

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
Monday, January 3, 2011
356 Main Street, Farmington, NH**

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

Town Staff Present: Interim Town Administrator Alan Gould, DPW Director Scott Hazelton, Welfare Director Jen Adams and Recreation Director Rick Conway

Chairman Paula Proulx called the meeting to order at 6:00pm.

1. Public Hearing for Acceptance of State Grant Support of Youth Recreation Programs:

Paula opened the public hearing and announced the purpose is to accept the Incentive Fund Grant of \$12,000 from the NH Division of Children and Youth Families. Rick Conway explained this grant is used to offset the part-time employees for the summer program and supplies for the after-school and summer programs. These funds are deposited in the Rec. revolving account under the grant line and used solely for the purpose of the programs. Paula closed the public hearing.

Joan Funk motioned to accept the NH Incentive Fund Grant in the amount of \$12,000, 2nd Charlie King. Motion carried with all in favor.

2. Public Comment:

A. None

3. Town Budget Review:

A. Parks & Recreation –

1. Charlie asked if the historical usage supports the fuel/oil line. Pam stated the historical usage is 7000 gallons for the Rec and the Old Courthouse is an additional 600 gallons. At \$2.45/gallon for oil, Charlie suggested reducing the line to \$20,000 and the Board agreed.
2. Charlie asked if there is any maintenance scheduled for the building and Rick stated he needs to redo the downstairs bathrooms.
3. Rick explained that in looking at his budget to find additional cuts he would propose reducing the Supervisor position to a 32 hour/wk. position which would be a reduction of \$7,747.22. Gerry stated how this would create a savings when part-time staff would be needed to cover as needed. Rick explained he worked this out with Alan and they figured they would save on benefits and also when a part-time person is used to cover an activity it would be at a lower rate. Gerry suggested reducing the assistant recreation director to 32 hours as well. Rick explained that the assistant director has a lot more responsibilities so he does not think that would be a good idea. Gail asked if any of the program supervisor's salary is paid through the

rec. revolving account and Rick explained no, he uses the salary as the in-kind donation for the grant. Gerry also stated he believes the department should utilize volunteers more. Charlie stated that he would be in favor of eliminating a full-time position to bring the budget down.

Rick explained that his position includes opening the building, planning of programs, overseeing scheduling, bills, building maintenance is scheduled and greeting residents. The Assistant Director is responsible for planning and coordinating senior and teen programs, and overseeing part-time staff. The Program Supervisor is the hands-on person for the Toddler Programs, After-School Programs and Summer Programs. They felt the Program Supervisor's position could be cut by 8 hours because this is when she is in contact with the children in programs.

4. Rick stated he could also cut the training line by \$250 because he does not foresee as much training.

5. Rick stated he could decrease the rec. equipment line by \$300.

6. Rick stated he could decrease the Hay Day line by \$1000 since he was able to raise this amount in 2010.

7. Rick stated if it is absolutely needed the 500 Club line could be decreased by \$900 and the Club is aware this might happen. Charlie stated he would be opposed to reducing this line to zero and would like to see the line moved under the charitable organization section. The Board agreed to move the line.

8. Rick stated he was able to decrease the printing line by \$2,000 because he is proposing having the brochure only include the Recreation programs and no other town information.

9. Gail asked for a budget sheet for the rec. revolving fund. Rick replied he would get this budget to the Board and then reminded the Board that the Rec. revolving fund was never intended to pay for all the costs of the department but when he schedules an activity he includes the actual cost of the activity along with the cost of the staff.

10. Gerry asked Rick to figure out how much money could be saved by reducing both his full-time positions to 32 hours. Gerry added that he does not want the programs cut.

B. Welfare Budget Review –

1. Paula reminded the Board that Jen previously requested an increase in her hours (from 25 to 32 hours) to meet the demands of the position. Jen stated she hours she would add Mondays. Gail stated she is opposed to adding any additional hours but would like to see

Jen's schedule changed to Mondays, Wednesdays and Fridays to stagger her hours. Jen will check her schedule and see how she can rearrange it.

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

The Board reconvened at 7:40pm.

C. Administration Highway/Streets -

1. Gail asked why the department wages line shows a secretary for 30 hours. Alan explained the secretary position is for 40 hours total presently and it needed to be budgeted for within the department. Gail stated the secretary position for the highway department is only 10 hours and the line should depict it. The Board agreed to reduce the position to 10 hours for the highway department and noted there is a shortfall for the overall position and they would need to look at his later. Gerry asked where the figure for the 10 hours came from because it used to be 15 hours and Scott explained that he would only require 10 hours.

2. The paving line was reduced to \$30,260 because Dale told Scott the Bay Road Bridge does not need to be paved until 2012 so the work has a chance to settle. Charlie asked if this amount will be sufficient and Scott replied yes. Joan stated she is concerned with some of the other roads like Chestnut Hill Road that has deteriorated. Scott stated he is aware of the conditions of Chestnut Hill Road but the road needs a lot of drainage work and he does not want to pave until that work is complete.

