

Town of Farmington
Board of Selectmen – Public Meeting Minutes
Monday, December 21, 2015
Selectmen’s Chambers
356 Main Street

Board Members Present:

Charlie King, Chairman

Paula Proulx, Vice Chairman

Neil Johnson

Board Members Absent:

Jim Horgan

Others Present:

Town Administrator Arthur Capello

CAP Representatives Executive Director Betsey Andrews Parker, Administrative Services Director Rick Aubin,
Construction Manager Dana Nute

Shelley Hadfield, Grant writer, Hadfield Associates

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). Review of Minutes:

Nov. 30, 2015-

Motion: (King, second Johnson) to approve the minutes. The board did not receive the amended minutes and the motion was withdrawn.

Motion: (King, second Johnson) to table the minutes passed 3-0. The Town administrator then requested the corrected version be sent directly to him.

Motion: (Proulx, second Johnson) to table the non-public minutes passed 3-0.

Dec.7, 2015- Public Minutes

Motion: (Johnson, second King) to approve as written passed 3-0.

Non-Public Sessions A and B:

Motion: (King, second Johnson) to approve as written passed 3-0.

Dec. 14, 2015- Non-Public Session D: Amend to include a motion to seal the minutes.

Motion: (King, second Johnson) to table the minutes passed 3-0.

3).Grant Application, Housing and Community Development Plan, Anti-Displacement Public Hearings:

Shelley Hadfield explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.

CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing, public facilities, and economic development which have primary benefit to low and moderate income persons. A community or County can apply for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Planning grants are available for up to \$12,000 per year. Up to \$750,000 total is available for micro-enterprise grants for the purpose of promoting small business.

A handout is available describing the proposed project.

Chairman King opened the three public hearings: Public Hearing #1- Grant Submission, Public Hearing #2- Anti-Displacement and Relocation Plan and Public Hearing #3- Housing and Community Development Plan (re-adoption) at 6:15 p.m.

Shelley Hadfield explained that this proposal to be considered by the Board of Selectmen is a CDBG Public Facilities grant request for \$500,000. The funds, less administrative costs, will be sub-granted to Strafford County Community Action Program (CAP) to cover costs associated with the renovations and energy upgrades to the Farmington Child Care Center.

If any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. There will be no displacement as a result of this project. Under the certification section of the application, the County will certify that the Residential Anti-Displacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

A Housing and Community Development Plan is required for all CDBG applications and must have been adopted within the past three years. The attached Housing and Community Development Plan was last adopted on November 28, 2011 and is to be readopted this evening. Grant Submission/Renovation of the Farmington Child Care Center Discussion- Mrs. Andrews-Parker provided a needs assessment outlining the scope of renovations/repairs planned for the site, the building exterior and interior, mechanical and electrical items and energy efficiency upgrades. She added that the grant will include administrative and project management fees.

Town Administrator Capello asked if there is any contingency plan in the event the underlayment of the roof is rotted and needs replacement. Mrs. Andrews-Parker said they would consider removing the Photovoltaic Solar panels and will finalize the plan after tonight's discussion with the board.

Chairman King asked if there is any contingency money in the \$51,600 estimate for the roof repairs. Ms. Hadfield said there is a 5% contingency included in each line of the needs assessment.

Chairman King then asked how the \$41,500 estimate for parking and roadway pavement was generated. Mr. Nute said the amount of paving needed was measured by square yard using the current price and includes repair to the sub-base if needed. The work is not just an overlay but includes grinding the existing surface down six inches and re-grading and repaving the parking and roadway areas he said.

Chairman King then asked if the cost of the flooring and painting of the walls was calculated by square feet. Mr. Nute said the assessment was done by an architect so everything was estimated by standard measurements.

Chairman King asked if the \$31,000 line item for exterior walls-wood, shingle, clapboard and plywood would entail re-siding the building or just repairs. Mr. Nute said it includes repair of the exterior fascia, trim boards and plywood but does not include re-siding. Capello asked if he considered replacing them with Aztec products that will not rot. Mr. Nute said they would consider using Aztec materials with the \$23,000 contingency money if there are no other unforeseen expenses.

TA Capello said the breakdown of the planned improvements/energy efficiency upgrades provided was requested by the board at a previous meeting as a condition of signing the lease agreement and asked if Selectmen were now ready to sign the lease. Chairman King said the board would need to sign the lease to move the grant application forward.

Vice Chairman Proulx asked if there were any other conditions requested by the board. TA Capello said that Mrs. Andrews-Parker had already provided funding information for the capital projects and the breakdown was the only remaining information requested by the board.

