

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, November 29, 2010
356 Main Street, Farmington, NH**

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

Selectman Excused: Gerry McCarthy

Town Staff Present: Interim Town Administrator Alan Gould, Public Works Director Scott Hazelton and Welfare Director Jennifer Adams

Chairman Proulx called the meeting to order at 6:02pm.

1. Welfare Budget Review:

Jen Adams, Welfare Director, explained that since she began her tenor here in Farmington she has seen a steady increase in the number of people who are in needs of assistance. As a result of this increase she would like the Board to consider increasing the amount of hours she works by 8 hours, which would allow her to be in the office another week day. (Pam calculated the salary increase to be about \$116.00 a week.) Gail questioned if it would be a better idea to change Jen's work schedule to six hours a day, Monday through Friday so that the office is covered every day. Alan stated that it would be beneficial to add more hours to this position and noted that Megan does cover the welfare needs of the town when Jen is not available. Charlie stated he would want to make sure an increase to full-time for this position is justified because there would be a significant increase to the salary and benefits line with the added insurance costs. Gail suggested Jen provide the Board with more detailed information on her increased workload, including the number of those served on a daily basis. Gail also asked for a copy of Jen's spreadsheet on what funds have been expended in the different categories of welfare and Jen said she could forward this information to the Board.

2. Public Works Budget Review:

A. Scott Hazelton explained that he is looking from direction from the Board as to what projects in Town they feel he should be focused on. Gail asked if all the 2010 projects have been completed and Scott replied that he believes there may be a few projects that have been completed but he is still confirming this. For example Sheepboro Road widening has not been completed. Scott stated he is aware of some work that needs to be done on Berry Court and Hornetown Road and he would like to encumber the budget line balances to complete the outstanding projects from 2010. The Board suggested Scott put together a priority list with approximate cost for projects for the Rehabilitate/Reconstruct Roadways budget line.

- B. Scott explained he would like to repair and construct sidewalks up Main Street towards Rte 11 up to the golf course. The Board suggested he work up a cost estimate for this project.
- C. Scott stated he would like to flat line the erosion control line because there are many areas of concern throughout the town that he would like to address. He explained that there are a number of steep banks and ditches that need to be stabilized.
- D. Scott carried the calcium chloride line and Charlie suggested he speak to the guys to see how it has been being applied.
- E. Scott stated that River Road needs a top coat of paving and this will be his priority for the highway paving line. The next project in line for paving would be at the landfill and Gail stated this paving should be in the landfill budget. Also, Orange Street would be a priority. Scott stated he would get estimated costs for paving River Road and Bay Road (for Dale's project area). Charlie stated that the 1 inch binder course for Bay Road should be discussed with Dale and Wright-Pierce to include in that project cost estimate/budget. Gail cautioned Scott to make sure the drainage structure in a road is sufficient before making plans to pave them.
- F. Crushed Gravel/ Winter Sand Lines – Scott explained he expects to follow the same processes that have been used in the town and has put in a call to the current crushing contractor for an estimated cost, but will also put out an RFP.
- G. Contract Sweeping – Scott would like to schedule two street sweepings next year, one in the spring and the other in the fall. He will be putting out an RFP for this service.
- H. Scott would like to maintain the line striping, radio repair and rental mower lines as is. He will see if he can complete the radio repairs with the remaining budget line.
- I. Scott would like to keep the gasoline line level funded but he is unsure of the diesel line. Charlie asked what the status is of turning one of the gasoline tanks over to diesel and Scott replied that he just started looking at this.
- J. Highway tires – Scott stated he feels this line is right on, if not low.
- K. Scott stated that he would like to be more proactive with the fleet maintenance because he has noticed that John Radcliffe, town mechanic, is overwhelmed and extremely busy with fleet repairs. He would like to place new chains, belts and hoses on all the sanders to avoid emergency repairs. Scott increased this line item by \$5000.
- L. Repaint Trucks and Plows – Scott stated that a majority of the plows have been sandblasted and repainted. He did lower this line but has a clear plan for the maintenance painting of the trucks and plows.
- M. Engine Oil and Fleet Lubricants – Scott stated that there are two 55 gallon drums at the garage that are not being utilized and Charlie suggested Scott look into using this product in the older vehicles. He is proposing to level fund this line.
- N. Miscellaneous Line – Scott stated that he is not sure what this line is for and is currently reviewing the invoices for the line to see if he needs to create additional budget lines.
- O. New Equipment – Scott stated he would like to purchase a new excavator thumb with an estimated cost of \$7400. He would also like to fabricate a welding hood and possibly a painting booth. Charlie stated he thought there was no more painting inside because there

