

**TOWN OF FARMINGTON  
BOARD OF SELECTMEN  
PUBLIC MEETING MINUTES  
Monday, January 10, 2011  
356 Main Street, Farmington, NH**

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

**Town Staff Present:**

Interim Town Administrator Alan Gould, Public Works Director Scott Hazelton, Fire Chief Rich Fowler, Police Chief Scott Roberge, Animal Control Officer Megan Welch, Recreation Department Program Supervisor Carla Smith and Recreation Department Director Rick Conway.

**Public Present:**

Cindy Snowdon, Deb Christie, Neil Johnson, Manny Krasner and George Szirbik

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

**1. Public Comment:**

- A. Cindy Snowdon asked if the Board would consider changing the date for the transfer station stickers increase to April 1st so that at least people are mostly done purchasing home heating fuel by that time. She also asked for clarification if regular white trash bags can be put inside the clear bags at the transfer station and if the local stores are going to offer the clear bags and at what cost. She also asked if the stores that will be selling the tickets will be making the additional \$0.50 per sticker at this time because they have already purchased hundreds of stickers from the town. Gerry explained that the reasoning behind these two changes is because they are conditions of keeping the landfill open for an additional year per NH Department of Environmental Services (NHDES).

**2. Review of Minutes:**

- A. *Joan Funk motioned to accept the public minutes of 12-20-10 as amended, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.*
- B. *Joan Funk motioned to accept the non-public minutes of 12-20-10 part A as amended, 2<sup>nd</sup> Charlie King. Motion carried with Joan Funk abstaining.*
- C. *Joan Funk motioned to accept the non-public minutes of 12-20-10 part B as written, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.*
- D. *Joan Funk motioned to accept the non-public minutes of 12-20-10 part C as written, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.*

- E. Gail Ellis motioned to accept the public minutes of 12-27-10, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.*
- F. Joan Funk motioned to accept the non-public minutes of 12-27-10 part A as written, 2<sup>nd</sup> Gail Ellis. Motion carried with all in favor.*
- G. Joan Funk motioned to accept the non-public minutes of 12-27-10 part B as written, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.*
- H. Joan Funk motioned to accept the non-public minutes of 12-27-10 part C as amended, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.*
- I. Joan Funk motioned to accept the public minutes of 1-3-11 as amended, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.*

**3. Discussion Regarding the Acceptance of Labrador Road:**

George Szirbik, developer of Labrador Road, explained that last week he went in front of the Planning Board for approval of the acceptance and they agreed to make the recommendation for acceptance because the road was built to the town's satisfaction. Scott Hazelton explained that he reviewed the as-builts and found that a few of the borings might have been deficient and Charlie replied that the Planning Board reviewed this and questioned SW Cole, the engineering firm for the project. SW Cole confirmed the borings were sufficient and the Planning Board was satisfied with the response.

Scott then stated that Kathy Menici questioned when the 5 year bond should go into effect. After reviewed the road acceptance policy Scott was not sure if the bond posting should have begun in 2006 when the road was substantially complete or now because acceptance is being requested. The estimated roadway maintenance bond for this development should be \$40,250, which is 10% of the average estimated original roadway construction cost. Scott suggested having the bond in place at least through 2012 to be sure the topcoat stays in place through winter maintenance and such. Gerry stated the intent of the policy was the bond to be put in place for five years once the road is accepted by the town.

The Board decided that they would like Scott to review the final findings from the review engineer so that he can make a firm recommendation to the Board.

**4. Town Budget Review:**

**A. Recreation Dept –**

- 1. Rick Conway provided the Board with a copy of his Summer Camp Budget.
- 2. Rick proposed paying for the Program Supervisor position out of the Rec. Revolving Fund for point of service hours depending on what activities are occurring each week. He further explained that he did run the numbers for reducing the Program Supervisor and Assistant Rec. Director position to 32 hours

Gail suggested reducing both positions to 32 hours and also moving the program supervisor funding out of the rec. revolving. Rick reiterated that he would strongly like to keep the assistant director full-time.

***Gail Ellis motioned to program supervisor position to be funded out of the recreation revolving fund and make it a point of service position, 2<sup>nd</sup> Charlie King.*** Discussion followed where Gerry stated he would be voting against the motion because he feels the two positions discussed tonight should be voted on together. ***Motion carried with Gerry McCarthy opposed.***

Joan asked if the Program Supervisor currently has administrative duties and Rick replied yes and with the change that was just voted on those administrative duties will not become the responsibility of himself and the assistant director. The assistant director is responsible for 11 programs over the year and now the programming for programs the program supervisor used to do.

