

**TOWN OF FARMINGTON  
BOARD OF SELECTMEN  
Monday, December 5, 2011  
356 Main Street, Farmington, NH**

**Selectmen Present:** Charlie King, Paula Proulx, Gerry McCarthy, Joan Funk and Jim Horgan

**Town Staff Present:** Interim Town Administrator Gary Stenhouse, Finance Administrator Pamela Merrill and Police Chief Scott Roberge

**Public Present:** Gary Mosher

**At 6:04pm Charlie King called the meeting to order.**

**1. Public Comment:**

Gary Mosher reminded the Board that a few months ago he requested to have a boot drive in the downtown area and the Board said no, but it could be done at the dump. This past Saturday a toy boot drive was held and the gentleman said he was given permission by the town administrator. Gary Stenhouse explained that he gave permission for the boot drive but he was told to not stand in the road and block traffic. It was discussed that the Legion can hold a boot drive as long as they are not in the road way, they should cone off the parking area on the side of the road and any vehicles who want to pull over to donate can without stopping the traffic. Police Chief Scott Roberge stated that if the Board is going to allow entities to hold boot drives on the side of the road then they should be wearing some type of safety vest. ***Gerry McCarthy motioned to set the policy that boot drives can be held by non-profits, at the discretion of the Board, as long as they are done with the agency volunteers on the sidewalk and the vehicles need to enter coned off parking space area to donate, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

**2. Executive; Administration; Insurance; Legal Budget Review:**

Gary reviewed the proposed administration budget noting that they need to review the phone line. Gary said that the office equipment line can be cut by \$2500 because the Police Department was able to get new chairs donated. Gary also noted the minutes secretary line can be cut by \$1,000. The administration support line can also be reduced to \$2,000.

**3. Police; Animal Control:**

Scott Roberge reviewed his proposed budget. Jim asked if the School Resource Officer comes out of the police personnel line. Scott explained that when the position first began it was paid for with a grant, when the grant ran out the school picked up 80% of the cost and the town paid 20%. Joan asked if there is a current grant available for the position and Scott explained that because the position was vacated the town would not be eligible for the grant. Jim asked what

the cost is for a school resource officer and Gary replied the total cost is \$57,000. Jim followed up by stating that he feels a disservice was done by eliminating the position and he feels the position should be added back in. Gerry stated that he does not feel the town should pick up this responsibility since the school eliminated the position and in essence didn't feel it was necessary. Joan stated she agrees with both Jim and Gerry; a resource officer is an essential part of the school but the school has a responsibility so maybe a warrant should be written so the taxpayers can speak to the need. Paula agreed that the school should take the responsibility but not that it should go forward as a warrant. Charlie stated he thinks there were some unresolved issues around the way the position is managed and a discussion needs to be held to iron out those details as well as the school should decide if the position is warranted.

Scott explained that the fire department workers have been acting as the crossing guards and this has worked wonderfully therefore this line can be reduced. Charlie asked why the training line can't be reduced and Scott stated that the department tries to take advantage of all the free trainings that are available and this year they were told they could not attend any trainings outside of NH. Also specialized trainings are available on a random basis so he would like to have the funds available to attend a special training if it becomes available. Paula asked if there are ample funds budgeted for the essential trainings required and Scott explained that each officer is mandated to have a certain number of classroom and field training hours each year to keep their certification.

Scott stated he was able to decrease the telephone line due to true figures. The radio line was increased because they have had a lot of battery problems this year and he needs to purchase new batteries for all the radios. Gerry asked for a breakdown on the dispatch line and Scott explained \$26,000 goes to prosecution and the balance is for dispatch. For the new equipment line Scott is proposing to purchase three tazers (\$1000/set-up). The investigations line is for backgrounds checks, fingerprint supplies, evidence bags and other materials used for investigations. Scott explained that Scott Hazelton asked him to budget \$10-\$20,000 for the slab for the building that was received from fed surplus. In that building he would like to have an area that is fenced in to hold large evidence and old files and also an area to house the radar trailer. Scott then informed the Board that he was able to get about \$5000 worth of carpet squares for the PD and he has a gentleman coming in to lay the carpet for approximately \$3000. (Scott added that he was also able to get a large, drivable roller for the public works department.)

Scott stated the canine line was overspent this year because the dog has needed some different food and meds this year. Paula asked how long the dog will be in service and Scott replied the typical expectancy would be for one year since he is 8 years old but that will be assessed at the end of the year. Paula asked how often the canine is used and Scott said often and actually just two weeks ago he was worked. At least ten times this year the canine was utilized. Gerry asked Pam to review the longevity line because one name is down twice and Pam said she would look into it.

Scott explained that he would like to level fund the animal control officer line and he expects to fill that position right after the first of the year. He has several good candidates but his office has been extremely busy and not able to complete the hiring process at this time.