- was not proper ventilation. He would also like to purchase a 4 ton crane hoist and a trench box (Dale agreed to split this cost). The line is proposed to be level funded.
- P. Scott is waiting to hear back from the catch basin cleaning contractor for a current cost in order to budget this line correctly he expects to level fund this line.
 - Q. Gail asked Scott to create a list of what he is proposing for the catch basin and culvert line with the associated cost. Scott stated he will do this and will try to expend the remaining 2010 line.
 - R. Guardrails – Scott explained there are a number of areas in town that need guardrails either replaced or installed for safety/liability reasons. Paula reminded Scott that there is \$38,000 remaining in the bridges/railings line to do the engineering on the bridge. He then stated that he will provide the Board with a cost estimate for a contractor to install the needed guardrails.
 - S. Highway Salt – Scott stated the current cost for highway salt is \$55.92/ton with the tons average salt usage at 890 tons/year. Pam stated there is \$30,000 encumbered and she will make sure this is expended first. Scott stated he will encumber this line this year and therefore the budget line for this year can be reduced for one year. Charlie stated he would not be in favor of encumbering this line and would rather just budget the needed amount. Paula and Gail stated they would rather encumber the funds since it has already been paid.
 - T. Plow Cutting Edges – Scott explained he has one set of steel edges at the shop and would like to budget \$5,000 for this line and encumber the remaining balance from this year. Gail suggested he use the line to purchase what he can at this time instead of encumbering the line. He estimates purchasing 200LF at \$60 per linear foot for carbides and single steel plate. Further he is able to reduce this line because industry standard is for a single steel plate instead of a double plate because the double plate adds weight to the mechanism.
 - U. Pole Barn – Scott stated he would like to put three sides on the pole barn to protect the equipment being stored in there. He further stated that he spoke with a vendor who is willing to construct the roof on the pole barn for \$6900. The materials for the roof are onsite but he is not confident that there is enough materials to complete the project. Scott will put together a concrete figure for this work. Plus he would like to make sure that the sanders can be hung from chains in the pole barn.
 - V. Scott explained that he would like to wait on the solid waste disposal budget review until he has heard back from the state on whether or not they will continue the landfill permit for another year because this decision will affect his costs and revenues.
 - W. Charlie asked Pam if she can provide the Board with the payroll sheets for the departments so that the Board has a clear understanding of what is being paid. Scott explained that he would like to have a discussion with Alan and Board regarding his staff so that he can maximize their work schedules and reduce overtime.

3. Preliminary Landfill Closure Work:

Scott Hazelton explained that there is some work the town can be doing on the landfill closure project at this time. A wetland analysis needs to be completed and the estimated cost from CMA Engineers for this is \$8,436; also a topographic survey needs to be completed for a total

cost of \$9,108. *Joan Funk motioned to authorize CMA Engineers to complete the wetland analysis for \$8,436 and the topographic survey for \$9,108, 2nd Paula Proulx.* Discussion followed in which Charlie asked why these projects cannot be put out for an RFP and Scott explained there is not enough time to do this since the work needs to be completed before the first snowfall. *Motion carried with Charlie King opposed.*

4. Transfer Station Lighting:

TNT Electrical Contractor, LLC provided several options for the flood lighting and controls for the lights at the transfer station.

Option 1 – Install 8 150 watt High Pressure Sodium on dusk to dawn photo control as originally specified. Total of \$4,350

Option 2 – Install 8 500 watt Quartz with photo control and motion sensor at the original allowance amount of \$3,535

Option 3 – Install 8 13 watt LED floodlights with photo control and motion sensor. Total of \$5,115. Scott stated this would be his preference.

Joan Funk motioned to move forward with option 3 for the 8 13 watt LED floodlights, 2nd Charlie King. Motion carried with all in favor. Scott will contact Gerry for his opinion also.

At 9:04, Paula Proulx motioned for a short recess, 2nd Charlie King. Motion carried with all in favor.

The Board reconvened at 9:11pm.

5. Donation Budget Review:

Pam Merrill informed the Board of the 2011 request for donations that have been received thus far;

VNA	\$13,000
Sexual Assault Services	\$1492
Juvenile Court Diversion	\$5000
Greater Wakefield	\$500
Homemakers	\$5967
CASA	\$500

Joan stated she would not be in favor of supporting the Greater Wakefield request because we provide services to their residents as well and also she would not be in favor of supporting the CASA request because it not a service the town has historically supported. The other Board members agreed. It was decided that the Board would like budget details from the remaining groups that requested donations and Alan will request this.

6. Economic Development Proposed Budget Review:

Pam reported that she called COAST bus to request their 2011 figures and they have not returned her call yet. Charlie suggested reducing the EDC line to \$2500 from \$5000 and the Board agreed.