Chairman King asked if the total project amount (\$430,180) would be the amount requested on the grant application. Ms. Hadfield said the grant application will be for a total of \$500,000 to include construction management and administrative fees. Mrs. Andrews-Parker added that the difference between the spreadsheet total the board received a month ago and the current breakdown is that some items in good to excellent condition and not needing replacement until 10 years from now were removed.

Vice chairman Proulx asked if the main focus of the plan is to make sure the things that need to be done will be completed in the first year. Mrs. Andrews-Parker said the list is based on a one-year schedule but advised it make take up to 24 months to complete it following receipt of the grant. Ms. Hadfield said once the grant is awarded CAP has 18 months to expend the funds.

T.A. Capello asked if the plan moves forward as is, if CAP is obligated to complete the solar portion of the project or can it be removed from the improvement plan and use those funds for other repairs/improvements. Mrs. Andrews-Parker said solar portion can be omitted but they would like to keep the energy improvements for the anticipated cost savings. Ms. Hadfield said CDFA is flexible and does not hold us to the total amounts in each line but only to the total amount of the grant.

Vice Chairman Proulx suggested some things on the list could be set aside to allow the most needed items to be completed first. Mrs. Andrews-Parker said when considering the solar units vs. an absolute need the absolute need will win. She added the list was intended as an on-going plan for the next 20 years so they wanted to include everything that may need to be improved or upgraded within that timeframe. She said there are also rebate programs that will help pay for some of the items on the list.

Vice Chairman Proulx then asked Mrs. Andrews-Parker to reiterate that there is no liability to the Town if we go forward with the grant application in case there are different viewers since the last discussion on the matter. Chairman King said the town is the recipient of the grant and Strafford Community Action is the sub-recipient of the grant and

they are assuming full liability for oversight that all of costs and fees are coming out of the grant funds. Mrs. Andrews-Parker agreed.

TA Capello added the grant program will not cost taxpayers any money now or in the future. He suggested a representative be prepared to speak about the grant at the March Town Meeting. Mrs. Andrews-Parker said she plans to attend the meeting to be held on March 7, 2016. She added they are looking forward to another 20 year partnership with the town and is excited about the potential for money to come to the town and noted someone else will go after the funds if Farmington doesn't.

Anti-Displacement and Relocation Plan –T.A. Capello advised the board was given dated copies of the plan and requested their authorization to sign the plan if approved.

Ms. Hadfield explained that if resident or business were to be displaced because of the project CAP has to follow the Uniform Relocation Act. There is no displacement on this project but they are still required to adopt a plan for every CDBG project she said.

Capello said this is the same plan the board adopted 20 years ago only the date has been changed.

Housing and Community Development Plan- Ms. Hadfield said all CDBG/HUD applications require that the community must have a Housing and Community Development Plan which looks at goals for housing and public facilities over a three year period. The housing plan must have been adopted within the last three years. Selectmen last adopted the plan on November 28, 2011 so the plan must be re-adopted tonight she said. Capello said he provided the board with copies of the same plan and changed the date.

Chairman King opened the hearing to the public. There were no comments or questions from the public present. Chairman King closed the public comment portion of the hearing. He then asked for questions or discussion from the board.

Selectman Johnson noted that the adoption date year was incorrect at the top of the Housing and Community Development Plan (1011). There were no other comments from the board.

Mrs. Andrews-Parker said following board approval of the grant submission and re- adoption of the anti-displacement and housing plans, the next steps will be to authorize Ms. Hadfield to submit the grant application electronically and the Town will then receive copy of the grant which will require the Chairman's signature. The grant will then be uploaded into the system. She plans to speak to the proposal at Town Meeting in March and if approved they expect to receive a determination in April.

Once the grant is approved it goes to the Governor's Council and to the Governor in June and then CAP should receive the funds in July. There can be no expenditures of those funds or reimbursements made prior to the date Mrs. Andrews-Parker said. Chairman King then closed the Public Hearings.

Motion: (King, second Johnson) to support submission of a CDBG Public Facilities application for \$500,000 to provide funds to Strafford County Community Action Program to cover costs associated with the renovation of the Farmington Child Care Center and to authorize the Chair to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract. The motion passed unanimously.

Motion: (King, second Johnson) to adopt the Town of Farmington Anti-displacement and Relocation Assistance Plan for this project. The motion passed unanimously.

Motion: (King, second Johnson) to re-adopt the Town of Farmington Housing and Community Development Plan as presented. The motion passed unanimously.

Motion: (Proulx, second Johnson) to authorize Shelley Hadfield, as Grant Writer to act on behalf of the Town of Farmington for application for this grant. The motion passed unanimously.

