

**Town of Farmington**  
*Board of Selectmen – Public Meeting Minutes*  
**Monday, November 30**  
**Selectmen's Chambers**  
**356 Main Street**

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Monday, November 30, 2015

Board Members Present:

Charlie King, Chairman

Paula Proulx, Vice Chairman

Jim Horgan

Neil Johnson

Others Present:

Town Administrator Arthur Capello

Resident Tom DeJulio

CAP Representatives Executive Director Betsey Andrews Parker, Shelly Hadfield, Hadfield Associates, Administrative Services Director Rick Aubin

Goodwin Library Director Laura English

Library Trustees Michelle Elbert, Linda McElhinney

Parks and Recreation Department Director Rick Conway

1). Call to Order/Pledge of Allegiance:

Chairman King called the meeting to order at 6 p.m. All present stood for the Pledge of Allegiance.

2). Review of Minutes:

November 16, 2015- Public Session-

Motion: (Johnson, second Proulx) to approve the minutes as written passed 4-0.

November 16, 2015- Non-Public Session A- amend to include a motion to seal the minutes.

Motion: (Proulx, second Horgan) to approve as amended passed 4-0.

Motion: (Proulx, second Horgan) to approve Non-Public Sessions B-F as written passed 4-0.

Motion: (Proulx, second Johnson) to unseal Non-Public Sessions A and B passed 4-0.

November 23, 2015- Non-Public Sessions-

Motion: (Johnson, second Proulx) to approve the minutes of non-public sessions A and C as written passed 4-0.

Motion: (King, second Johnson) to table Non-Public Session B until the non-public session portion of this meeting passed 4-0.

3). Public Comment:

Resident Tom DeJulio came forward to discuss the progress with the installation of the poles for the Christmas lights. Town Administrator Capello gave the board copies of the updated pole set estimate from nextGen Telecom Services Group. The total cost to purchase 18 poles (\$291 per pole) and set them in dirt (18 hours labor-\$3,500) is \$8,746.38 which does not include an additional \$975 per hole if ledge is encountered. The terms of the agreement include; the town is responsible for/will provide all necessary permits for the project, Police details/flaggers, stake the pole locations and remove all asphalt as needed and notify DIG SAFE. Capello added the company will need one to two weeks to begin the project. Discussion also included what to do if ledge is found at a pole location, shorten the list of poles to be installed to cover the cost of the drilling or postpone installation at that location until next year. Consensus of the board was to move forward with the pole set agreement with nextGen.

DeJulio also requested the board's approval to seek press coverage of the Christmas tree lighting ceremony on Friday, Dec. 4. Selectmen said they wanted to recognize the Decorating Committee's efforts, celebrate that the Christmas lights are still here and the lighting of the Christmas tree and not turn it into a political event. Consensus of the board was to approve DeJulio's request and ask the Town Administrator provide a press release for the occasion. Chairman King said he will attend the event.

4). CAP Regarding CDBG for Daycare Center:

Community Action Partnership Executive Director Betsey Andrews-Parker, Administrative Services Director Rick Aubin and grant writer Shelly Hadfield of Hadfield Associates came before the board to discuss the application for the CDBG grant for the Farmington Children's Center. Ms. Andrews-Parker said the 20 year lease agreement between the town and CAP has been signed and returned. She provided a breakdown of the maintenance and repair schedule for the building and site with the estimated costs and asked if the board had any questions. Discussion included the results of the energy audit, proposed energy savings measures, capital improvements needed, septic repair is underway, addressing the Building Inspector's concerns, public hearings are needed, what happens if the daycare ceases to exist before the 20 year period is up, if the town is liable to repay the grant, planning for depreciation and add to the plan which items will be addressed in the first year. CAP will fund future repairs through a building reserves escrow account, other grants, donations and foundation funds.

Ms. Andrews-Parker added that three public hearings are needed to submit the grant application, re-adopt the Community Development Plan and adopt the Anti-Displacement and Relocation Plan.

Motion: (King, second Horgan) to set the date for the public hearings for Dec. 21, 2015 at 6:30 p.m. passed 4-0.

Motion: (King, second Johnson) to take a five minute recess passed 4-0 at 6:50 p.m. The meeting reconvened at 6:57 p.m.

5). Review Budgets: Library, TA Budgets, Recreation Dept. and Pay Increases:

Goodwin Library-Selectmen received copies of the 2016 draft library budget which included a breakdown of income and personnel, materials and facility expenses. Proposed 2016 budget amounts are in parenthesis. Discussion included:

Line 3100- Farmington Public Library Association contributions- (FPLA, \$20,000)

Friends of the Library, Trust Funds and other sources of income- Selectmen asked for further information on the cash amounts or materials donated from the various sources.

