

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, November 8, 2010
356 Main Street, Farmington, NH**

Selectmen Members Present:Paula Proulx, Gerry McCarthy, Charlie King, Gail Ellis and Joan Funk.

Town Staff Present: Water/Wastewater Superintendant Dale Sprague, Public Works Director Scott Hazelton, Finance Administrator Pam Merrill, Town Clerk Kathy Seaver and Recreation Director Rick Conway.

Public Present:

Chairman Proulx called the meeting to order at 6:05pm.

1. Review of Minutes:

- A. *Joan Funk motioned to accept the public minutes of 10-18-10 as amended, 2nd Charlie King. Motion carried with all in favor.*
- B. *Joan Funk motioned to accept the public minutes of 11-1-10 as amended, 2nd Charlie King. Motion carried with all in favor.*
- C. *Charlie King motioned to accept the non-public minutes of 11-1-10 part A as written, 2nd Joan Funk. Motion carried with all in favor.*
- D. *Joan Funk motioned to accept the non-public minutes of 11-1-10 part B as written, 2nd Charlie King. Motion carried with all in favor.*

2. Public Comment:

- A. Paula read a letter dated November 1, 2010 from Susan Loker on behalf of Congregational Church. In the letter she thanked the Recreation Department for their assistance with their recent auction and included a \$100 donation towards the purchase of a new popcorn machine or whatever the Rec. feels is appropriate.

3. Town Departments Budget Review:

A. Town Clerk/Tax Collector (Town Clerk Kathy Seaver presenting) –

- 1. Joan asked if she allowed for a postage increase and Kathy replied no, because there will not be a postage increase.
- 2. Gail asked what part of the office supplies under the Administration budget is her and Kathy replied \$1500. Kathy added that this line is for the purchase of a printer, calculator, toner, etc. and this year she has only had to purchase toner thus far. Gail asked if the line can be reduced and Kathy replied that if this contingency is not there and her \$1000 printer breaks her office will not be able to run. Gail asked for a detail list of expenditures for this line and Pam said she would get it.

3. Charlie questioned if line 5 (deputy clerk) is the correct amount and Kathy replied that Pam calculated these lines with the current staff at 52 weeks.
4. Gail what the RSA line is for and Kathy explained this is for the digital quarterly updates to the RSAs at \$98 per month.
5. Kathy explained that there is a mandatory purge on the Supervisor's Checklist this year (it is always every ten years).
6. Charlie questioned the ballot clerk line and stated he would be in favor of increasing the clerk stipend from \$50/day. Kathy replied that she would not be opposed to an increase and explained the stipend was increased from \$25/day two years ago.
7. Gail questioned why the registry/research line was increased and Kathy explained when a property goes to tax lien/deed it needs to be researched and there were more properties put to lien/deed in 2010.

B. Recreation Department (Recreation Director Rick Conway presenting) –

1. Rick explained that line 01-4194-10-110 (maintenance Tec) is for \$36,000 to cover Keith's salary plus his anticipated overtime and coverage for when Keith is out. (Keith salary plus \$3,510.94) Gail suggested having a separate line item for overtime and then substitutes. Joan asked if he included a 3% raise and Rick replied no. Gail questioned how much overtime he anticipates and how much was spent on substitutes this year.
2. Rick informed the Board that he is investigating a leak or meter issue at the Rec. (Dale stated the meter is not the issue) Rick is going to have Ted Kamaris in to turn the boiler off so he can determine if the meter is still running.
3. Charlie asked what the training line is spent on and Rick explained it has been used for several things. This year they attended water safety training, CPR certifications, ZUMBA training and summer workshops.
4. Charlie asked if Rick has looked into a free energy study to reduce the usage of the community center and Rick explained that PSNH just came in and replaced all the lights and ballasts for efficiency purposes. Pam added that she received a letter from PSNH stating they anticipate a 3% increase for all municipal buildings. Also, this line is for the Police Department, Community Center and the Old Courthouse.
5. Gail questioned the repairs/maintenance line as to what Rick is anticipating for work. Rick explained that there is a lot of patch work that needs to be done going up the balconies, along with door lock replacements, railing replacements, faucet repairs, etc.
6. The payroll lines reflect current salaries.
7. Charlie asked what is paid out of the office supply line and Rick explained he purchases tape, glue, staples, folders, paper, etc.
8. Charlie asked what the Rec. equipment line is for and Rick explained he uses the line for office equipment, software and such items like basketballs.
9. Rick explained that the gasoline for program transportation is not included in the trip fees. Gail questioned if the rec. revolving fund can cover more of these costs and Rick replied no, he would have to raise the cost of the program in order to do so.

