

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, December 12, 2016

Board Members Present:

Charlie King, Chairman
Neil Johnson, Vice Chairman
Jim Horgan
Paula Proulx
Ann Titus

Others Present:

Town Administrator Arthur Capello
Police Chief Jay Drury
Lt. Scott Orlando
Town Clerk Kathy Seaver
Rec. Dept. Director Rick Conway
Library Director Tami LaRock
Library Trustees Chair Michelle Elbert
Library Trustees Treasurer Linda McElhinney
Library Trustee Bill Fisher
Cons. Com. Chairman Dave Connolly

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). Public Input: None.

3). Review of Minutes:

Dec. 5, 2016- Non-Public Sessions A-D, no corrections or omissions.

Motion: (Titus, second Horgan) to accept the minutes as written passed 5-0.

Motion: (Johnson, second Horgan) to unseal Non-Public Session A passed 5-0.

Motion: (Johnson, second Horgan) to unseal Non-Public Session B passed 5-0.

Non-Public Session E – Tabled

Non-Public Session F- add the word “SEALED” to the title.

Motion: (Johnson, second Titus) to approve the minutes as amended passed 5-0.

4). Library Budget:

Ms. McElhinney began by thanking the Director, staff, Friends of the Library and volunteers for their incredible dedication to the library. She said they followed up on suggestions to save money from last year’s budget process and highlighted the following sections of the budget:

2016 Budget-

Janitor- In 2015, this line was \$10,000. The contract with janitorial service company was cancelled and a previous Librarian was hired to perform custodial duties. Her salary is \$6,800 a year (\$13.00 hr.) and combined with supplies reduces this line to \$8,300. If there is vacancy or need for extra help she can also fill-in as library staff.

Computers and Tech Upgrades- The Network Administrator line was \$10,500 in 2015. The contract was cut and they hired Tech Soup 2 Nuts to perform the upgrades to the system and to suggest a list of improvements to bring the library technology up to date. This line was reduced to \$6,000. Some of the savings were used to start investing in those improvements she said.

Fuel- The library has been included in the Town discount fuel rate and they are ready to join with the Town for the discounted electricity rate. She attended a meeting regarding the planned

installation of solar panels in Town and said they are “eager” to sign up for this program as well.

Landscaping- Ms. McElhinney said the library has never had the money for landscaping and much of the property was either in decline or overgrown. She said Piscataqua Landscaping and Tree Service stepped in and donated thousands of dollars in time, materials and plantings so the library will look “gorgeous” come spring and said they really appreciated their efforts.

Volunteer Hours- This year there were 672.5 hours of volunteer time which shows how much the residents appreciate the library because they dedicate their time to volunteer she said.

Friends of the Goodwin Library- Each year the group raises about \$1,800 which covers the cost of the museum passes. Donations and gifts for 2016 totaled over \$4,000 and the surplus was used to purchase a baby changing table, a bike rack, 2 air conditioners and reimbursement for the AED device.

Farmington Public Library Association Memorial Fund Expenditures- This fund contains donations from patrons and is overseen by the Trustees. The Trustees voted to purchase or pay legal fees (\$14,000), security cameras (\$9,000) and Knox Box key holders from this fund.

Funds Overseen by the FPLA- Art Preservation(\$5,000 principle), Talvio Trust- historical non-fiction only (\$12,000 principle), Thayer Bequest (\$56,000 principle), M & M Fund (\$4,000 dividend used to offset operating costs each year from stock investments), Thayer Memorial Fund (\$23,000 expended, \$9,000 remaining), Mainstay Account (\$300,000 initial investment, \$16,000 dividend expended each year), Capital Reserve Fund (\$5,000 contributed each year from the operating budget, \$39,000 expenditure for fire escape replacement, \$7,000 remaining). They have proposed putting \$10,000 in this account from the 2017 proposed budget to maintain the 90 year old building she said.

Clarification of Town Meeting Remarks- She said that in 2012 the average amount of support that libraries received from their towns for their operating budget was 93%. The average salary for library staff in 2012 was \$14.05 hr. while the Goodwin Library currently pays an average of \$12.23 hr. Ms. McElhinney said the librarian is certified but Ms. LaRock noted that there is no requirement for certification in NH.

Mr. Johnson said the Mainstay and Capital Reserve Fund accounts show no income.

Ms. McElhinney said the interest is included under the principle because she is waiting for more information from the investor as to exactly what is the income for the Mainstay account. She said the only income for the Capital Reserve Fund is the yearly \$5,000 deposit from the operating budget.

Mr. Johnson asked if the Mainstay and Capital Reserve Fund accounts were restricted in any way.