Line 5590- Health Stipend - (\$11,200) English said the staff does not receive health care coverage but does receive a stipend based on their salary scale for employees who work 27 hours or more per week. The board requested a breakdown of this line.

Line 5100- NH Unemployment- (\$2,000) estimated amount recommended by the library's bookkeeper

Line 5010- Staff- (\$171,635) the previous director chose to deal with a budget reduction by closing on Wednesdays. The proposed increase reflects increasing the weekly operating hours to 38 (to include Wednesdays) and a possible 1.5 % salary increase.

Line 4100- Books- (\$16,000) increased to include replacement of items shaved from the 2015 budget

Line 5140- Bldg. & Grounds Maintenance-(\$17,850) this line represents costs for the janitor, landscaping, trash removal, shoveling and mowing. English said they are shopping for better prices and may also consider teaming up with the town for these services. The board requested more information on the maintenance services used and their costs.

Line 5150- Major Bldg. Repairs- (\$10,000) English noted that the Capital Reserve Fund has been "zeroed out" due the cost to replace the fire escape.

Line 5240-Network Administration- (\$10,000) this line represents technology equipment maintenance. Selectmen suggested that it may be more economical to replace the older computers with newer, simple to use and replace computers than to continually update and maintain the old ones.

Line 5450- Fuel- (\$4,000) this line is down approx. \$2,000 from 2015 due to purchasing fuel in conjunction with the town at a reduced price.

Line 5580- Insurance- (\$4,000) this line represents bldg. liability insurance coverage and is slightly reduced due to a lower premium following the replacement of the fire escape. Selectmen suggested this may be a good time to shop for a better price by sending out an RFP.

Room Rental- Selectmen also asked if income could be generated from rental of the upstairs room previously used by the Women's Club. McElhinney said because it is a non-profit "free" library, the room can't be used to generate income and must be open to the public. She will look into the matter further.

English said she will provide the requested information to the board prior to the Dec. 14 board meeting.

Town Administration Budgets – Capello provided copies of the town 2016 budget proposal and told the board that the Executive portion is down approx. \$20,000. Selectmen discussed the following items:

Page 1, Line 01-4130-60-110- Administrative Support Secretary- (\$3,500) up \$1,500 over the 2015 budgeted amount to cover secretarial coverage when the Selectmen's Secretary is out due to injury or vacation. Consensus of the board was to reduce the amount to \$2,000.

Page 2, Line 01-4150-30-110- Assessing Clerk- (\$29,016) Selectmen asked if the salary was split with line for the Finance Administrator to reflect the portion of the time the clerk will spend performing duties for the Finance Administrator. Capello said the clerk's line reflects the whole salary and the additional duties will be included in the job description.

Page 3, Line 01-4152-10-312- Appraisals/Revaluation- (\$13,565) this line includes the cost of the agreement with the new assessing firm. Capello noted that contract agreement costs a little more, but the town will receive more services including meeting with public and assisting the Assessing Clerk one day a month.

Line 01-4153-10-320- Legal Services- (\$40,000) Selectmen noted this line has not been under \$50,000 for the past three years and expressed concerns the line would be under funded.

Motion: (Johnson, second King) to increase the line to \$50,000 passed 4-0.

Line 01-4155-20-630- Payroll Outsourcing- (\$15,000) this line is increased by \$5,000 due to additional hours needed by the new payroll company to implement new payroll regulations.

Line 01- 4155-20-190- Personnel Liabilities- (\$10,000) this line contains funds to pay benefits such as unused vacation or sick time for an employee who leaves employment with the town.

Line 01-4191-10-110- Planner- (\$34,320) contains the salary for the interim planner for 12 hours a week for the year.

Page 5, Line 01-4196-10-520 Property & Liability Insurance- (\$148,675) Capello said there has been a 16.30% increase in this item. Discussion included this is more than \$20,000 increase in one year, if there will be a refund, town owned property assessed value is up 7.7%, looking at how to reduce losses and claims, send out RFP for price quotes, limited options for better pricing, review property to see if some things don't need to be insured and consider contracting with private insurance companies.

Page 14, Conservation Commission (\$3,104 total requested) the board requested a breakdown of the commission's budget.

