Town of Farmington
Budget Committee Meeting
Wednesday, March 23, 2016

**Committee Members Present**:
Sylvia Arcouette, Vice Chairman
Neil Johnson, Selectmen’s Rep.
Jodi Connolly
Stan Freeda, School Board Rep.
Alex Morin
Elizabeth Johnson
Sam Cataldo
Stephen Henry

**Others Present:**Superintendent Keith Pfeifer
Business Administrator Laurie Verville
Town Administrator Arthur Capello

**1). Call to Order:**Vice Chairman Arcouette called the meeting to order at 7 p.m.

**2). Pledge of Allegiance:**All present stood for the Pledge of Allegiance.

**3). Public Comment**: None.

**4). Appoint Chairman, Vice Chairman and Secretary:**Vice Chairman Arcouette welcomed new members Elizabeth Johnson and Alex Morin and asked for nominations for committee officers.
**Motion:** (Connolly, second Cataldo) to nominate Steve Henry for Chairman passed unanimously.
**Motion:** (Connolly, second Cataldo) to nominate Sylvia Arcouette for Vice Chairman passed unanimously.
**Motion:** (Arcouette, second E. Johnson) to nominate Jodi Connolly for committee Secretary passed unanimously.

**5). Appoint Two Members to the CIP Committee:**Vice Chairman Arcouette asked for members interested in representing the Budget Committee to the Capital Improvement Plan Committee. Member Sam Cataldo said he would like to remain as the committee representative if the CIP Committee would change their meeting start time. Town Administrator Arthur Capello said he would check with CIP Committee Chairman Paula Proulx about the possibility of changing the meeting time. Member Alex Morin agreed to be the alternate representative to the CIP Committee.
Vice Chairman Arcouette then turned the meeting over to Chairman Henry.

**6). Review of Minutes:**February 24, 2016-
**Motion:** (N. Johnson, second Connolly) to approve the minutes as written passed 5-0-3 (Cataldo, E. Johnson and Morin abstained).