Motion: (Proulx, second Johnson) to authorize the Chairman to sign the Grants Management System (GMS) Account Access Form passed unanimously.

Motion: (King, second Johnson) to enter into a five year lease beginning November 1, 2015 with Community Action Partnership and bring forth the lease at Town Meeting as a warrant article for a 15 year extension of the lease to extend it out to a 20 year total as per RSA 41:11a. The motion passed unanimously.

4). Public Hearing to Accept Unanticipated Revenues:

TA Capello told the board that the town received \$15,185.27 from FEMA for the disaster (snow storm) declared last winter. Chairman King opened the public comment portion of the hearing at 6:48 p.m. There were no public comments and Chairman King closed the public portion of the hearing at 6:50 p.m.

He then asked for any discussion from the board. Selectman Johnson asked what happens to the money after it is received. TA Capello said it is deposited in the undesignated fund balance of the general fund. Chairman King added it is just like any undesignated revenues received- it goes into the town's general fund. Vice Chairman Proulx said Selectmen have designated such revenues for a particular purpose in the past. TA Capello said if the town had received the money earlier in the budget process he would have asked the board to designate the funds for paving but that it is too late in the process now to get the money encumbered. Chairman King said they don't have to spend the money this year as it is not part of a contract agreement.

Selectman Johnson asked if the funds could be used for the purchase of a mini-bus for the Recreation Dept. Capello said theoretically it could, but a specific vehicle has not been chosen for purchase. Chairman King said when the board is ready to purchase a specific vehicle the money could be withdrawn from the general fund.

Motion: (King, second Johnson) to accept \$15,185.27 passed 3-0.

5). Additional Board Business:

A). Detailed Statement of Encumbrances- TA Capello gave the board a report of the amounts to be held and the purpose of the encumbrance for 2015 which included:

1.Lobby floor tile for Rec. Center (\$740), trip hazard noted by the Safety Committee and state election officials

2.Beaugard (\$12,930.81), backhoe cab and seat replacement and other maintenance

3.Beaugard - Vehicle Maintenance (\$572.85)

4. Beaugard-Vehicle Maintenance (\$1,616.74)

5.Demo of the Annex Building (\$12,950), funds have been encumbered for the last few years

6.Christmas light poles (\$8,746.38), remainder of \$11,400 approved by voters, bills are still coming in

7.Municipal Bldg. Work (\$9,000), from the Main Street School Capital Reserve Fund for repairs to the Municipal Building, contractor estimate to repair/replace windows, tile, cupola, painting, leaving a balance of \$76.83 in the fund.

Motion: (King, second Johnson) to encumber the funds per the attached eight items; repair the tile in the lobby of the Town Hall (\$740), Beaugard-repairs to the backhoe (\$12,930.81), Christmas light poles (\$8,746.38), demo the annex building (\$12,950), other equipment repairs to Beaugard (\$572.85 and \$1,616.74) and repairs to the Municipal Building (\$9,000) for a total of \$46,556.78 passed 3-0.

B). Sale of Surplus Vehicles- Capello told the board that he and Public Works Director Dale Sprague opened the sealed bids received for the surplus town vehicles that had gone out to RFP. Four bids were received. He provided a spreadsheet containing the bidders, vehicles bid on and their bids to the board. Chairman King said a lot of the bids were “reasonable” and there were a couple of bids he felt were not reasonable bids. Two items, the military tri-axels are worth more at scrap value than what was bid for them he said. He said he favored rejecting the bids on the tri-axels and accepting the highest bids for the remaining vehicles. TA Capello said he itemized the items in the package bid for “logistics” but advised the individual whose bid included the tri-axels he did not bid on each vehicle separately.

King said if you set aside the bid for the entire package, there is no high bid for the 2005 Crown Victoria sedan but there is a high bid for the other vehicles he said. Capello advised that to be fair, the board should put the items back out to bid to give this person the opportunity to bid the items individually. King said the board has the ability to accept or reject any and all offers. Capello advised the board should then put the items out to bid again either individually or as a package deal. Chairman King said he did not feel that was necessary because the person bid the items as a package and it would be reasonable for the board to reject any bids for that did not meet a reasonable assessment of the vehicle’s value. He added the tri-axels weigh approx. 18 tons each which would about \$2,700 in scrap value per vehicle. To accept \$487 for that vehicle is not reasonable King said.

Vice Chairman Proulx asked if the hand writing at the bottom of a bid was done by the bidder. Capello said the writing was that of the bidder who bid \$515.55 for the Crown Victoria and \$727.55 for each of the tri-axels. King then said including those bids increases the package bid to \$3,600.