Line 01-4659-50-330- Economic Development- (\$1,250) Selectmen noted the committee spent \$43 this year. The committee purchased flyers, pamphlets and informational materials to promote the TIF and 79-e Districts and economic development in town.

Discussion also included a review of existing bonds and final payment dates, expenditure of Safe Routes to School funds, demo of the annex building, inquire about a health care reimbursement and \$202,000 in grant revenues were received to offset budget expenses.

Parks and Recreation Department- Rec. Dept. Director Rick Conway told the board he is requesting an increase to only one line of his dept.'s budget. He requested the Parks Maintenance line (Page 13, line 01-4520-10-630) be increased by \$1,200 from \$1,340 to \$2,540 to fund port-a-potties, mulch and the maintenance of the brown building at Fernald Park and repair to the "Welcome to Farmington" signs on Route 11. Discussion included the money will be used to purchase materials, the work will be performed "in-house", how the signs will be repaired, why the signs are the responsibility of the Rec. Dept., and a proposal by the Women's Club to fix one of the signs as a benefit to the town. Consensus of the board was to leave the money for the sign repair in the budget but not to begin the work until a plan has been approved by the board.

Conway said he was told the mini-bus would not pass inspection in March and is not economical to fix and has been taken off the road. He gave the board a brief outline of the bus/van use for the dept., the cost to rent or purchase a bus and some features the vehicle would need to offer transportation for participants with walkers, canes or wheelchairs. Discussion included purchasing a vehicle that meets the transportation needs for all participants (kids, adults and seniors), consider diesel vehicles, license requirements, capacity needed, purchase/rent a school bus or van, provide a town vehicle for staff transportation, lack of funding to the Capital Reserve Fund, buy a bus from the undesignated fund balance and a review of some examples of prices for used 15 passenger buses/vans. Capello said he would work with Conway and attempt to find a 14 passenger vehicle with access for disabled persons.

6). Possible Warrant Articles: Tabled.

7). Additional Board Business:

A). DWI Grant- Motion: (Horgan, second Proulx) to authorized Police Chief Drury to sign the DWI grant passed 4-0.

B). Superintendent's Response- Selectmen briefly discussed Superintendent Steve Welford's response to the board's suggestion the SAU Office move to the second floor of the Municipal Building. Welford said the office is extraordinarily busy and doesn't have time to consider the proposal until school gets out.

C). Intent to Cut Notice- Capello said the town received notice of a timber cut from a resident. He said the property owner is not required to post a bond for the cut unless they are behind on their property or timber taxes. He said the owner wants to pay the back property taxes with the proceeds from the timber sale. Capello said he will seek advice from the Local Government Center and report back to the board.

8).Next Meeting: Monday, Dec. 7, 2015.

9). Non-Public Session A:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (c) passed 4-0 by a roll call vote (King, Proulx, Horgan, Johnson- yes) at 9:10 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 4-0 at 9:30 p.m.

10). Non-Public Session B:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (a) passed 4-0 by a roll call vote (King, Proulx, Horgan, Johnson – yes) at 9:30 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 4-0 at 9:55 p.m.

Motion: (King, second Johnson) to seal the minutes until the matter is resolved passed 4-0.

11). Non-Public Session C:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (c) passed 4-0 by a roll call vote (King, Proulx, Horgan, Johnson- yes) at 9:55 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 4-0 at 10 p.m.

Motion: (King, second Johnson) to seal the minutes until the contract is executed passed 4-0.

12). Tax Abatement:

Selectman Horgan said he was contacted by resident Art LeClair who entered his property into a conservation easement and during the process discovered there was less acreage than previously thought. He stated he has been over taxed and requested an abatement of the over payment. Capello said the Assessing Clerk has addressed the matter and adjusted the acreage. He added the property was over taxed \$6 a year since 2009.

13). Staff Raises:

Capello asked the board if they wished to discuss a possible wage increase for non-union town staff. He said if the board is considering an increase they need to provide a recommended amount for inclusion in the budget proposal. Discussion included giving an across the board COLA increase, giving additional raises over the COLA based on merit, make separate adjustments to pay scales, seek recommendations for individual increases from dept. heads, remove those who recently received raises and using a 3% increase for planning purposes. Capello said he will discuss rating the staff with dept. heads.

13). Adjournment:

Motion: (King, second Johnson) to adjourn the meeting passed 4-0 at 10:10 p.m.

Respectively submitted,

Kathleen Magoon, Recording Secretary

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Charlie King

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Paula Proulx

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Neil Johnson

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James Horgan

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