own workstation in the new Public Safety Building and that most of the current computers would be moving to the new building. He said he would like to start replacing some of the older computers next year.

New Canine Unit

Chief Drury then told the board about a new line item he would like to include in the budget. He explained that the dept. has an opportunity to add a canine unit to the force through the generous donation of a puppy by an anonymous donor. He said he would plan to use the dog for search and rescue missions and for drug work in Town. He added that he does not want an aggressive or "bite dog" but is seeking a friendly dog that in addition to his duties will help build relationships with residents.

The Chief said the puppy is expected to be born in December and come to Town in February or March and then go for training and certification. He said the training will cost approx. \$800 a year and there are additional costs for membership and certification fees. The dog will come with a guarantee that it will achieve certification or it will be replaced free of charge. He added that Sherriff Dubois will assist with training and will pay expenses should the dog be called out of town for service.

Mr. Johnson asked what breed the dog is.

Chief Drury said the dog will be an Eastern European Sheppard and went on to explain why this type of dog is better for this type of work than some of the common breeds used for Police work such as Bloodhounds and Labradors.

Mr. Johnson asked if enough funding is included for veterinarian care, food and training.

Chief Drury said he is requesting \$1,000 in the budget and hopes to fund other expenses through donations and fundraising events.

Mr. Johnson asked if the cruisers will have to be modified to transport the dog.

Chief Drury said the parts used to modify one of the old cruisers were saved from when the Town once had a dog during a previous administration.

Chief Drury said Sgt. Brian Driscoll would go to Connecticut to pick up the dog and would be his main handler. The Chief said he would be the dog's secondary handler if needed.

The board discussed what a routine day would be like for the dog and Sgt. Driscoll, training for the dog and the handler, liability, keeping daily/weekly/monthly logs of activities, training and calls for service.

Discussion also included how training requirements will impact the availability of Sgt. Driscoll, how a dog can assist with probable cause to obtain a search warrant, a dog could be a deterrent to drug dealing in town, using the dog at school, to develop a commitment contract for the officer/ Town and to provide an "out" for the Town in case the plan is unsuccessful.

Motion: (Johnson, second King) to add a \$1,000 line item to the budget for the addition of a

canine unit to the Farmington Police Dept.

The board also discussed what will happen to the dog if the Town no longer wants a canine on the force, what happens if Sgt. Driscoll is promoted or transfers, high usability of the dog for mutual aid if he is the only one in the area and effects on coverage in Town if the Sgt. and the dog are frequently called out of town.

Vote- The motion passed 4-0.

Selectmen requested Chief Drury and Mr. Capello work out the details for a Memorandum of Understanding for the addition of a canine unit to the force and provide it to the board for review.

Animal Control- Mr. King noted the Animal Control Officer position has been eliminated but funds are budgeted for the position. He added that if assistance is needed with a large animal such as a horse, there are a lot of resources in Town if one knows who to ask.

Mr. Johnson asked why funds were being budgeted for unemployment and workers' compensation for a position that doesn't exist.

Chief Drury said some funds remain in the Animal Control lines for training and other expenses for related tasks. The chief will delete funds for the ACO position.

7). Fire Chief- Alarm System and Pumper:

A). Alarm System- Fire Chief James Reinert, Lt. Riley Stanchina and Everett Howard of Howard Systems came to the board to continue the discussion on the installation of an alerting system in the Fire Station portion of the new Public Safety Building. At a previous meeting the board discussed integrating the tones system into the phone system to be installed in the building by Howard Systems and requested Mr. Capello contact Mr. Howard to inquire about the capability/compatibility of adding a tones system to their voice/phone systems.

Mr. Howard said he looked at the layouts for the building, cut out the fat from the other vendor's proposals, estimated the number of speakers and hardware needed and submitted a proposal for the work.

Selectmen discussed the number and placement of speakers proposed and the possibility of reducing the number of speakers to save money.

Mr. Howard said removing some of the speakers would not result in much savings and noted it would end up costing the Town more if the additional speakers were installed later down the road as the ceiling would need to be removed and replaced following their installation.