Capello then suggested the board authorize the tri-axels go to scrap rather than be put out to bid again. Selectman Johnson said he was leaning toward scrapping them if the town could get \$150 a ton for scrapping them, which is triple the bid on them. King said that would total about \$4,300 for both tri-axels not \$800 as bid. He said it would be reasonable to re-list the tri-axels for one week as it will take a week to get a scrap price. Capello said if the items are re-listed a minimum bid should be included.

Proulx said she was leaning toward scrapping the tri-axels. She suggested the Town Administrator obtain the actual current price for scrap metal. Chairman King said after the scrap price is obtained he will poll the board on how to proceed. He added the scrap yard may not be accepting vehicles at this time.

Selectman Johnson suggested the board seek a minimum bid of \$2,000 for each of the tri-axels and let someone take them away instead of arranging to take the vehicles to the junkyard. The town has equipment to take the vehicles to the junkyard King said.

Motion: (King, second Johnson) to award the bid for the 1997 GMC Sierra at \$686 to Ray Twombly, one dump cart to Ray Twombly at \$586, 2001 GMC Van TG31803 at \$832.12 to Gas Motors, 2001 Ford F350 at \$987.65 to Gas Motors, 2005 Crown Vic at 515.55 to Matt Scruton per the handwritten note in his bid passed 3-0.

Motion: (King, second Johnson) to table the two tri-axels passed 3-0.

C). Proposed 2016 Budget- Capello told the board he will submit the budget proposal to the Budget Committee on Dec.23. The Town Budget presentation is scheduled for January he said.

The board also received copies of the estimated debt schedule for the bond for the proposed Public Safety Building from the NH Municipal Bond Bank. The documents contained a breakdown of the estimated level debt and level principal schedules for 15 and 20 year bonds. He said the recent interest rate increase did not affect long term bonds.

He advised Selectmen need to decide which payment schedule to propose for the bond and explained that one schedule includes interest payments only and the other includes principle and interest payments. In the long run paying principle and interest saves money he said.

Discussion included finding the lowest possible expenditure of taxpayers' dollars. Proulx said the lowest expense would be the 20 year term as the interest would be a little higher but the payment would be lower because it is extended out over more time.

Chairman King said he favored what would cost the lowest total amount spent over the life of the bond. He said that a 15 year term would save \$250,000 over the 20 year term.

Capello said the difference in the tax impact would be the 15 year term is 53 cents per \$1,000 evaluation the first year and reduces three cents the next year and one cent each year after that. The 20 year note is 46 cents per \$1,000 and goes down to 27 cents over 20 years.

Selectman Johnson noted residents would pay \$229,000 more for the additional five years of payments in the 20 year bond. King said paying seven cents more per \$1,000 will save \$250,000 after 15 years.

Selectman Johnson agreed the best way to go is a level principle payment schedule where you pay interest plus a level amount against the principle. He added when you pay interest only you end up with a "killer" balloon payment at the end of the term.

Capello advised he needed the board to decide which plan to go with so the wording for the warrant article can be completed. Consensus was to go with the 15 year level principle payment plan. A Public Hearing on the proposal will be held in the second week of January Capello said.

D). Planning Dept. Secretary- Capello told the board he received 10 resumes and scheduled six interviews for next Tuesday. He said he asked Code Enforcement Officer Dennis Roseberry to sit in on the interviews as the person will be working "hand-in-hand" with Roseberry. He added that he would like the dept. secretary to go back to taking the minutes for the Planning Board as was done previously. Chairman King agreed and said that task was not taken out of the job description by Selectmen.

Vice Chairman Proulx asked what impact taking the minutes will have on the number of hours worked by the dept. secretary. Capello said the hours would be adjusted on days when the Planning Board meets. He asked if the board wanted to meet with the top candidate or the top three candidates for the position. Consensus of the board was to meet with the top three candidates.

E). Current Conditions Report- Capello reminded Selectmen at the previous meeting they postponed signing the report received from Conservation Commission Chairman Dave Connolly regarding current conditions at the Smith property to allow more time to review it. The report was compiled by the Southeast Land Trust for the conservation easement located on River Road.

Motion: (King, second Johnson) to accept the Current Conditions Report on the Smith property conservation easement located on River Road passed 3-0.

F). 2016 Reappointment of Deputy Fire Wardens- Capello reported Fire Chief James Reinert reviewed the list of previous Deputy Fire Wardens, removed the names of those people who no longer available for the position and submitted the list for the board's approval.

Motion: (Johnson, King) to approve the reappointment of the Deputy Fire Wardens as submitted by Chief Reinert passed 3-0.

