

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, November 22, 2010
356 Main Street, Farmington, NH**

Selectmen Members Present: Paula Proulx (joined the meeting at 7:20pm), Gerry McCarthy, Charlie King, Gail Ellis and Joan Funk.

Town Staff Present: Interim Town Administrator Alan Gould, Director of Planning Kathy Menici, Police Chief Scott Roberge and Water/Wastewater Superintendant Dale Sprague.

Public Present: Neil Johnson, Jim Horgan, Dave Connolly and Art LeClair

Vice-Chairman Ellis called the meeting to order at 5:03pm.

Gerry McCarthy motioned to go in non-public under RSA 91.A. 3.II (b), 2nd Joan Funk. Roll call – Joan Funk (yes), Charlie King (yes), Gail Ellis (yes) and Gerry McCarthy (yes).

The Board reconvened at 7:18pm and Gail announced that the non-public minutes were sealed with a unanimous vote.

Chairman Paula Proulx joined the meeting and opened the public session at 7:20pm.

1. Public Comment:

A. None

2. Review of Minutes:

- A. *Joan Funk motioned to approve the public minutes of 11-8-10 as amended, 2nd Charlie King. Motion carried with all in favor.*
- B. *Joan Funk motioned to approve the non-public minutes of 11-8-10 as amended, 2nd Charlie King. Motion carried with all in favor.*
- C. *Joan Funk motioned to approve the public minutes of 11-15-10 as amended, 2nd Gail Ellis. Motion carried with all in favor.*
- D. *Joan Funk motioned to approve the non-public minutes of 11-15-10 part A as amended, 2nd Charlie King. Motion carried with all in favor.*
- E. *Joan Funk motioned to approve the non-public minutes of 11-15-10 part B as amended, 2nd Charlie King. Motion carried with all in favor.*
- F. *Joan Funk motioned to approve the non-public minutes of 11-15-10 part C as amended, 2nd Gail Ellis. Motion carried with all in favor.*
- G. *Gail Ellis motioned to approve the non-public minutes of 11-15-10 part D as amended, 2nd Joan Funk. Motion carried with Paula Proulx abstaining.*

3. Application for Abatement for Water/Sewer Bill:

Resident, John DeButts, applied for an abatement on his water/sewer bill in the amount of \$131.94. Dale Sprague explained that the rate for this property water/sewer bill did jump this year to four times the historical usage. Mr. DeButts explained to Dale that the only additional water usage was when he watered his lawn. Dale reminded the Board that this is not something they have typically granted in the past. *Joan Funk motioned to deny the abatement request by John DeButts, 2nd Gail Ellis.* Discussion followed in which Charlie stated he would agree with denying this request because it is fair and consistent with historical practice/decision. *Motion carried with all in favor.*

4. Forestry Consulting Services Agreement:

Dave Connolly, Chairman of the Conservation Commission, explained that the Commission would like the Selectmen to sign an agreement with BH Keith on their behalf for management of the Dubois and French property management plans. He further explained that the cost of these services should pay for themselves with the timber sales generated by the forest management. There are many parts of the management plans and before any project is begun a representative from BH Keith will attend a Conservation Commission meeting for approval of the services and cost associated with them. Gail asked if there is a set limit or approximate cost per year for this service and Dave explained there is not, but each project will be approved by the Commission before it is begun. Gail asked if the Commission would notify the Board of projects and their associated costs before approving and Dave said he certainly could do that. Joan commented that there is a Selectman on the Commission and if there is something that needs to come to the Board he could do that. Jim Horgan, member of Commission, stated that the projects to be completed are part of the approved management plans and are the town's obligation to do. Paula asked Pam Merrill, finance administrator, if there is an avenue for the Commission to accept revenue into their account and Pam replied that a warrant article should probably be drafted to do this. *Joan Funk motioned to accept the agreement for management services by BH Keith & Associates, Gail suggested the friendly amendment of having the Selectman being apprised of all projects and expenditures and Joan accepted, 2nd Charlie King. Motion carried with all in favor.*

5. Budget Review:

A. Planning & Community Development – (Planning Director Kathy Menici presenting.)

1. Kathy explained that she split the secretary line for planning and code enforcement departments so that the cost is depicted appropriately. Approximately 35% of the secretary's time is spent on planning and codes items.
2. Kathy explained that she added three lines in the code enforcement budget for gasoline, repairs to vehicle and telephone. Paula asked if the telephone line includes the cell phone stipend and Kathy replied yes.
3. Kathy explained that she increased the travel/training line because many of the Board members wanted to attend trainings this year but there were not enough funds.