Lt. Stanchina recommended keeping individual speakers in each of the bunk rooms instead of only 2 speakers in the hallway as the personnel would not hear the alerts with their doors shut. He said if the staff member is hearing the alerts as s/he is waking up and getting ready they will know what they are responding to and minimize response time.

Mr. Johnson said having a speaker every 19 feet seemed to be "overkill".

Mr. Howard said the height of the ceilings, the type of flooring and tiles dictates the need as they tend to muffle or echo sound.

Lt. Stanchina said if someone were in the locker room and got a call they could move through the building and not have to stay by one speaker to find out what type of call it is. He added this is the standard placement for nearly all Fire Depts. across the country.

Selectmen also discussed the receivers, volume control and additional hardware, getting the best value for the Town and where the funds will come from to pay for the system.

Motion: (King, second Titus) to approve the expenditure of \$6,550 to Howard Systems for

installation of an alerting system at the Public safety Building with the funds to come from existing Fire Dept. budget lines passed 3-1 (Johnson opposed).

B). Pumper- Chief Reinert also requested to meet with the board to continue the discussion about the repair of the pump for Tanker 3 which was tabled at a previous meeting. At the previous meeting the Chief told the board he had received one quote for the repair work from Eastern Fire Apparatus (\$6,178.59) and was awaiting two more quotes from Dover Motor Mart and Lakes Region Fire Apparatus. He said that since that time he has received a quote of \$9,133 from Lakes Region Fire Apparatus to rebuild the pump but has yet to receive a quote from Dover Motor Mart.

Following a brief discussion the board decided not to wait any longer for a quote from Dover Motor Mart and the following motion was made:

Motion: (Johnson, second Titus) to authorize the expenditure of up to \$6,179 from the current budget for repair of the pump for Tanker 3 passed 4-0.

C). Contract Ambulance Service for New Durham- Mr. Capello told the board he was contacted by the New Durham Town Administrator to inquire if the Farmington Selectmen would consider contracting ambulance transport services with that town and requested a meeting to discuss the matter.

Mr. King said the board would probably not agree to such a contract but suggested Mr. Capello meet with the New Durham representatives and hear the proposal as good neighbors.

Chief Reinert said any such agreement between the towns would not come without a price. He said New Durham had about 50-60 ambulance calls last year and they collected some revenue from their calls.

Mr. Johnson asked about the response time for New Durham calls for service.

Chief Reinert said it would take about 10 minutes to "get on scene".

The Chief added that one potential benefit to Farmington would be the addition of full time personnel to the town's ambulance staff.

Mr. Capello said the Town of New Durham could bear part of the cost for additional personnel under such an agreement.

Chief Reinert said he would also have to look at how many staff would be needed, costs for staffing and equipment, wear and tear on the ambulances and other equipment and increased insurance costs to provide coverage for New Durham.

Selectmen Proulx and Johnson expressed concerns about the potential for lack of coverage the residents of Farmington are paying for if the town were to enter into an agreement with New Durham.

Chief Reinert said Farmington is currently providing mutual aid to New Durham and getting nothing for it.

Ms. Proulx suggested Farmington could also provide ambulance coverage when necessary and send them a bill for services provided.

Mr. Capello then said if the Farmington would not benefit from the agreement Selectmen could decide not to move forward with the contract.

Consensus of the board was to approve Mr. Capello meeting with representatives from New Durham to discuss the potential for contracted ambulance services.

Recess- Motion: (King, second Johnson) to take a 5 minute recess passed 4-0 at 8 p.m. The meeting reconvened at 8:10 p.m.

8). Fire/Rescue Department Budget:

Mr. Capello said that the proposed 2017 Fire Dept. budget is down \$13,470 from last year.

Chief Reinert highlighted the following increases:

Per Diem Day Coverage- increased by \$15,837 which includes merit raises of up to 3%, increase in per diem night coverage, holiday pay, and the Student Live In Program for 2 students. Chief Reinert said the program is for students going through the process to become Firefighters and EMT's at the Tech School in Laconia. The town would take in up to 2 students who would perform a certain number of hours of work at the station and allowed duties on scene of a service call in exchange for room and board. The students would live at the station 24 hours a day 7 days a week with pre-approved free time when not in school.