***Gerry McCarthy motioned to reduce the Assistant Director's position to 32 hours per week, 2<sup>nd</sup> Gail Ellis.*** Discussion followed where Rick explained he is against this cut because it is a lot of hours being cut from his department. Gerry stated he is against only one of Rick's employees being cut and feels it should be done evenly. Paula disagreed noting that she is concerned with cutting too many hours from the department. Joan stated a big part of the parks and rec. department is administrative, which is time consuming and feels the director and assistant director should both stay full-time. Joan also noted that the department has done a great job holding their budget for the past three years and still provided great programming for the town. Charlie agreed with Joan and stated that the additional administrative duties that will be picked up by the assistant director will require and justifies a full-time assistant position. ***Motion failed – Joan Funk (no), Charlie King (no), Paula Proulx (no), Gail Ellis (yes), and Gerry McCarthy (yes).***

**B. Library Budget Review –**

1. Deb Christie asked what the clear bags at the landfill will do with confidentiality. Alan explained that once things are thrown away there is no understanding of confidentiality.
2. Ms. Christie explained that she found the difference of the two new employees who would not be eligible for wage increases to be \$160.77. Also, the Capital Reserve balance is \$11,826.79 in which they currently have three capital improvement projects in cue, such as the furnace.
3. Ms. Christie pointed out that the average staff member makes \$9.45/hr. and has a minimum of 2 years of college. She has also cut all outside services and programs such as library times for the summer rec. program.
4. Gail questioned why they budgeted \$1500 for the grounds keeper when only \$454 was expended. Ms. Christie explained the line has not been updated to show expenditures through 12-31-10 and \$1584 was expended.
5. Charlie stated that based on budgetary constraints he is not in favor of an increase for any entity over last year's budget. Ms. Christie explained that she is requesting a 2% increase and has a 28% increase in usage to the facility. Mr. Krasner stated that the library has decided to take a larger cut out of the endowment but noted that the endowment is also suffering as a result of the economy.
6. ***Joan Funk motioned to level fund the library at \$264,591.00, 2<sup>nd</sup> Charlie King.*** Discussion followed where Gerry stated all the town departments have a decrease where the library has an increase and he wouldn't mind going \$2,500 over the level funding. Charlie stated he is trying to be fair and consistent with everyone. ***Motion carried with Paula Proulx opposed.***

***At 8:40, Gail Ellis motioned for a short recess, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.***

**The Board reconvened at 8:51pm.**

**C. Animal Control Officer –**

1. Scott Roberge, stated that Alan informed him that the Board was considering changing the position from 22 hours to per-diem and in response he has done some research over the past week. First, the town budgeted \$6,200 for animal sheltering and only expended \$1900 in 2010 because the town has been bringing in fewer animals. Scott suggested reducing the sheltering line to \$2000. A big reason why this cost is able to be reduced is because the ACO has created a database for animals and is able to return animals to their owners.

2. Scott then reviewed all the calls that the ACO has done over the year. He noted that she brings in \$6000 a year in revenue and her salary has not increased over the past four years.
3. The Board was in agreement to reduce the sheltering line to \$2500.

**D. Police Department Budget –**

1. Scott stated he can reduce the overtime line to \$35,000; he would cover additional overtime with Kevin and himself and scheduling changes. Scott also recommended reducing the building maintenance line to \$5000 and hold off on carpeting this year if need be. Scott stated he could also cut the \$750 from the canine line and use the drug forfeiture funds and \$700 out of the radio maintenance line. Lastly, he stated he could cut \$1000 from the uniform line.
2. Scott then stated that in considering the budgets he questioned if his staff would be willing to take two days off without pay if the town was to have a two day furlough next year and they are willing if it will retain jobs.
3. The Board agreed to accept all the proposed cuts Scott mentioned except for the canine line which will stay the same.

**E. Health Agencies –**

1. Rich explained that he sits on the VNA Board and noted that one employee received an 11% salary increase and then they paid out over \$72,000 in bonuses to other employees. However, they do a great job taking care of the people in Farmington; he is just concerned on how fiscally responsible they are.
2. Charlie suggested reducing all the health agencies & hospices budget lines by 20% of what was budgeted last year. The VNA should be \$10,400 with a 20% reduction. Gerry suggested reducing the VNA line to \$10,000 and send them a letter stating that the representative told the Board there were no bonuses when there was. The Board agreed to fund the VNA line at \$10,000. The Sexual Assault Services line was cut to \$1200. The Juvenile Court Diversion (CHANCES) line will be budgeted at \$3920. The American Red Cross line will be \$400, the Homemakers will be \$3680 and the Boys and Girls Club at \$720. Also Strafford Community Action Program should be budgeted at \$3,200.

