

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, December 13, 2010
356 Main Street, Farmington, NH**

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

Town Staff Present:

Interim Town Administrator Alan Gould, Water/Wastewater Superintendent Dale

Sprague, Public Works Director Scott Hazelton, Fire Chief Rich Fowler, and Finance Administrator

Pam Merrill.

Public Present:

Neil Johnson, Municipal Resources, Local Government Center, Anna Boudreau of Strafford Rivers Conservancy, Don Whittum, Jim Horgan, Art LeClair, Goodwin Librarian Deb Christie, Dave Connolly, Linda Hotchkiss and Manny Krasner.

Vice-Chairman Gail Ellis called the meeting to order at 5:30pm. (Paula Proulx was excused from this section of the meeting.)

Charlie King 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), Gerry McCarthy (yes).

The Board came back into general session at 6:30pm and Gail announced the non-public minutes were sealed with a unanimous vote.

1. Public Comment:

- A. Gail announced that the Budget Committee held a meeting this past Saturday to review the school budgets. The School is currently proposing a \$1,037,411 increase. The Budget Committee has scheduled a public hearing for January 17, 2011 at 7pm in the Selectman Chambers and the public is encouraged to attend.

2. Review of Minutes:

- A. *Charlie King motioned to accept the public minutes of 11-22-10 as amended, 2nd Joan Funk. Motion carried with all in favor.*
- B. *Charlie King motioned to accept the non-public minutes of 11-22-10 part A as amended, 2nd Joan Funk. Motion carried with Paula Proulx abstaining.*
- C. *Joan Funk motioned to accept the non-public minutes of 11-22-10 part B as written, 2nd Charlie King. Motion withdrawn.*
- D. *Charlie King motioned to table the non-public minutes of 11-22-10 part B, 2nd Joan Funk. Motion carried with all in favor.*

- E. *Joan Funk motioned to accept the non-public minutes of 11-22-10 part C as written, 2nd Charlie King. Motion carried with all in favor.*
- F. *Joan Funk motioned to accept the non-public minutes of 11-22-10 part D as written, 2nd Charlie King. Motion carried with Paula Proulx abstaining.*
- G. *Joan Funk motioned to accept the public minutes of 11-29-10 as amended, 2nd Charlie King. Motion carried with Gerry McCarthy abstaining.*
- H. *Joan Funk motioned to table the non-public minutes of 11-29-10 part A, 2nd Charlie King. Motion carried with Gerry McCarthy abstaining.*
- I. *Joan Funk motioned to accept the non-public minutes of 11-29-10 part B as written, 2nd Charlie King. Motion carried with Gerry McCarthy abstaining.*
- J. *Joan Funk motioned to accept the non-public minutes of 11-29-10 part C as amended, 2nd Charlie King. Motion carried with Paula Proulx and Gerry McCarthy abstaining.*

3. **Interviews with Consultants for Wage and Class Proposals:**

- A. The Board held an interview with a representative from the Local Government Center (LGC). He explained that LGC likes to begin this process by meeting with all town personnel to have them complete a job description worksheet so that they can go back and create or edit a job description for the position. From there they would take the job descriptions and create a wage scale. Gail asked what would happen if the Board did not want LGC to create job descriptions and the representative explained that they would still need to look at the job descriptions and what people are doing to determine the pay scale. Gail then followed up by asking if LGC would use/compare the Town's current job descriptions along with the personnel questionnaire to create the scale and he replied yes and they would appreciate a digital copy to start with.

Charlie asked how the employee benefits are calculated into the benefits. The representative explained that they usually collect data from eight other similar towns and create an analysis from there. Charlie asked if the suggested pay scale includes the benefits as a modifier and he replied no, the pay scale is just a pay scale. Gerry asked how they pick the similar communities and the representative explained that the Town would choose the communities to compare to. Paula asked if the proposal was based on a 30 position review and the representative explained it is on a per position cost.

- B. The Board held an interview with a representative from Municipal Resources, Inc. He explained that they would choose comparable communities to base the study around and request all personnel to fill out a position survey in which to compare job duties with. They look at the demographics of the community and their ability to pay, as well as, current job descriptions and inter-office work relationships. Gerry asked how they choose the towns Farmington will be compared with and the representative explained they would do this in conjunction with the Board of Selectmen, by looking at ability to pay, income levels, size of community, amount of duties, etc.

