

**Town of Farmington**  
*Board of Selectmen – Public Meeting Minutes*  
**Monday, August 8, 2016**  
**Selectmen’s Chambers**  
**356 Main Street**

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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

Joe Harrison, Director of Clean Energy Finance, CDFA

Celeste Gingras, Seacoast Eat Local-Seacoast Area Mobile Market

1). Call to Order/Pledge of Allegiance:

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

2). Public Input: None.

3). Review of Minutes:

August 1, 2016- Public Session-Page 2, #4 Fire Dept., Gear Extractor- End the second sentence after “needed”. Add “Randy Orvis asked” before “if the amount of wastewater...” Add “Mr. Capello said the wastewater is included in the system capacity.”

Page 3, 9th paragraph- Change to read “Mr. Brooks said TDS received “the PEG Channel Transport Agreement...”.

Page 3, 13th paragraph- change “connection” to “PEG Channel Transport Agreement”.

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

Non-Public Session A- 1st sentence- change “met” to “spoke”. Third sentence – change “meeting” to “discussion”.

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

Non-Public Sessions B, C and D-

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

4). CDFA Discussion on LED Conversion:

Clean Energy Finance Director Joe Harrison came before the board to discuss a proposal to update the lighting in the municipal buildings to LED lighting to help reduce energy use and costs. He said the Community Development Finance Authority's \$11 million Clean Energy fund provides loans to municipalities that are structured based on energy savings. Mr. Harrison said he took a tour of the Town Hall/Rec. Dept., Municipal Office building, Public Works Dept. and current Police Station and conducted an initial review and financial analysis of the project. The total cost for the project is \$50,363 with \$17,550 in rebates for a total loan amount of \$32,813. The five year loan would have a three year payback with a 2.50% interest rate. Energy savings would be about \$11,110 a year and yearly loan payments would be \$6,988 resulting in a net annual savings of \$4,122 he said.

Mr. Harrison said that an energy audit of the buildings is a financial requirement of the program. He presented a proposal from Resilient Buildings Group to perform the audits of the Rec. Dept. /Police Station (\$7,450) and the Municipal Office Building (\$6,850) for equipment, labor and materials, along with a preliminary energy use and cost analysis for the buildings.

Selectmen discussed how rebates are determined, putting the audit, LED lighting and installation out to bid, Eversource will pay 50 % of the audit cost up to \$7,500, possibly including the Old Court House, reserving rebates for next year, typical energy savings for old Town Halls/Municipal Buildings, potential energy improvements, improvements already completed, to retrofit the old lighting fixtures or replace them with new fixtures and locating the original energy audit done about 5 years ago.

Motion: (Johnson, second Titus) to make an agreement with CDFA to go out to bid for LED lighting and obtain quotes not to exceed \$50,363 contingent on acceptance of the final proposal and receipt of the energy rebates passed 5-0.

5). Gear Extractor for Fire Department:

Fire Chief James Reinert provided additional price quotes and warranty information regarding the purchase of a gear extractor to clean the turn out gear. The board reviewed the model information provided by Fire Tech & Safety of New England, Inc., Bergeron Protective Clothing and Daniels Equipment Company and discussed which company provides the best warranty, installation requirements for each unit, washer capacity, how often the gear must be cleaned and the wash process.

Motion: (Johnson, second Titus) to authorize the purchase of the Dexter T-400 at a cost of \$5,000 from Fire Tech & Safety of New England, Inc. passed 5-0.

6). ESRI GIS Proposal:

Mr. Capello told the board he contacted esri to obtain information regarding the town's GIS software license and found that the existing license is from 2005. The company rep suggested the town purchase a new license instead of paying for each of the upgrades since then. He said that a locked license costs \$1,275 and a floating license costs \$2,550.

Discussion included the number of users that can use the software, a locked license is assigned to just one computer, a floating license can be used from several computers, potential use by the Planning Board, Conservation Commission, DPW Deputy Director and administration and the ability to save files.

Vice Chairman Johnson asked if Mr. Capello was requesting to pay the licensing agreement with funds from the Future Technology Fund. Mr. Capello said that was his recommendation. Chairman King then moved the discussion to the next agenda item.

7). Purpose of Future Technology Fund:

Mr. Capello gave the board a list of some of the town's Capital Reserve and Special Revenue Funds with the purpose of the fund and who is the agent to expend the funds. The list states that the purpose of the Future Technology Improvements Fund is to offset the cost of future computer and communications technology needs for municipal operations and the Board of Selectmen are the agents to expend the funds. There is approx. \$43,000 currently in the fund he said.

Selectmen discussed whether to take the funds for replacements, upgrades or new purchases from the technology fund or from the operating budget, it is foolish to "nickel and dime" the fund, the fund contains more than needed for the foreseeable future and if needed a new phone system could be paid for from the technology fund if needed.

Motion: (Horgan, second Johnson) to expend up to \$4,000 for the new computer and esri software and to withdraw the funds from the Future Technology Improvements Fund passed 5-0.

#### 8). Public Safety Building Update:

Mr. Capello said the construction company expects to pour the walls for the building next week. He said the town received approval of a \$1,000 rebate for the heating system and that he plans to get the project on the list for up to \$50,000 in available rebates awarded by Eversource for energy efficient construction.