**F. Bridges and Railings –**

1. Scott recommended zeroing out this line this year because of all recommended projects have been completed. He also noted he was just notified the town is not eligible for bridge funding until 2018 because we did not respond to a letter in 2007. Paula stated that there is maintenance recommended in the Edwards and Kelsey bridge report that should be funded and Scott replied that all the bridge maintenance has been completed except for the guardrails for the Hornetown Road Bridge, in which money was encumbered for this year. Scott also stated that the Hornetown Road bridge may need to be replaced prior to 2018. The

Board agreed to reduce the line to \$10,000 noting that some money needs to be left in the line in case something happens.

**G. Culverts and Catch Basins –**

1. Scott stated he would be comfortable reducing the culvert and catch basin line to \$25,000 because a lot of the work he has is FEMA related and can utilize those funds. Gerry questioned if there is money available for the Orange and School Streets drainage projects and Scott replied yes. The Board agreed to this cut.

**H. Highway Department –**

1. Scott stated he would like to reduce the clothing line to \$4375 by providing his guys a uniform stipend in lieu of using the uniform service. Charlie stated he would like to see all uniform stipends be \$300 per person for the highway, landfill and water/wastewater departments. The Board was in agreement to budget the clothing line at \$3500 which will be \$300 per person, the January bill for the current uniform contract and the balance to be used for emergency purposes at Scott's discretion.
2. Scott then stated he can reduce his part-time help by 4 hours a week. The new line figure should be \$23,246.
3. Charlie suggested reducing the overtime line by \$5000 based on historical figures which would make the line \$25,000.

**I. Landfill –**

1. Scott explained he can reduce the building maintenance line to \$1000 and the repairs/parts line to \$3000. The Board agreed to accept these cuts.
2. Charlie asked if the loader repairs can be reduced from the \$10,000 and Scott explained that he reviewed the repairs with the mechanic and is confident all the repairs are needed to keep the loader running to close the landfill.
3. Alan explained that the auditors were in today and they agreed that the funds can be transferred from the landfill closure fund and be put back in the highway department's rebuild/repave line. Alan added that this leaves \$57,000 in the landfill closure fund to be used next year for the landfill closure. ***Charlie King motioned to transfer charges for the paving at the transfer station from the landfill closure fund to the rebuild/repave budget line, 2<sup>nd</sup> Gail Ellis. Motion carried with Paula Proulx opposed.***
4. The Board discussed the issue with the trash bag stickers being pre-bought and what the options are. Many options were discussed. The Board directed Scott to contact the businesses in the morning and offer to purchase the stickers back that they bought at the lower price and let them know if they refuse the patrons will be charged an additional \$0.50 per sticker or not honored at the landfill.

**J. Capital Reserves –**

1. Pam stated there is \$10,000 budgeted in the personnel separation line.
2. The Board agreed to zero out the water infrastructure capital outlay line noting that Dale has a similar budget line.

**K. Administration Budget –**

1. Alan stated that the secretarial support position is currently reflected as 10 hours in the DPW and 10 hours in the Administration budget.

**L. Other -**

1. The Board discussed what they would like to do with employee raises and noted additional cuts are needed in order to give raises. Charlie stated a 1.5% cost of living adjustment would be appropriate.
2. The Board discussed cutting the sidewalk budget line to \$20,000.
3. The Board reduced the welfare rents line to \$65,000.
4. After much discussion the Board decided to do nothing with the employee wages and planned to make a one time cost of living adjustment in December if there are funds.

***At 12:11pm, Joan Funk motioned to adjourn to continue the meeting tomorrow. Motion withdrawn.***

***Charlie King motioned to encumber \$30,000 for the re-val, 2<sup>nd</sup> Gail Ellis. Motion carried with all in favor.***

***At 12:15pm, Joan Funk motioned to adjourn, 2<sup>nd</sup> Charlie King. Motion carried with all in favor.***

***Respectfully Submitted,***

***Brandy Sanger***

***Recording Secretary***

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Chairman Paula Proulx

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Vice-Chairman, Gail Ellis

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Joan A. Funk

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Gerald McCarthy

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Charlie King