Charlie stated that after looking at all the proposals he noticed that MRI has the most amount of hours proposed for job description research and asked why this is. The representative replied he is unsure except perhaps MRI is more thorough. Charlie then asked how they address the benefits package within the scale. The representative explained that they look at the benefits and try to assign values for them that can be shown with the wage scale.

4. Whittum Property Easement Agreement:

Dave Connolly, Chairman of the Conservation Commission, explained that the Commission is very interested in placing 98 acres in conservation but does have a few concerns with the language of the easement deed. Previously the Board has agreed they wanted public access on the property and this has been addressed in Section 1.7. Dave then pointed out that an important part of the purpose appears to be missing and Anna Boudreau replied that she would add this language back in and that it must have been deleted accidentally. Gail stated she would like the Conservation Commission to meet with Strafford Rivers Conservancy and go over the Commission's concerns before the Board is requested to approve or accept it. The Commission will add them to their January agenda.

5. Budget Review:

A. Donations –

- i.** Linda Hotchkiss, from the Visiting Nurses Association (VNA) explained that they are requesting \$13,000 from Farmington this year. She noted that from June 2010 they have lost \$22,000 from care they provided to Farmington residents alone that have Medicaid. Gail asked what VNA has done internally to adapt to lower revenues and the representative explained that they receive a profit from Medicare and use those funds, along with town funds to offset the losses. The Board requested some information on what the actual Medicare and Commercial funds received are and she replied that she would forward the information back to the Town.
- ii.** Library Budget Review – Librarian Deb Christie explained that the library has had a huge demand increase for their services. The library is requesting \$269,965 from the Town to support the library in 2011. Gail asked if they are proposing raises for their employees and Ms. Christie replied yes, they have figured a 3% salary increase. Gail asked Ms. Christie to reflect a true budget line to show the three new employees not receiving their raises until their yearly review in the fall (including the FICA, medicare lines). Charlie asked if the library has looked into other janitorial services to see if they can get a better cost and Ms. Christie replied that she has called around and finds the price to be competitive. Paula also asked if they could provide a summary sheet of what is remaining in their capital improvement accounts.

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

The Board reconvened at 8:55pm.

B. Highway/Public Works –

- i.** Scott stated line 68 (hwy overtime) should be \$27,500
- ii.** Gail asked Alan if he was aware of the electrical bids the school department searched out and Alan replied this occurred as he first came into town and he will do some research. However, he is unsure if the town is locked in with PSNH due to the electrical audit and street light plan.
- iii.** Paula asked what he is anticipating renting under the highway rental equipment line and Scott replied a roller for calcium chloride work and drainage work and a mower for road side/ ditch mowing.
- iv.** Increase proposed for newspaper ad line because anticipating a number of bid requests.
- v.** Highway building repair line has increase in order to repair roof.
- vi.** Sidewalk line is for sidewalks on South and North Main Streets including drainage and granite curbing. This cost is for paved sidewalk with site work completed by town personnel except for the actual paving.
- vii.** Paving line is for top coat on River Road, overlay at sewer plant and paving of current paving at transfer station to Coheco Rd.
- viii.** Crushed gravel line up in anticipation of sidewalk work.
- ix.** Winter sand line is down because they have an ample amount.
- x.** Street sweeping decreased for a 3 day cleaning in spring and a 5 day cleaning in the fall.
- xi.** Scott would like to encumber the “painting of lines” line so that he can have the current contractor (who will hold his price) complete this year’s work in the spring. He is also planning to do the rest of the town road lines with the 2011 budget line and then place them on a 2 year rotation.
- xii.** Scott explained that he has gone through the inventory of tires at the garage and requested bids. He expects to be able to decrease this line by \$2,000.
- xiii.** The parts and repairs line shows an increase because he has found a numerous amount of issues and he would like to become proactive and get everything back on a preventative maintenance schedule. (He noted that John, town mechanic, has been doing a great job dealing with the issues.)
- xiv.** The miscellaneous line is for Waste Management to pick up their waste, office supplies and computer repairs.
- xv.** Scott is proposing an excavator thumb at \$7,500, a 5 Ton Monorail Crane for \$21,255 and a Trench Box for \$6000 (W/S paying for ½) under the New Equipment line.
- xvi.** Scott would like to encumber the guardrail line and have a contractor install them next year.
- xvii.** Scott stated he can decrease the salt line this year by \$25,000 but cautioned the Board to remember the line will need to be increased next year.