He said he was expecting to receive the price for the revised irrigation plan the next day and estimated it would be about \$3,000 for the system instead of the \$10,000 for the original system.

Discussion also included the size and location of the transformer and the emergency generator and the contractor's application for payment.

Motion: (Horgan, second Johnson) to authorize the general contractor release of liens and payment of the invoice for \$187,970.53 from the bond proceeds passed 5-0.

Chairman King asked what percentage of the total contract has been completed to date.

Vice Chairman Johnson said the schedule shows that 12.86% of the project has been completed.

Mr. Johnson then asked about the contingencies listed on the Schedule of Values provided by Groen Construction. He said he would like to see the available funds in case the project were to run into a problem and asked for more information about the contingencies.

Mr. Capello said he would obtain the information at the construction meeting scheduled for the next day.

#### 9). Peddler's License Approval:

Celeste Gingras of Seacoast Eat Local applied for a Peddler's License to allow the sale of produce, beans, eggs, syrup, honey and grains from a mobile farmer's market located outside of the Community Action Program office on Main Street. The items will be sold on Wednesdays from 10:30 a.m. - 1 p.m. from August 10 to September 28.

Ms. Gingras said some of the produce will come from Farmington and the program will accept cash, debit, credit and SNAP/EBT cards and also provides incentives for SNAP customers. Selectmen suggested she provide a schedule/price list for publication on the local Cable TV channel.

Motion: (Horgan, second Titus) to authorize a Hawkers and Peddlers License for Seacoast Eat Local and to authorize the Chairman to sign the application passed 5-0.

Recess- Motion: (Horgan, second King) to take a five minute recess passed 4-1 (Titus opposed) at 7:25 p.m. The meeting reconvened at 7:40 p.m.

10). Town Administrator's Business:

A). Cable Franchise Agreement- Mr. Capello said he received an e-mail from Town Counsel reporting that everything the board requested has been completed including attachment of the PEG Channel Transport Agreement to the Franchise Agreement as Exhibit F. He said she stated she did not expect any issues by either TDS or MetroCast with signing the agreement and recommended Selectmen sign the agreement.

Selectmen expressed concerns about signing the document before the cable or the phone companies have signed it. Selectman Proulx suggested the board agree to sign the agreement contingent on receipt of the signatures of the other two companies.

Motion: (Johnson, second Horgan) to sign the Cable Television Franchise with the stipulation that it be held until the PEG Channel Transport Agreement is signed by MetroCast and TDS and in the hands of the Town Administrator passed 5-0.

B).2017 Proposed Budget Increases- Mr. Capello asked if the board wished to begin discussing the possible increases to the 2017 budget. Selectman Proulx said she requested the information as the Capital Improvements Committee will begin meeting next month and contract negotiations have begun and said the board needs to "know where you are first".

Mr. Capello said he added a 5% increase for health insurance costs and said the dept. heads have not requested any big increases at this point. He then asked the board not to "hold" him to this preliminary budget proposal.

11). Additional Board Business:

A). Resource Officer- Mr. Horgan asked who will be the school Resource Officer for the coming school year. Mr. Capello said Officer Langley will remain in the position.

B). Copier Status- Mr. Johnson asked for the status of the troublesome copy machine at the Municipal Office Building. Mr. Capello said he is in contact almost daily with the maintenance person who is reportedly developing a plan to deal with the copier problems.

C). Cable Franchise Fees- Selectmen received copies of the statement from MetroCast that included a check for \$26,224.71. This represents 3.5% of the revenue received from Farmington customers (\$749,277.42) during the period from Jan. 1, 2016 to June 30, 2016. Mr. Johnson said the statement shows a discrepancy between the franchise fee rate changed to MetroCast (3.5%) and the fee rate included in the franchise agreement with TDS (3%). Mr. Capello will review the matter.

D). Diesel Withdrawals- Mr. Johnson noted that there have been no withdrawals of diesel fuel from the town tanks since April and asked where the diesel for the back hoe is obtained. Mr. Capello said the fuel for the back hoe comes from the town tanks and suggested the operator may have used the wrong key so that fuel withdrawals are not showing up in the right place. He added that highway dept. equipment is not part of the fuel card program and said he will investigate the matter.

E). Sale of Town Property- Chairman King detailed the things the town has done in an effort to sell the 20 town owned properties with little success. He suggested the town place for sale signs including a minimum bid at each property and to advertise the sales on the local cable TV channel. Consensus of the board was to ask Mr. Capello to provide a proposal for the sale of the properties within the next few weeks.

12). Non-Meeting:

Selectmen discussed union contract negotiations from 7:55 p.m. to 9 p.m.

13). Non-Public Session A:

Motion: (King, second Titus) to enter non-public session under RSA 91-A: 3 II (d) Sale of Property passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus – yes) at 9 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 9:10 p.m.

14). Non-Public Session B:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (d) Sale of Property passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 9:10 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 9:15 p.m.

16). Adjournment:

Motion: (King, second Horgan) to adjourn the meeting passed 5-0 at 9:20 p.m.

Respectively submitted

Kathleen Magoon, Recording Secretary

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Charlie King

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Paula Proulx

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Neil Johnson

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James Horgan

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Ann Titus