Mr. Johnson asked what would be done with the personnel assigned to perform these tasks now.

Chief Reinert said the tasks are assigned on a daily basis and there are currently 2 people assigned to these tasks each day. There would then be 4 people to carry out the tasks but the students do not get paid unless they go on call.

Mr. King asked if the students can go into the field without certifications.

The Chief said that ideally one of the students would be a senior who has achieved certification. The students could perform certain tasks at the scene that don't require certification and help with coverage over the summer months.

Mr. Capello said the Town of Gilmanton participated in a similar program and took in 6 students who provided the extra sets of hands needed by the Fire Dept. and it was also a good feeder system for the potential employees for the dept.

Selectman Proulx asked about the cost for the program.

Chief Reinert said the cost would be \$3,600 for both students. He said he would advertize the openings and try to get 1 senior and 1 freshman to fill the positions.

Selectmen also discussed if bringing in a certified senior student could offset other expenses by taking the place of one on-call person, distribution of station and on-call coverage and the need for more staff in the dept.

Fire Dept. Training- This line is increased by \$2,500 to provide leadership training for new officers and attend the Fire Instructors Conference. The Chief he also plans to attend the National Fire Academy.

Mr. King asked about the benefits to the Town and commitment of staff to the Town in exchange for the training.

Chief Reinert said the staff who are receiving the training have been with the dept. for years and that he didn't anticipate them leaving. He added that he would be willing to "work something out" to include an agreement for employees to commit to a certain length of service in exchange for the no-cost training they receive through the Town.

Uniforms- this line is increased by \$1,100 to replace damaged and worn uniforms for part time staff and to purchase 3 sets of Class A uniforms for the deputy Chief and 2 Captains.

Protective Clothing- this line shows an increase of \$1,900 to purchase 3 sets of clothing for new personnel, gear repair and to replace gloves and hoods to prevent exposure to cancer causing materials in petroleum based products found at many structure fires.

Mr. King asked what happens to the clothing after they reach the expiration date.

The Chief said they are sent to Ecuador as they don't have the same standards for equipment

and the clothing will still serve a purpose there.

Truck Expenses- This line is up \$4,000 due to the brake job for the ladder truck and repairs to the Ford (red) ambulance.

Chief Reinert said the following line items will be decreased:

Chemicals- decreased to \$250 because the foam used at a mutual aid call was reimbursed and only a small amount of chemicals need to be replaced.

Equipment Expense- decreased by \$4,500. The Chief said budgeted amount for the purchase of 500 feet of 2 inch hose for Engine 1 was not used. He said the replacement of the chain saw, 2 task force tip nozzles, rehab ambulances with equipment for "cool down areas" and the RAD57, which measures the level of carbon monoxide in blood, will come from this line.

Forestry- decreased by \$1,500 as the line will be reimbursed for expenses through the receipt of a grant.

Hum Vee- Mr. Capello expressed kudos to the Chief for finding a way to keep the Hum Vee in Town after the federal government threatened to repossess the vehicle because it was allegedly not being used per the program guidelines. The vehicle is presently being used by the Police Dept. but will be transferred back to the Fire Dept. Chief Reinert noted that Sen. Ayotte got involved and helped Farmington and another town to keep their vehicles.

Radio Repairs- this line is down by \$2,500 as only minimal repairs are needed as radio use has been reduced to in-town use only.

Repair Air Pacs – This line is down \$2,000. Repairs and quarterly fill station air quality testing will come from this line.

Mr. King said the tanks have a fixed life for the dept.'s use but has total life for other uses. He suggested the Chief look into selling the expired air packs on the air rifle or paint ball circuit.

Electricity- the electricity line is down \$7,100 and the Chief noted that next year this expense will be moved to the General Government Buildings line following the move to the new building.

Mr. Johnson asked to continue to have the utility costs separated for each dept. so the board can continue to monitor utility costs at the new building.