10. Rick explained that the Patriotic Purposes line is for the downtown flag, municipal building flag, Rec. dept. flag and the Memorial Day parade. An invoice from the American Legion will be requested for the parade.
11. Joan asked why Hay Day was increased and Rick explained that though the town was gracious to contribute the \$1000 that was cut last year he budgeted \$4500 again this year to see if the Board would consider this amount. Several Board members suggested keeping the line at \$3500 and continue to fundraise the remaining amount.
12. It was questioned why the \$900 for the 500 Boys and Girls Club was put back in the budget. Rick explained that he would like the Board to consider making a contribution to this great program that alleviates a huge program from the Town. It was noted that a memorandum on how this money is spent from the 500 Club would be helpful, plus a letter requesting these funds would also be appropriate.
13. Charlie asked what the special events line is for and Rick explained it is for all the free events (family nights in the park, egg hunt, etc.) that he cannot support with donations.
14. Gerry questioned why we include town information in the Rec. brochure. Rick replied that he feels it is job to supply the community with information. Paula suggested Rick determine the cost savings if he was to print only the Rec. information/programs.
15. Charlie asked what the rough estimate for the rec. revolving account is for monies coming in and out. Pam read the town report from last year and the figure was \$154,720.87. Rick explained these funds come in and go out for salary and programs.

C. Rec Department Maintenance Proposals –

1. Rick provided proposals for the repair and painting of the gymnasium ceiling. Four proposals were received;
 - a. Kevin Rouleau Construction \$4,140
 - b. Target New England \$4,760
 - c. Construction Services, Inc \$5,875
 - d. M & L Maintenance \$10,973

Gerry McCarthy motioned to award the proposal for the painting of the gymnasium ceiling to Kevin J. Rouleau Construction for \$4,140, 2nd Joan Funk. Discussion followed where Charlie asked if the contractor will stand by his work and Rick replied that he checked with the references and they were all good but he is not aware of painter's giving a warranty. Charlie suggested having the contractor's typical warranty for his quality of work, also the payment terms are outside the town's typical purchase policy. Gerry amended his motion to include the same paint that was already used or better be used and the town's standard payment terms be administered, Joan agreed. Motion carried with all in favor.

Gail Ellis motioned to expend the \$4,140 for the ceiling painting from the Capital Reserve, Public Buildings Maintenance Fund, 2nd Gerry McCarthy. Motion carried with all in favor.

2. Rick provided the Board with proposals for the repair and painting of the downstairs hallway and ceiling at the Rec. Three proposals were provided;
 - a. Doug's Painting \$1,800
 - b. Advantage Painting and Home Repair \$3,400
 - c. A Cut Above Painting \$4,110

Gail suggested Rick put this out for an official RFP due to the amounts of the proposals and also the fact that several of the quotes are from July. Joan stated that the low bidder has done work for the town and all three bidders supplied their bid at the same time. *Joan Funk motioned to award the bid to Doug's Painting for \$1,800 for the repair and painting of the downstairs hallway and ceiling, 2nd Gerry McCarthy. Motion carried – Paula Proulx (yes), Joan Funk (yes), Gerry McCarthy (yes), Charlie King (no) and Gail Ellis (no).*

Charlie King motioned to expend the \$1,800 for the downstairs hallway and ceiling of the rec. from the Capital Reserve, Public Buildings Maintenance Fund, - Motion withdrawn. The funding will come from the building maintenance budget line.

3. Rick suggested a third project of restoring the hard wood floors in the Rec. offices. Wooden Images has quoted \$900 for this project. Rick also stated that the gym and stage floors need to be refinished; the cost is \$500 for supplies. The Board agreed these projects should come out of the general government buildings budget and they realize this maintenance line will be over-expended. *Charlie King motioned to authorize Wooden Images to restore the hard wood floors in the Rec. office for \$900, 2nd Gerry McCarthy. Motion carried with all in favor.*
4. Charlie asked what Rick is proposing for the men's bathroom downstairs and Rick explained the bathrooms are on his maintenance list for 2011.

At 8:14pm, Paula Proulx motioned for a short recess, 2nd Joan Funk. Motion carried.

At 8:19pm the Board reconvened.

D. Water Department Budget (Dale Sprague presenting) –

1. Dale explained he needs to change the personnel line to \$100,195.00 to reflect a reimbursement payment to Kathy Seaver for billing at \$12.50/hr for 5 hrs. a week. This line also depicts the reduction of the current secretarial position. The line is for ½ Dale's salary, one full-time, one ½ person, one ¼ time person, pager duties and the secretarial reimbursement. The on-call pay line will be removed because it is included in the personnel line. Gail asked what the ¼ town treasurer is and Dale explained the water department pays ¼ of the treasurer fee. These lines do not include any salary raises.