- xviii. Scott explained that he revamped the salary lines by having the part-time help line be more true to what has been utilized. He has also proposed reducing two part-time employees to 20 hrs. Also, the line description is for Supervisor (2/3 Scott's salary), 6 full-time employees (mechanic, 3 heavy equipment operators and 2 laborers) and one year round floater (alternating 40hr. week on a weekly basis.) He also has three part-time 20 hr. a week positions in the summer and an administrative assistant for 10hrs.
- xix. The bottom line for this budget is \$1,089,746.48.
- xx. The Board was in agreement that the monorail crane should not be purchased this year which will decrease the bottom line to \$1,068,528.48.

C. **Bridges** – Scott informed the Board that he would like NHDOT to come back out and look at the Hornetown Road bridge and the River Road bridge because he feels the Hornetown Bridge should be next for replacement. He would like to encumber the bridge line to start the preliminary engineering for the Hornetown Bridge.

D. Gail stated the Budget Committee is going to be looking for the town budgets soon. The Board directed Alan to have all department heads relook at their budgets and propose some cuts in the form of a memo. Alan informed the Board that NHDRA has stated that the State Rooms and Meals Tax will probably not come in as revenue next year.

6. Landfill Update:

- A. Scott reported that they heard from NHDES last week and they are not in favor of leaving the landfill open for another year however, they did not provide reasoning and CMA Engineers is appealing this decision. The Town is currently awaiting a response from Attorney Smith, NHDES and the Trustee in order to move forward with the landfill closure. Paula asked Alan to keep the Board updated on an attorney costs for this project and Alan stated he forwards the bills to the Board as soon as he gets them.
- B. Scott stated that he drafted a notice to all town residents for new transfer station rules and requirements which includes clear trash bags and mandatory recycling. He would also like to increase the per bag fee to \$1.50 to cover costs. He is also proposing increases to paid items. The Board agreed this draft was acceptable and is okay to pass out starting this weekend.

7. Updates:

- A. Alan forwarded a document for the Board to sign for the assessors.

- B.** Alan informed the Board that he checked with the police department regarding the detail for basketball fundraiser. He found that \$653.54 was paid out to the employees for their time and if the Board agreed to waive this cost then they would have to absorb the amount. The actual detail bill was for an additional 30% to cover the wear and tear which is typical for police detail. *Gerry McCarthy motioned to waive the entire police detail fee of \$849.69 for the basketball fundraiser and noted this is a one-time waiver, 2nd Gail Ellis. Motion carried with all in favor.*
- C.** Gerry commented that he felt the holiday decorations here at the Municipal Building are lacking and would also like the Christmas tree replaced that was apparently stolen.
- D.** Alan asked if the Board is in favor of a half day work day on Thursday, December 23. All Board members but Charlie and Gail were in favor of closing the office at noon. *Joan Funk motioned to close all town offices on Thursday, December 23 at noon, 2nd Gerry McCarthy. Motion carried with Joan Funk, Paula Proulx and Gerry McCarthy in favor.*
- E.** Alan reported that everything is on track for the re-certification of the pre-determined police personnel.
- F.** Paula asked for an actual thank you card be sent to 3 Phase for their help with the Christmas lights and also for Dottie Bean who donated the downtown flag.
- G.** Alan explained the issues the office has been having with Network Managers and the office email addresses and noted that he is not very happy with their service.

At 11:11pm, Charlie King motioned to go in non-public session under RSA 91A.3.II (a), 2nd Gerry McCarthy. 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 with a unanimous vote.

At 11:13pm, Gail Ellis 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 11:15pm 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 11:15pm, Gail Ellis motioned to go in non-public session under RSA 91A.3.II (a), 2nd Gerry McCarthy. Roll Call – Paula Proulx (yes), Gail Ellis (yes), Charlie King (yes), Joan Funk (yes) and Gerry McCarthy (yes).

At 11:17pm 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.

Paula recused herself from the remainder of the meeting.

At 11:17pm, Gail Ellis motioned to go in non-public session under RSA 91A.3.II (b), 2nd Gerry McCarthy. Roll Call – Gail Ellis (yes), Charlie King (yes), Joan Funk (yes) and Gerry McCarthy (yes).

At 11:53pm the Board came back into public session and Gail stated the minutes were sealed from the non-public session were sealed with a unanimous vote.

At 11:54pm, Gail Ellis 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