4. The Board postage and printing/ads lines were increased but it should be noted that most of these fees are reimbursed by applicants.
5. Kathy added a line item for memberships to allow her to become members of two planner associations that will in turn allow her access to free trainings and libraries.
6. Charlie commented that the town entered a contract with Bayring and then questioned if there has been any savings. Gerry commented the contract change was so that the town could get exact billing and services.
7. Charlie stated that the town carried \$15,000 in the budget to cover the Code Enforcement Officer position and then questioned if this will still be necessary in 2011. Kathy stated that though the applications in her department are increasing she does not see a lot more revenue being accrued for the Code Enforcement department. She also stated that even though they do not have the revenue from the applications to support the position he is working very hard on code enforcement issues.

B. Conservation Commission Budget Review – (Chairman Dave Connolly presenting)

1. Dave explained that for many years the Commission's budget was \$5000 and the Commission was not very active and did not spend most of these funds; as a result he put forward a reduction in 2010. Now, for 2011 the Commission is very active and would like the Board to consider an increase in their budget with a total request of \$4,577.00.
2. Gail asked what they anticipate spending \$500 on for Hay Day and Dave explained that as a Commission part of their job is to educate people on conservation and public lands in town. The Commission would like to sponsor tours, make maps and pamphlets and give out saplings and such.
3. There is a line titled equipment in which they intend to continue their efforts to monitor town properties. This year alone, the cameras already owned by the Commission were used to catch and prosecute two separate cases of littering.
4. Art LeClair, Commission member, explained that in 2009 the town held 36 acres in easement and now have over 400 acres to manage and therefore would like to request \$1500 for a natural resource fund line. This line would be used to cover conservation efforts not covered under RSA 36 and the Current Use Fund.

Charlie King motioned for a short recess, 2nd Joan Funk. Motion carried with all in favor.

Paula reconvened the meeting at 8:52pm.

C. Police Department Proposed Budget Review: (Police Chief Scott Roberge presenting)

1. Gerry asked why the personnel lines are down and Scott explained that one of secretary positions and two officers are new higher at lower steps.
2. Scott explained that he would like to request \$45,000 this year for his overtime line in consideration that he is looking at the possibility of losing three officers this year (due to finances) and he will need to cover a new hire at the Academy with overtime hours.

3. A discussion was held on whether or not it would be beneficial to have some part-time officers. Scott explained that he does not feel part-time officers are a good thing because the schedule would be very difficult to maintain and the quality of work is different with part-time employees. Charlie stated it would save a significant amount of funds to have some part-time officers because the town would not be responsible for retirement and other benefits. Scott explained that he has looked at this but the department used to have part-time officers and there were several issues related to scheduling, outfitting, training and dependability.
4. Gail asked what training is proposed and Scott explained that the training differs each year, but every officer has to attend a certain amount of trainings each year. He then further explained that this year he denied some specialty classes this year (SWAT and investigating) due to the budget freeze.
5. Scott stated that there are five telephone lines in the PD (four standard and one for the intoxillizer). The budget line is for these lines, plus phone stipends, pagers (for SWAT) and the SPOTS service. This year the budget line is not a true reflection of the SPOTS service because it was not put online until this summer and therefore not expended.
6. Scott explained that the office supply line has increased by \$1000 because of the increased cost of the supplies.
7. The gasoline line needs to be corrected to \$21,240.00.
8. Scott explained he increased the cruiser maintenance line to \$10,000 from \$8,000 but did not budget for a new cruiser for the second year in a row.
9. The police supplies line has a \$3000 increase due to the increase in cost of ammunition and the SPOTS terminal fees from the State.
10. Gail asked if the funding for a new telephone system and the computer hardware can come out of the technology fund and Alan said he would need to check the wording of the fund.
11. Paula asked if the police new equipment line includes the full \$19,152.19 for tasers for all officers. Scott explained that the cost is included for discussion purposes and the cost is \$900 per unit. Paula reminded Scott that the Board discussed to only purchase three tasers for each of the front line cruisers. Scott stated that he is concerned with only having three tasers because he sometimes has more than three officers on at a time and asked if the Board would consider possibly purchasing three additional tasers in 2011 and then more in 2012.
12. Scott explained that he would like to budget \$600 for each cruiser for an additional battery that would allow the cruiser to run the lights during details without actually running the motor. This will save on wear and tear on the cruiser and gasoline. Paula

asked if Scott looked into purchasing the lights on stands like Rochester has and Scott replied that he has looked into it but they are typically used on back roads and he wouldn't want officers taking personal vehicles on details. Scott will look into this as an option.