2. Dale explained the personal liability line should be \$1,648.00 based on the personnel policy and one random drug test for \$63.00.
3. Dale stated the FICA, Medicaid, Retirement and Workman's Comp lines will need to be adjusted to reflect the personnel payroll line.
4. Dale stated the pump repair line should be \$6,000 and the new equipment line should be \$5,000 (he just finished a study on the communication between the pumps and the station and he would like to change the system over to a radio system).
5. Charlie asked if the tools/maintenance line can be reduced to \$2,500 based on historical expenditures. Dale replied he could agree to this.
6. Dale explained he budget \$10,000 in the Capital Reserve Fund and \$17,000 in the Mainline Renewal line which reflects 25 ft. of line for Orange St.
7. Charlie asked what the historical water usage is and Dale explained there was an abnormal dip in 2009 but 2010 showed an overage from the norm, 76 million gallons is average.
8. Charlie asked what the stipends are for uniforms and Dale explained it is \$500 a person which includes boots.
9. Gail asked what they typical electric bill is because it there is \$10,000 left over. Pam replied the expended figure is for 9 months and Dale stated the typical bill is approximately \$2500.

E. Wastewater Department Budget Proposal Review (Dale Sprague presenting) -

1. Dale stated he would like to change the sludge processing line to \$28,500 because this process will need to change in 2011. He will need to pay for the sludge removal in the summer months at an average of \$79/ton. Dale discussed his plan to truck the sludge to Waste Management and Charlie suggested Dale work with CMA Engineers and Scott Hazelton to come up with some alternative solutions.
2. Charlie suggested reducing the specialized labor line to \$4,000 and Dale stated he could manage with \$4,000.
3. Dale would like to change the chemicals line to \$8,200 in order to purchase a new chemical.
4. Dale would like to add \$1000 to the new equipment line to purchase a York rake. He noted that he is also looking into the possibility of purchasing a tractor through the NHDES grant but more research is required.
5. The personnel line needs to be updated to \$102,180.00.
6. Dale stated he believes the personal liability is incorrect and will review this line with Pam and the auditor line should be \$1,440.

F. Fire Hydrant Rental Proposal - Dale presented the Board with a proposal for fire hydrant rentals. Charlie stated he felt a few figures are missing and he would think the cost would be closer to \$100. Gail questioned if a warrant article should be included to establish these funds and then direct those collected fees into a special project account (like for a new well).

G. Updates from Dale – Dale stated that there are a few items he wants to make sure the Board are aware of. First, the 3 phase generator at the fuel pumps is not running and it never has. A

new generator will be approximately \$8,000 and Jim Langis suggested a 10kw generator. Charlie asked what Dale is suggesting to do with his fixed unit generator that will be removed from the wastewater plant with the upgrade and Dale explained that he would like to move it up to well #6.

Also, a plan for ADA compliance for the Municipal Building to meet the requirements of the Rural Development grant needs to be established. Dale then stated that he would like the Board to authorize Paula to sign the APEX phase 2 contracts on behalf of the town. ***Joan Funk motioned to authorize Paula Proulx to sign the APEX Construction Phase 2 contract, 2nd Charlie King. Motion carried with all in favor.***

The Groundwater Study proposals are in; Alan and Dale have recommended two for the Board to interview. The Board will make a final decision on who to interview next week when Alan is back from vacation.

4. **New Business:**

A. Paula asked Pam why the town has not made the second payment to McLane for their services and Pam explained that the second bill exceeded the “not to exceed” amount of \$3,000 to \$6,000. Alan contacted them and never received a response as to why they exceeded the quoted amount. Pam will remind Alan of this outstanding issue when he returns.

B. Megan forwarded a memo to the Board for some suggestions on who to dedicate the town report to this year and what to put on the cover.

5. **Old Business:**

A. Paula stated that there are a few items that need to be addressed with the DPW; there are a number of potholes that need to be fixed, catch basin/culvert cleaning, street sweeping, tree trimming, plow and the sand trucks need to be ready for the upcoming season (Charlie said that two weeks ago there were two trucks ready to go). Also, there is still money in the bridge budget line because there was money put in for the engineering of the Hornetown Road bridge and this bridge needs to be put on the 80/20 bridge replacement list.

At 10:07pm, Charlie King motioned to go in non-public session under RSA 91A.3.II (a), 2nd Gail Ellis. Roll Call – Paula Proulx (yes), Gail Ellis (yes), Charlie King (yes), Joan Funk (yes) and Gerry McCarthy (yes).

At 10:17pm the Board came back into public session and Paula stated the minutes were sealed from the non-public session were sealed with a unanimous vote.

At 10:17pm, Gail Ellis motioned to adjourn, 2nd Gerry McCarthy. Motion carried with all in favor.

Revised and accepted 11-22-10

Respectfully Submitted,

Brandy Sanger

Recording Secretary

Chairman Paula Proulx

Vice-Chairman, Gail Ellis

Joan A. Funk

Gerald McCarthy

Charlie King