7. Legal Proposed Budget Review:

The Board was in agreement to have Alan put an RFP out for legal services and Alan will arrange this.

8. Property Liability Budget Review:

Charlie stated that he previously asked for an itemized list of all the assets that are being insured. Alan explained that he can request a list but the policy is a blanket amount based on experience. Pam added that they don't even want to know if the town purchases new equipment. Primex is requesting a \$12,000 increase. Alan will request a representative to come to a Board meeting to answer the Board's questions.

9. Old Business:

A. Taser/Use of Force Policies – this discussion was tabled.

B. Animal Control Officer Revenues – Alan stated that Scott Roberge told him that the revenues support approximately half of the Animal Control Officer's salary.

10. New Business:

A. Alan provided the Board with two tax abatement forms for properties owned by the NH Housing Authority.

11. Updates:

A. Copier Update – Alan explained that they went back to the Copier Contractor, Osea and negotiated a better contract for \$139/mo for the Police Department and \$189/mo for the Municipal Offices. This contract would also include a service contract for all four copiers and will result in a significant contract decrease. *Joan Funk motioned to sign the 5 year copier contract with Osea, 2nd Charlie King. Motion carried with all in favor.*

B. Auditing RFPs – Proposals as follows were received;

	Full audit/single audit
Roberts, Greene & Drolet	\$14,950 / \$2,800
Melanson Heath & Co	\$20,000 / \$4,500

Both proposals meet the requirements of the RFP. Mr. Mercier highly recommended Roberts, Greene & Drolet. *Joan Funk motioned to contract with Roberts, Greene & Drolet for auditing services for three years, 2nd Charlie King. Motion carried with all in favor.*

C. Employee Classification and Compensation Study Proposals - Proposals were received as follows and Alan suggested waiting to make this decision until he has contacted LGC to offer them the opportunity to bid since the town is already associated with them;

	Without job descriptions	with job descriptions
D.I. Jacobs	\$5000	\$7000
Human Resource Dept.	\$3,100	\$3,900
Municipal Resources	\$7,200	\$9,500

D. Assessing Proposals – The following proposals were received;

Company	Option A	Option B
Commerford, Neider, Perkins	\$36 per parcel for pick-ups \$65/hr. for general assessing \$85 for appeals	\$141,000
Certified NH Assessing Serv	\$36,200/yr. estimated	\$237,250
Municipal Resources	\$15,000/yr	\$220,000
Cross Country	\$35/parcel for pick-ups \$60/hr for general assessing \$75 for appeals	\$185,000
Avitar	\$12,600/yr.	\$227,559

Alan explained that the Town currently uses Proval software and these companies suggest changing the software to Vision or Avatar. Charlie questioned what the incidental costs would be for changing software. Paula stated it would be easier if the proposals could be compared more evenly and asked Alan if he could provide a better estimate of the total cost for the companies that provided per parcel/hr. cost.

- E. Charlie stated he would like Alan to have a discussion with the police officers who are considering leaving the town to see if there is anything the Board can do about it. Alan will talk with Scott Roberge to see if he would be okay with this.
- F. Alan explained that there is a TODDS program for signage that charges \$400 per sign and a \$10 yearly renewal fee. He would suggest placing two signs on Rte. 11 one southbound and one northbound that say “Downtown” and then apply any additional signage on the streets coming off of Rte.11. The Board agreed Alan should move forward with the program with signage on Rte. 11 (one by Tappan St intersection).
- G. Alan said he will put a copy of the school lease in the Board member’s boxes since the lease will be up next August.

At 10:34pm, Charlie King motioned to go in non-public under RSA 91A.3.II (a),2nd Joan Funk. Roll call – Paula Proulx (yes), Joan Funk (yes), Charlie King (yes) and Gail Ellis (yes).

At 10:44 the Board came back into public session and Paula announced the non-public minutes were sealed.

At 10:44pm, Charlie King motioned to go in non-public under RSA 91.A.3.II (a), 2nd Joan Funk. Roll call – Paula Proulx (yes), Joan Funk (yes), Charlie King (yes) and Gail Ellis (yes).

At 10:54 the Board came back into public session and Paula announced the non-public minutes were sealed and left the meeting.

At 10:54pm, Charlie King motioned to go in non-public under RSA 91.A.3.II (b), 2nd Joan Funk. Roll call – Joan Funk (yes), Charlie King (yes) and Gail Ellis (yes).

At 11:24 the Board came back into public session and Gail announced the non-public minutes were sealed.

At 11:25pm, Joan Funk motioned to adjourn, 2nd Charlie King. 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

Revised and accepted 12-13-10