13. Scott stated that the ballistic vest partnership grant was not granted to the department this year so the funds were not expended but he will be applying again this year.
14. Scott informed the Board that he was able to have a number of building maintenance issues taken care of in his building at no cost through skilled people who had to do some community service hours. This year some work needs to be done on the outside of the building. The electrical issues have been resolved and he believes the heat issues might be as well, though time will tell. Scott also commented that Keith, the maintenance guy, has been doing an excellent job and the Board should consider giving him a helper so he can get some additional things done.
15. Scott explained he increased the K-9 line to cover the increase of the dog food and for flea medication.
16. Paula asked Scott if he gets paid for holidays and Scott explained that he works the holidays and gets paid for those days on top of his salary. He added that it has been this way since he has been employed with the town for the past 26 years. Paula asked if this is the same practice used for all salary employees and Pam Merrill explained that other employees who work a holiday are paid double time and a half.
17. Scott and Alan will work on a plan for replacing the phone systems in the PD and the Municipal building, as well as, the photocopiers.
18. Scott stated he is not proposing any changes to the animal control budget. Charlie asked why it is being level funded when the funds have not been expended historically for several years. The Humane Society states their price and the Town is charged on a per animal basis.

6. New Business:

- A. **Open Wage and Class Proposals** – Paula opened the proposals from Jacobs Consulting Company, Human Resource Department and Municipal Resources.
- B. **Open Assessing Proposals** – Paula opened proposals from Certified NH Assessing Services, Cross Country Appraisal Group, Inc., Avatar Associates of New England, Cumeford, Nider and Perkins, and Municipal Resources.
- C. **Sign 2010 County Tax Apportionment Receipt of Statement** – Paula stated the apportionment is \$1,198,596.
- D. **Intent to Cut for 426 Bay Road** – Alan stated that the DPW Director reviewed this and the only comment was that proper best management practices be followed so there is no road damage and if the logging goes beyond April 1, 2010 then a bond be posted. *Charlie King motioned to approve the intent to cut for 426 Bay Road conditional upon best management practices and a bond being posted if the logging goes beyond April 1, 2010, 2nd Gerry McCarthy. Motion carried with all in favor.*

7. Old Business:

A. Alan explained he was able to secure a better deal for the copier but he would like to work with the Police Chief to get a copier for the PD as well and then bring back those negotiations to the Board.

8. Updates:

A. Alan informed the Board that Scott Hazelton has been in conversation with Bob Grillo from CMA Engineers, in regards to the landfill and discussions have been promising.

B. Charlie asked if the purchasing policy was amended and Alan said no, a memo was sent out in regards to the change.

C. Charlie asked if Pam can put together a revenue forecast for the Board to review.

D. Charlie suggested the Board put exit interviews in place for all employees who are leaving the town, plus the Board should look into a special detail policy and a vehicle policy.

E. Alan stated that he has found Keith to be very helpful and the town is re-establishing the use of work orders.

At 11:03pm, Charlie King motioned to go in non-public session under RSA 91A.3.II (c), 2nd Gerry McCarthy. Roll Call – Paula Proulx (yes), Gail Ellis (yes), Charlie King (yes), Joan Funk (yes) and Gerry McCarthy (yes).

At 11:07pm the Board came back into public session and Paula stated the minutes were sealed from the non-public session with a unanimous vote.

At 11:08pm, Gail Ellis motioned to go in non-public session under RSA 91A.3.II (c), 2nd Charlie King. Roll Call – Paula Proulx (yes), Gail Ellis (yes), Charlie King (yes), Joan Funk (yes) and Gerry McCarthy (yes).

At 11:09pm the Board came back into public session and Paula stated the minutes were sealed from the non-public session with a unanimous vote. Paula left the meeting.

At 11:10pm, Gail Ellis motioned to go in non-public session under RSA 91A.3.II (b), 2nd Joan Funk. Roll Call – Paula Proulx (yes), Gail Ellis (yes), Charlie King (yes), Joan Funk (yes) and Gerry McCarthy (yes).

At 11:13pm the Board came back into public session and Paula stated the minutes were sealed from the non-public session with a unanimous vote.

At 11:13pm, Gail Ellis motioned to go in non-public session under RSA 91A.3.II (b), 2nd Joan Funk. Roll Call – Gail Ellis (yes), Charlie King (yes), Joan Funk (yes) and Gerry McCarthy (yes).

Revised and accepted 12-13-10

At 11:32pm the Board came back into public session and Gail stated the minutes were sealed from the non-public session with a unanimous vote.

At 11:32pm, Joan Funk motioned to adjourn, 2nd Gerry McCarthy. Motion carried with all in favor.

Respectfully Submitted,

Brandy Sanger

Recording Secretary

Chairman Paula Proulx

Vice-Chairman, Gail Ellis

Joan A. Funk

Gerald McCarthy

Charlie King