Fuel Oil- this line shows a decrease of \$1,200 due to savings with a fixed fuel price per gallon. Chief Reinert said he budgeted \$5,000 for 3 months for diesel truck fuel and gasoline for the generators.

Water and Sewer- This line was reduced by \$1,000 to \$300 which may not be needed after the dept. moves to the new facility he said.

Building Maintenance- decreased by \$3,000. Chief Reinert said he did not expect any major maintenance would be needed at the new building for several years but left \$1,000 in the line to cover any unexpected expenses.

EMS Training and Certifications- decreased by \$500 due to the higher quality in-house training provided. EMS licenses and advanced EMT classes will be paid through this line.

Preventive Maintenance- this line will be funded at the same level as last year (\$7,625). Hose, ladder and pump testing will be paid from this line.

9). Administrator's Budget Review: Tabled.

10). Women's Club Request for Use of Upstairs:

Mr. Capello told the board he was approached by the Women's Club requesting use of the space on the second floor of the Municipal Office Building for their monthly meetings.

Mr. King asked the reason the club was looking for meeting space.

Mrs. Titus is a member of the club and said the club had planned to meet at the Farmington House of Pizza but the space is not ready for occupancy. She added that the club needs a space that is handicapped accessible.

Mr. King asked if this would be a temporary arrangement.

Mrs. Titus said the club would need to use the space on a monthly basis until May 2017.

Mr. Capello added that the meetings would take place on Jan. 18, Feb. 25, March 15, Apr. 19 and May 17 at night except for the March meeting which would take place during the day. He asked who the board wished to have hold the key if use of the space is approved.

Mrs. Titus said she would agree to let the members into the building.

Motion: (Johnson, second Proulx) to allow the Women's Club to use the second floor space for their meetings on the dates specified passed 2-0-2 (Titus, King abstained).

11). Update on Transfer Station Applicant Interviews:

Mr. Capello told the board he has scheduled 3 candidates' interviews for the full time position at the Transfer Station. The interviews will be held before next week's board meeting beginning at 5:30 p.m.

12). Town Administrator's Business:

County Tax Bill- Mr. Capello said the town has received the 2016 Strafford Country tax bill and requested board authorization to pay the bill.

Motion: (Johnson, second Titus) to authorize payment of \$1,253,962 to Strafford County and authorize the Town Administrator to sign on behalf of the board passed 3-1 (King opposed).

13). Additional Board Business:

Main Street Parking- Mrs. Titus asked about the status of the e-mail from resident Stan Freeda inquiring about the legality of vehicles parked on Main Street at Edgerly Park.

Mr. Capello said there is no town ordinance prohibiting parking in that area and Mr. Freeda was told this previously. He suggested Mr. Freeda could come in and look at the ordinance book if he would like to see it for himself.

Mr. King will forward Mr. Freeda's e-mail to Mr. Capello and asked him to respond in the appropriate manner.

14). Non-Public Session A:

Motion: (King, second Titus) to enter non-public session under RSA 91-A: 3 II (e) Litigation passed 4-0 by a roll call vote (King, Johnson, Proulx, Titus-yes) at 9:15 p.m.

Motion: (Johnson, second Titus) to come out of non-public session passed 4-0 at 9:25 p.m.

Motion: (King, second Titus) to seal the minutes passed 4-0.

15). Non-Public Session B:

Motion: (King, second Titus) to enter non-public session under RSA 91-A:3 II (c) Reputation passed by a roll call vote (King, Johnson, Proulx, Titus-yes) at 9:25 p.m.

Motion: (King, second Titus) to come out of non-public session passed 4-0 at 9:40 p.m.

Motion: (King, second Johnson) to seal the minutes until the matter is resolved passed 4-0.

16). Adjournment:

Motion: (King, second Titus) to adjourn the meeting passed 4-0 at 9:42 p.m.

Respectively submitted
Kathleen Magoon
Recording Secretary

Charlie King, Chairman

Neil Johnson, Vice Chairman

Paula Proulx

Ann Titus