**7). Review Town and School Reports/Questions:
A). School Reports**: *All Funds-Revenue Report-*
Page 1, Line 10-3000-43111- Adequacy Aid, State of NH- Business Administrator Laurie Verville said the state currently owes $1,937,654 to the district but noted they are expecting a payment next week and that this is basically on track for this point in the school year.
Page 1, Line 10-3000-44580-Medicaid, State- Ms. Verville said the district is due to collect $137,289 some of which is due to changing billing companies and them playing catch up with the payments to the district. Mr. Johnson noted the district received about $56,000 more from Medicaid last year and asked if the district expected to receive the same amount this year. Ms. Verville said she expected to see a “sizable” check in late summer but that it is too early to tell what the total will be for this year.
Ms. Verville then explained for the new committee members that accounts beginning with a “10” indicate general operating fund items, “20-22” indicates federal grant funds and accounts beginning with a “40” indicate food service funds. She told the committee that there has been a change in the food service area following the new 5 year agreement with the Paraprofessionals. The food service employees were removed from the Para union contract and because this is a “material change” the food services must be re-bid she said. Discussion included the food service employees will no longer be school district employees, the RFP for food services is available online, what is a “qualified” food service provider, if Farmington and Middleton school districts could bid for services together to save money and three providers have responded to the RFP so far.
*Year-to-Date Expenditure Report-General Fund*- Ms. Verville said some negatives shown in the operating budget are due to bus drivers’ salaries posted in the wrong lines and they are in the process of fine tuning those postings. She added they are also in the process of finding companies that offer bulk purchasing for supplies with no contractual requirements or fees and are looking for opportunities to include the town in the purchases. Superintendent Pfeifer added if they make purchases through a big company that offers on demand delivery it eliminates the need to store and secure a large amount of supplies at one time. Ms. Connolly said it also may be advantageous to get a price from the company where the supplies account is and then try to get a second company to beat their price.
Ms. Verville said the district has already gone in on a joint bid with the town to purchase heating oil for $1.62 a gallon. The town has already approved and locked in the price. The school district has budgeted $2.15 a gallon for heating oil she said.
Mr. Pfeifer said the town and school district can also bid together for electricity rates. This would allow both to get a stable rate for the year instead of paying fluctuating rates he said.
Mr. Johnson asked if other entities could enter into the bid and said he was thinking of the library in particular. Mr. Capello said he was already making arrangements for the library to participate.
Page 7, Lines 182-189- Special Ed Supplies- Mr. Johnson asked why all of these lines are unspent. Ms. Verville said this is due to pre-buying some items out of the previous budget and encouraging staff to spend only as needed.
Page 6, Lines 176 and 177- Tuition Spec Ed Private- Ms. Verville said there were some unanticipated out of district placements but they made some changes to contracted services and the budget for this item is in good shape. She said there are currently 18 students placed out of district. Mr. Pfeifer added the district created some programs to provide services in a more cost effective manner.
Page 8, Line 216- Co-Curricular Activities- Mr. Johnson asked why most of these funds remain unspent. Ms. Verville said anyone nominated for these positions must complete the function first and then they will be paid. She said these positions are typically advisor positions such as class advisors, club advisors, yearbook etc. who will receive a contracted stipend at the end of the year.
Page 10, lines 266-270-Adult continuing Education- Mr. Johnson asked why these lines are unspent. Ms. Verville she thought an English class was offered but said she will give the committee an update on this information at next month’s meeting.
Mr. Pfeifer announced that a new nurse has begun work at the Henry Wilson School and that an Asst. Principal and Principal will soon begin work there. He said the staff has been “sensational” in stepping up and helping to fill the void while the positions have been vacant. There will be a “meet and greet” for the new staff members at a date and time to be determined he said.
Mr. Pfeifer said he would also like to thank Ms. Verville for excellent job she has been doing handling the budget for the district. Committee members agreed and noted the good quality work provided by Ms. Verville over the years and that they have received any information requested in a timely manner.
**B). Town Reports:** *Remittance Report-*Town administrator Arthur Capello told committee members that income is on track at this point.
Page 6, Fireworks ($937) - Mr. Capello said this line represents the fundraising and donations received for the Hay Day fireworks display. The funds go into the Recreation Dept. revolving fund and not into the general fund he said. Discussion also included how much was donated from the Chili/Chowder Fest and other funding sources.
Page 9, Cable Franchise Fee ($25,738) - Mr. Cataldo asked for a breakdown of this line. Mr. Capello said this represents 3% of the fees paid by cable subscribers that go into the Special Revenue Fund to pay the Community Television Coordinator Robert Hall’s salary, attorney’s fees and equipment. He added that Mr. Hall is presently working on setting up broadcast capability at the Town Hall. Chairman Henry said the school district also has a cable channel and asked if the operating funds for that channel come out of this fund. Mr. Capello said the school district has a separate fund budgeted for the school channel.
*Parks and Recreation Dept. Monthly Report- February* -
Members reviewed and discussed the report submitted by Director Rick Conway which included information on senior programs, school year programs, the Advisory Committee, upcoming events and the Revolving Account. Discussion included the Foxwoods trip, the Daddy-Daughter Dance, how full time and part time employees are paid, if “no-shows” are refunded, what bus company is used for some trips and a possible error on the expense report for the Foxwoods trip.
*General Fund Report*- Mr. Capello said he did not have any items to highlight in this report as the budget was only recently approved and it is early in the reporting period.
Page 3, Line 01-4191-10-565-Boards’ Printing and Ads, Planning and Zoning - ($1,000 budgeted) - Mr. Johnson noted that this line is already over expended by $56. Mr. Capello said some of this is due to a second publishing of a public hearing posting caused by an error in the first posting. He added some of these expenses will be offset by revenues brought in by the boards.
Page 5, Line 01-4210-10-344- Police Dispatch and Prosecution- ($31,500 budgeted). Ms. Connolly asked why $22,000 is already expended from this line. Mr. Capello explained the county sets a price for dispatch services and bills the town until this amount is spent. The only other option would be to add full time dispatch to the dept. he said.
Page 7, Line 01-4311-10-140- Highway Overtime-($30,000 budgeted). Ms. Connolly noted that this line has $14,752 left in it. Mr. Capello said most of the overtime occurs during the winter season for plowing and snow removal. He added there are rare occasions during the summer months when overtime may occur such as during flooding or trees down caused by a storm.
Chairman Henry asked about the amount of salt reserve available. Mr. Capello said there is plenty of salt in the salt shed and that the DPW Director purchases the salt as needed. Mr. Johnson added the Director will purchase the salt for the next winter season in August.
Chairman Henry asked if the new DPW Deputy Director position has been filled. Mr. Capello said the position has been advertised but has not been filled.
Mr. Capello then told the committee that he is working on the bond application for the new Public Safety Building and the bond bank has said the interest rate is expected to be less than originally planned which may save a few cents on the tax rate. He added that he is preparing the RFP for commercial real estate services to market the commercial properties in town such as the lots in the Sarah Greenfield Business Park and the parcel where the fire station is currently located.
Chairman Henry asked about including the Old Courthouse in the list of properties for sale and move the Community Action Partnership office to the second floor of the Municipal Building. Mr. Capello said he did not think residents would want to sell that property due to its historic value but even if they did it would not be included in this round of sales as it would take a lot of planning to make such a move.

**8). Old Business**: None.

**9). New Business**:
Chairman Henry told viewers that there are three open seats on the committee and invited anyone interested in becoming a member to go online or come into the Municipal Building Office and fill out an application. The open seats are for one year terms he said.

**10). Any Other Business to Come Before the Committee**: None.

**11). Adjournment:
Motion:** (Connolly, second Cataldo) to adjourn the meeting passed unanimously at 7:55 p.m.

Respectively submitted
Kathleen Magoon
Recording Secretary