G). Roads Scholar Program- Capello congratulated Sumner Scott on reaching the level of Master Roads Scholar and Safety Champion Certification from UNH. He added that Scott had inspected the bus being considered for purchase for the Recreation Dept. and found that it has some issues that may be costly to repair. Capello gave Selectmen a list of the issues needing repair/replacement and asked the board how they would like to proceed. Selectman Johnson estimated there is about \$5,000 worth of repairs needed on the mini-bus. Chairman King suggested sending the report to the dealership and to ask what repairs they would be willing to make or if they would reduce the price based on the repairs needed. He added there is no reason the board would not want to purchase the bus if the repairs are made.

H). Kudos to Police and Fire Depts. - Capello said he wished to extend “major kudos” to the Police and Fire Depts. for their handling of the arson fire the previous week and how quickly they were able to solve it. Firefighters saved the building and Police Officers solved the case in less than 24 hours and are due kudos for their efforts and abilities he said. Selectmen agreed with his statements.

I). Annual Town Report- Chairman King asked if the report was “all set “. Capello said the Selectmen’s Secretary is currently working on it and the CIP warrant article, \$1,000 reduction in the sludge removal line item and board/committee photos will be included as previously discussed.

J).Christmas Lights and Poles- Chairman King said he received an e-mail regarding a person who may have not been paying attention during the months and months of discussion that the board had trying to find the best solution to what we have for revenue and the wishes of the town. He said he wished to commend the Decorating Committee for all their hard work and noted the issue is a work in progress. He said that through the years it will get better with additional banners and signs as we try to make the best of the situation. The board was dealing with PSNH/Eversource and neither one would assist the town King said.

Capello said the town went as high as the Public Utilities Commission seeking assistance and did not receive any help. We looked at pricing for decorative poles and underground lighting which is cost prohibitive. If the new poles were put in the company’s right-of-way the town would have to pay to light them all of which were too cost prohibitive. There were months and months of planning and thought that went into it and this was the most cost effective way to do it Capello said.

Chairman King added that the town may be able to apply for a future CDBG grant to install underground power and improve the lighting which will cost thousands of dollars that he would not feel comfortable asking taxpayers to pay for. It will take extensive work and a solid application but is potentially doable he said.

Capello reported that all of the poles scheduled to be installed this year have been installed. Some of the easement deeds were returned for corrections which will be completed and sent to the Registry of Deeds. There were no problems with drilling holes for the poles at any of the sites he said.

K).Fire Dept. Boots- Selectman Johnson asked about the status of the Chief’s recommendation to purchase leather boots for the dept. Capello said the Chief reduced the amount requested but still plans to purchase some leather boots.

L).Good-bye Bette- Capello reported the staff had a small gathering to say good-bye to Planning Dept. Secretary Bette Gallagher who is leaving her position on Dec.28.

M).Future Water Source Research- Capello said he met with company reps to discuss continuing the search for potable water sources in town and a meeting will be scheduled to continue the discussion.

Chairman King then wished everyone a Merry Christmas and a Happy New Year and said the next board meeting is scheduled for Jan. 11, 2016.

6). Non-Public Session A:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (e) passed 3-0 by a roll call vote (King, Proulx, Johnson- yes) at 7:32 p.m.

Motion: (King, second Johnson) to come out of non-public session passed 3-0 at 7:40 p.m.

Motion: (King, second Johnson) to seal the minutes until the matter is resolved passed 3-0.

7). Non-Public Session B:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (c) passed 3-0 by a roll call vote (King, Proulx, Johnson- yes) at 7:40 p.m.

Motion: (King, second Johnson) to come out of non-public session passed 3-0 at 7:48 p.m.

8). Non-Public Session C:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (a) passed 3-0 by a roll call vote (King, Proulx, Johnson- yes) at 7:48 p.m.

Motion: (King, second Johnson) to come out of non-public session passed 3-0 at 8 p.m.

9). Non-Public Session D:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (e) passed 3-0 by a roll call vote (King, Proulx, Johnson- yes) at 8 p.m.

Motion: (King, second Johnson) to come out of non-public session passed 3-0 at 8:05 p.m.

Motion: (King, second Johnson) to seal the minutes until the matter is resolved passed 3-0.

10). Non-Public Session E:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (c) passed 3-0 by a roll call vote (King, Proulx, Johnson- yes) at 8:05 p.m.

Motion: (King, second Johnson) to come out of non-public session passed 3-0 at 8:15 p.m.

Motion: (King, second Johnson) to seal the minutes passed 3-0.

11). Adjournment:

Motion: (Johnson, second King) to adjourn the meeting passed 3-0 at 8:25 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary

Charlie King

Paula Proulx

Neil Johnson

James Horgan

Gerry McCarthy