Scott stated the Board should consider purchasing a new cruiser this year. The PD has done some research and this year the Dodge comes with the most complete kit for the dollar. Scott also added that he was able to get a truck from surplus for the animal control position and a small electric vehicle that he thought could be used during Hay Day. He also got approval for the two Hum Vs, a welder, the two dump trucks and another plow truck.

At 7:40pm, *Charlie King motioned for a short recess, 2<sup>nd</sup> Paula Proulx. Motion carried with all in favor.*

**At 7:47pm the Board reconvened.**

**4. Fire, EMS and Emergency Management Budget Review:**

Rich stated that due to the economy he is recommending reducing the deputy position to 30 hours. He would like to increase the per-diem line by \$10,000 because this line includes on-call pay. The line is established with a best guess figure based on the number of calls received. Rich eliminated the overtime line because he is recommending reducing the deputy position. Rich is also recommending purchasing a new software program since his current one is 12 years old and does not do everything they need it to.

Jim asked if any action is being taken to collect the uncollected funds under the EMS billing. Rich explained that the billing service charges 7% of what is collected. Charlie followed up by asking if the billing company will go further in collecting the uncollected funds and Rich explained the company sends collection letters but if the town wanted to follow up with small claims court it would be our responsibility.

Rich updated the budget to level fund the office supply line. He would like to increase the training line by \$2000 to train 4-5 more people to an EMS level where they can do intravenous lines. Rich doubled the protective clothing line in order to purchase four sets of gear. Charlie asked if any of the clothing can be purchased with grant funding and Rich replied yes, he tries every year but the funding has decreased every year. For medical supplies he would like to purchase two c-pac breathing machine (\$1200/ea) and two IV drill in order to keep the ambulance fully licensed. Rich explained he also needs to purchase a thermal imaging camera (approximately 6,000) out of the new equipment line. The forestry equipment line has a small increase of \$300 to prepare the new forestry Hum V that the PD was able to get.

Rich explained that he increased the building repair line this year and the projects slated are for the dispatch area, the exhaust motor repairs and move it inside and incidental repairs. It was discussed that maybe the Board might want to look at increasing the insurance buyout to make

it more ideal. Gerry pointed out that the fuel lines in all the departments are up and he thought the town was able to get a low bid price. Gary replied that the town did have a lower bid number but the school department did not agree to commit to the price when the figure came in and therefore the cost when up about \$0.30 when they did decide to commit.

Rich explained that he would like to hire a part-time 20 hour/week fire/ems assistant that would mostly work on bill collections. Gary explained how he envisions this position working and will forward the information to the Board in writing. Getting back to the previous discussion Charlie asked if Gary can poll the staff to see if there is interest in an insurance buyout if it was increased to 25% of the cost of a plan and Gary replied he would do that.

Under Emergency Management the lines should be level funded and Pam will make those corrections.

**5. Health Agencies/Hospitals Budget Review:**

Rich informed the Board that he heard the VNA Board voted to not have a representative from the Town on their board. Gary read the request letter from the VNA and they have requested an increase this year. Gerry stated he would like to know how many residents of Farmington receive free care from the VNA.

Sexual Support Services, Homemakers and the Juvenile Court Diversion program also sent letters of request to the Town. Charlie stated he feels the town is not in a position to increase charitable donations and should at a minimum level fund if not make additional cuts. Joan replied she feels the Board should look at each request individually and weigh the services offered to residents versus the cost. Charlie stated he would like statistics from the health agencies as to what percent of their clientele is from Farmington and how much other communities pay.

**6. Welfare Budget Review:**

Gary informed the Board that he would like to increase the welfare budget to \$95,000 and noted that the state fuel assistance program was cut drastically and therefore the town will most likely see an increase. The Board was in consensus that they would be agreeable to \$85,000 at this point.

**7. Intergovernmental Welfare Payments Budget Review:**

Gary explained the Community Action Program requested \$4500 this year. Paula questioned if maybe their request has changed since the CAP office now has rental income coming in since the SAU rents their building.

**8. Economic Development Budget Review:**

Gary reminded the Board that the Economic Development Committee would like to have a separate budget line this year for \$2500 and the Board agreed it would be okay to set up a separate budget line.

***At 9:12pm, Charlie King motioned to go in non-public session under RSA 91A.3.II (e), 2<sup>nd</sup> Jim Horgan. Roll call – Paula Proulx (yes), Charlie King (yes), Jim Horgan (yes), Joan Funk (yes) and Gerry McCarthy (yes).***

**At 9:52pm the Board came back into public session and Charlie announced the non-public minutes were sealed.**

***At 9:53pm, Gerry McCarthy motioned to adjourn, 2<sup>nd</sup> Jim Horgan. Motion carried with all in favor.***

Respectfully Submitted,

Brandy Sanger  
Recording Secretary

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Chairman, Charlie King

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Jim Horgan

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Paula Proulx

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Gerald McCarthy

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Joan A. Funk