

**TOWN OF FARMINGTON
BOARD OF SELECTMEN
Monday, November 21, 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 Pam Merrill, Planning Director Kathy Menici, Town Clerk Kathy Seaver, Code Enforcement Officer Dennis Roseberry and Public Works Director Scott Hazelton

Public Present: Neil Johnson

At 6:05pm Charlie King called the meeting to order.

1. Planning, Zoning and Code Enforcement Budget Reviews:

Gary prefaced the budget reviews by saying that he had all department heads load a salary increase of 3% and the Board should probably review all salaries at one time. Kathy Menici explained the secretary line has increased to cover 5 hours of front desk coverage and planning and ZBA minutes; which brings the position to up to 29 hours per week. Also the office supplies line was increased by \$650 to purchase a laptop for the secretary to use for minute taking at meetings. The secretary line is also split between the planning and code enforcement departments. Paula asked why the front desk coverage is under these budgets instead of the administrative budget and Gary replied it is only for ease of budgeting. Charlie questioned why the differential between the secretary budget line for this year and last year and Kathy explained she added the \$2500 for the minutes and 5 hours for desk coverage.

Dennis explained his lines show a reduction in the telephone line because it is reflective of historical expenditures. Charlie asked how the special revenue fund for Dennis' salary is and Pam explained there is approximately \$2000 in the fund now so there will be enough for the remainder of the year's salary. Pam asked if the dues/training line was missed and Kathy M. and Dennis replied they must have missed it and they would go back to check again. It was discussed that the line should remain at \$750. Dennis explained he requested an increase to the supply line because the new code books come out in 2012 and will need to be ordered. This year they would also like to separate the postage for the two departments. Charlie asked why the planning postage line has not decreased; no answer was given. Paula asked how much the code books are and Dennis explained he buys one set for \$650-\$700. Charlie asked what the replace equipment line is for and Kathy M. stated they needed to replace a typewriter this year. Charlie questioned if the vehicle gas line can be reduced to a more practical number and Dennis will look into this.

2. Town Clerk/ Vital Statistics Budget Review:

Kathy Seaver explained her only changes are due to the increase of elections to four. Charlie asked if the staffing lines for hours are staying consistent and Kathy replied yes. Paula asked why Kathy is requesting a \$3000 increase to the office equipment line and Kathy stated that this is not her increase (it's Gary's). Charlie asked what the registry/research line is for and Kathy explained it is a rate set based on the number of liens the Town has however it is offset by revenue when the taxes/fees are collected.

3. Finance/Administration Budget Review:

Pam explained they decided to put in a line for bank charges. Charlie asked if the bank was contacted and told them if the charges continue then the Town would need to change banks and Pam said yes, but they were unwilling to budge of the charges. Gary explained that he and Pam are going to do a cost analysis to see if it is cheaper to move our business out of town.

4. Revaluation, Interest LT & ST, TAN Interest and Street Lights Budget Review:

The Revaluation is loaded in the budget as a true figure from Cross Country Appraisers. Pam explained that the LT interest line is budgeted at \$71,079 because of the wastewater bond payment is \$51,964. (The Board requested an updated budget sheet for the interest lines.)

5. Highway Department Budget Review:

Scott explained the department wages and part-time help lines are reduced due to new hires and projection of less part-time hours but the over-time line is up based on projection of snow. Charlie asked why the telephone line is so high and Scott explained it is for the highway phone, scale house phone and two cellular phones. Charlie then asked if Scott could look into electricity saving options at the highway garage and Scott stated he was planning on it. Scott stated that the uniform line is budgeted the same but he is looking to break the current contract as of December 31, 2011. Charlie informed Gary and Scott that the current contract was signed by a previous employee who did not have the authorization to do so. Scott would like to put an RFP out for uniforms to get a competitive figure.

Scott explained that he budgeted an \$8000 increase to the rental equipment line; the line would include funds to rent a vibratory roller for 4 months at \$2600/month and an excavator for 4 months at \$4000 per month. Scott explained historically the town has rented a roller for six months. Charlie asked if the town's excavator is busy all the time that an additional excavator is required. Scott replied the excavator is on the job approximately 75-80% of the time, but with the rental this year he was able to save the town \$250,000 this year by installing drainage ourselves.

Charlie questioned the large increase to the highway building repair line. Scott stated he would like to purchase two modine heaters (\$16,445 for the purchase and installation) for the garage to replace the existing heater because the heat does not get to the center two bays. Charlie asked if Scott looked into a waste oil burner and Scott said he thought the Board told him last year not to look into this and also that the garage only produces 250-400 gallons a year. Pam stated there is \$5000 remaining in the highway building fund so Gary said the line will be reviewed.

Scott explained the rebuild/repave road line is to grind, repave 3” and do shoulder work on 2640 linear ft of road on Hornetown Road and Chestnut Hill Road. The sidewalk line is budgeted for \$20,000 to cover 1500 linear feet of sidewalk on North Main Street or Central Street. Scott explained he decreased the calcium chloride line because he has decreased the usage. The paving line is up to chip seal Ten Rod Road (1.5 miles to Rochester end) which will finish the rehabilitation of Ten Rod Road. Scott explained that he would like to encumber some of the paving line from this year because he was unable to pave River Road since it snowed. The contractor has agreed to hold the price and pave as soon as possible in the spring. Charlie asked if the paving line is encumbered then the proposed line will go down and Scott replied yes.