3. Scott stated he received a tire quote and was able to reduce the tire line to \$7500.

4. Scott stated he removed the thumb from the new equipment line and would just like to purchase a trench box to be utilized by his and Dale's departments. The Board suggested Scott speak with Dale in regards to the size of the trench box. Charlie stated two separate trench boxes may need to be purchased in order to accommodate both departments' needs. Gail suggested increasing the line to \$8000 in anticipation of purchasing a used trench box and the Board agreed.

5. Charlie asked if the miscellaneous line can be re-titled to reflect the true charges to the line. Scott stated the line is used for the waste disposal for the garage and the office supplies. The Board agreed to split the line into waste disposal with \$2000 budgeted and office supplies at \$1000. Charlie asked Scott to shop around for waste disposal.

D. Bridges and Railings Budget –

1. Scott explained he spoke with John Wilson of Jacobs Engineering in regards to the Hornetown Bridge and River Bridge. The town is not eligible for bridge aid until 2015 but some work needs to be done on both bridges. The recommendation was to install new guardrails on the Hornetown Bridge to NHDOT standards. Scott stated that the River Road

bridge is scheduled for replacement next but he would strongly suggest Hornetown Road bridge be replaced first.

Scott suggested installing the guardrails to NHDOT standards on the Hornetown Road but noted that NHDOT will not sign off on the guardrails because they cannot be installed to code due to the construction of the bridge. He would like to encumber the funds from 2010 to complete this work. Gail asked if these funds could be used towards the town's 20% for the Bridge Aid Program and Scott replied yes, but not until 2015 as long as NHDOT comes out and does a cost estimate for the bridge replacement. Scott also noted that these guardrails can be used on the new bridge when it is constructed.

Joan Funk motioned to encumber \$29,040 from the bridges and railings line in order to purchase guardrails for the Hornetown Bridge, 2nd Paula Proulx. Discussion followed where Gerry stated that he wants to make sure this guardrail can be used when the new bridge is constructed and Scott stated that it can be reused as long as it has not been damaged. ***Motion carried with Charlie King opposed.***

E. Landfill Budget –

1. Scott stated that the Town was granted an extension by NHDES and can continue to use the landfill until the spring of 2012 with certain conditions. The town must utilize clear trash bags. He would like to purchase bags to sell in lieu of the stickers. Joan stated that the town used to use bags and went to stickers because they were more cost effective and provided the town with more revenue per bag. With the bags they are expecting to raise \$150,000. Scott then stated that in his research he found that 33 gallon clear bags are not readily available to the public so by the town having the bags, residents would not have to search for them. The Board was in agreement that the town should stick with the stickers and budget \$5500 in this line.

2. Gail asked what he is proposing for building maintenance and Scott explained the salt shed roof needs to be repaired with wind bracing, as well as, the bailer storage building.

3. Scott explained the loader needs three different pistons and the tires need to be filled (or used filled tires need to be purchased).

4. Scott reviewed his proposed fee schedule with the Board and noted that everyone will need to go over the scales now in order for him to track waste.

5. The slope maintenance line has increased due to the increase cost to rent the equipment.

4. New Business:

A. Letter of Commitment to Rochester Re: 2012 Spring Household Hazardous Waste Day –

Rochester Waste Management requested a letter of commitment for the 2012 Spring Household Hazardous Waste Day. They expect the cost to be approximately \$730 based on historic use.

Gail Ellis motioned for the Town to commit to the 2012 Spring Household Hazardous Waste Day with the City of Rochester with the cost expected to be \$730, 2nd Gerry McCarthy. Motion carried with all in favor.

5. Other Business:

- A. Charlie King motioned to reduce the landfill personnel line reflect the secretarial position at 10 hours, 2nd Joan Funk. Motion carried with all in favor.*
- B. Alan stated there is a timber cut application for R59, Lot 28 to cut 16 acres. Scott Hazelton reviewed the application and suggested a \$10,000 bond and pre and post photographs of the road. Charlie asked how the bond estimate was created and Scott explained the estimate is for the cost to replace the road that might be damaged plus 10%. The Board members agreed with the recommendations and signed off on the application.*
- C. Charlie commented that he would like to offer the CAP office use of the entire Old Courthouse building in lieu of the \$4,500 they requested. Joan and Gerry both stated they do not feel it would be a good idea to open that area up and fund the request. Gail noted she would like a budget sheet for the CAP office.*
- D. The Board discussed the agenda for next week and what budgets they will be finalizing. At this time, without capital outlay and personnel pay increases the budget would be a \$0.38 increase in taxes. The Board agreed to hold an additional meeting next Tuesday, January 11, 2012.*
- E. Brandy questioned if the Board received the request from the Planning Office to appoint two people to serve on the ZBA on Thursday, January 6, 2011 as they do not have a quorum for an application. The Board suggested Alan speak with Kathy tomorrow but forwarded suggested names of Jim Horgan, Barry Elliot, Marty Gilman, Stacy Gilman and Bill Tsirois.*

At 9:47pm, 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