Scott explained the rental mower line was not able to be completely expended this year because the town was scheduled for the rental the week before and after the hurricane and therefore unable to mow. Charlie asked Scott to review the gasoline and diesel fuel lines, Scott said he would but that he took the historical usage figures and multiplied them by the current price. Scott will also review the tire line because he was told to carry five full set of tires for the equipment but that might not be needed.

Scott reduced the parts and repairs line based on the fact that he would like to purchase a new dump truck. Charlie asked if the trucks that are supposed to be coming in from surplus can be utilized instead and Scott will review the vehicles. The repaint trucks line is to sandblast two dump bodies, paint and reline with sheet steel. The new equipment line is for the purchase of a new front mounted York rake to be placed on an existing vehicle mount.

Scott explained the culvert and catch basin line is to complete about 10% of the recommended drainage improvements as well as, repairs to Sheepboro and Hornetown Roads. Approximately \$6000 on this line is for the engineering of the failing wall on Sheepboro Road. Paula asked if any of the FEMA funds can be utilized for these projects and Scott stated yes, but he still has to complete the drainage improvements to Water Street. Scott stated he is also in the process in applying for a Hazardous Mitigation Grant for the drainage repairs up to Water Street.

Gerry asked how much is in capital reserve for vehicle purchases and Gary said he doesn't have that report tonight but he will get one for the Board members.

At 8:10pm, Paula Proulx motioned for a short recess, 2nd Joan Funk. Motion carried with all in favor.

At 8:20pm the Board reconvened.

6. Town Hall Municipal Buildings Budget Review:

Gary explained that the Com. Ctr. lines 44-47 now need to be budgeted for because the costs used to be picked up in part with the lease funds from upstairs. The part-time maintenance line is new under Scott's purview and used to be paid under the Rec. budget, and is for the cleaning for the Municipal building, Police department, and Rec. Scott explained he tried reducing the hours to 20 hours but the cleaning was not done thoroughly so the position is budgeted for 28 hours. Paula said that she thought the cleaning was supposed to be done by Keith over the winter because he no longer had the parks to take care of. Scott replied he was unaware of that

plan and he visited all the buildings and made a list of maintenance issues that Keith will take care of over the winter months. Charlie asked if the cleaning of the buildings have ever been put out for bid correctly and the reply was no.

It was discussed that the water department needs to do some research to see why the water bill is so high for the rec/pd; Gary will ask the question. The Com. Ctr. Repair/Maintenance line is proposed at \$65,000 which includes; replacing the ceiling fans in the Rec. (\$500), repairing 4 fire escapes at Rec/PD (guestimate cost at \$40,000), the first floor concrete landing at Municipal Office (\$1000), rehabilitating parking lot at Rec (\$6000 with town completing work), relocating handi-capped ramp to parking lot at Rec. (\$12,000), and the Old Courthouse door replacement (\$1000). Paula asked for a more concrete figure for the fire escape repairs. It was noted that the eaves of the Rec. also need some attention though the right side was recently done so the contractor might need to be called back.

Scott is proposing \$26,500 for the park maintenance line. This includes \$24,500 to replace the Edgerly Park fencing to one that looks like the one at Fernald Park. Gerry asked if he could get a price to repair the current fencing. The line also includes the replacement of four trees.

7. Bridges and Railings Budget Review:

Scott explained he budgeted the same amount this year for the preliminary engineering for the Hornetown Road bridge. Paula asked if any funds have been expended out of this line this year and Pam replied no, this line was part of the offset. Paula questioned if the wooden bridges were sealed this year and Scott said no, but he could do this before the end of the year.

8. Landfill Budget Review:

Gary explained that Scott put together a RFP for the hauling and acceptance of refuse because of 5-1-12 the town can no longer accept refuse at the landfill. Charlie asked why the diesel line is still \$4,700 when the landfill won't be running and Scott explained the loader and skid steer will still be operational. Charlie then asked why funds are being budgeted for loader repairs and Scott explained the loader will still be used over the winter for plowing and used during transfer station operations to move bales. Scott will review the pros/cons of keeping the loader. Scott then stated that the demolition fees can be reduced (he missed the line originally). Scott will encumber the slope maintenance line because it will not need to be mowed this year since the landfill is still open.

The solid waste tipping is based on \$75.00 per ton for 8 months at an average of 1000 tons and hauling at \$16,000; these figures are based on prices received last spring though a current RFP is going out. Scott will look into the different possibilities available for the town owned containers for the recycling as to whether or not they will go round trip, be swapped or stored.

9. Capital Outlays Budget Review:

Scott explained he would like to lease a DPW ten-wheeler truck with a cost of \$190,000 approximately and with a \$1 buy out lease. Gary and Scott will check into more realistic financing costs and bring the cost back to the Board. Charlie suggested getting the cost for a

Accepted 12-12-11

lease without the \$1 buy out. He is also proposing \$4250 for bat control at the Municipal Offices, this figured is based on a real cost and comes with a guarantee for 7 years. Joan asked if Gary contacted the local pest control companies and Gary replied no, it was not put out for RFP but he will. Lastly, \$25,000 is proposed for the erection of the building and pouring of the concrete slab. The materials for the building were free from the federal surplus materials.

At 9:30pm, Jim Horgan motioned to adjourn, 2nd Charlie King. Motion carried with all in favor.

Respectfully Submitted,

Brandy Sanger
Recording Secretary

Chairman, Charlie King

Jim Horgan

Paula Proulx

Gerald McCarthy

Joan A. Funk