Ms. McElhinney said she is not sure if the Mainstay account is restricted until she receives more information and the Capital Reserve Fund is used for major improvements such as the fire escape.

Mr. Johnson asked what the \$14,000 in legal fees is for.

Ms. McElhinney said they were spent for a lawyer to assist with the establishment of the library’s status and the bylaws. She said the legal issues were handled by Trustee Chair Michelle Elbert who was not in attendance at that time.

Mr. Johnson asked if the issues with the State Attorney General’s Office regarding the hybrid status of the library as a Charitable Trust or 501c3 were resolved.

Ms. McElhinney said the issues were resolved but she was not involved with the process.

Chairman King asked if the library has replaced or updated any of its computers.

Ms. LaRock said one new laptop and a Chrome Book have been added, but most of the expense was related to upgrading the server and setting up Google Non-Profit.

Trustee Bill Fisher said they also added 3 routers to improve internet connectability.

Mr. King asked if security cameras were installed inside and outside of the building.

Ms. McElhinney said the cameras were installed in the interior only but they are considering installing exterior cameras in the future.

Mr. King asked if the addition of the cameras has allowed them to reduce staffing during non-busy times.

Ms. LaRock said it has enabled them to reduce staffing at certain times such as when there are 2 people staffed on each floor and someone had to take a meal break and they didn't want 1 staff member to be alone with 1 child and would have to replace them with other staff.

Proposed 2017 Budget-

The Town portion of the proposed budget is \$296,600. Ms. McElhinney said the increase over this year's budget (\$280,000) reflects the cost to be open on Wednesdays for a total of 7 hours (approx. \$20,000) increasing staff time by about 30 hours plus utilities

Mr. King noted the 2016 budget was \$280,000 with \$254,373 spent through Nov. and \$33,219 remaining in the budget and it appears they are on budget with some reserve with that number.

Ms. McElhinney said the proposed budget increase includes Wednesday hours, the increase to amount to be deposited in the Capital Reserve Fund and increases for insurance costs, the audio book line and book purchases.

Mr. King asked about the Tavo Trust Fund for non-fiction history.

Ms. LaRock said this category includes true stories about historical events and biographies.

Ms. McElhinney said the fund accumulated \$700 in interest income which was spent this year.

She asked the board about the process to set aside money to fund a benefit pay-out account for when a long term employee leaves the library. She asked what the town does to prepare for this situation.

Mr. Capello said the town has a Financial Obligation Fund set up for that purpose which is overseen by the Town Trustees. Each year the Finance Administrator calculates the amounts based on the number of long term employees and their benefits to be paid out if they were to leave and Selectmen decide whether to fund the account each year.

Mr. King asked if they were aware of their total liability in this area.

Ms. LaRock said she calculated the amount needed by assuming everyone was leaving all at once and would be paid the maximum amounts as per their policies and the total amount is \$12,000.

Ms. LaRock said she will contact the Finance Administrator for assistance with calculating the benefit amounts for the library staff.

Mr. Johnson asked if they are planning salary increases for the staff in 2017.

Ms. McElhinney said they are planning to give an average of 2.8% increases to the staff.

Mr. Johnson said the salary line is going up by \$27,000.

Ms. McElhinney said most of that amount is the additional salary cost to be open on Wednesdays.

Mr. King asked about the total numbers of hours a week the library will be open.

Ms. McElhinney said they are open 30 hours a week now and the addition of the Wednesday

hours would bring the total to 37 hours a week.

Mr. Johnson asked what "FUTA" is.

Mr. Capello said it stands for the Federal Unemployment Tax Act.

Facility Expenses- In 2015 this cost was \$17,250 and it has been reduced to \$6,000.

Mr. King said they have made some positive changes over the last year and it appears they are on the right track to improving their services at a lower rate.

Library Status/Legal Fees-Trustee Michelle Elbert arrived and said that over the years letters received from the NH Charitable Trusts Unit have contradicted themselves. They have been told they must declare themselves as either a Charitable Trust or a 501c3 organization. The final ruling is the library is a Charitable Trust and exists under the original legislation that incorporated the library in the early 1900's. The Friends group does qualify as a 501c3. She said they have all the paperwork backing up the establishment as a trust and no changes are necessary to continue as a trust.

Electricity-Ms. Proulx asked about the increase in electricity costs from \$5,400 to the proposed \$9,000.

Ms. McElhinney said the library has not yet tied into the town electric rate and that they received an unexpected rate increase over the summer.

Mr. King estimated the library would spend about \$6,500 for electricity for the total year based on the amount spent through November.

Mr. Fisher the third floor is also now in use with the additional utility costs for its use.

Ms. McElhinney added there are also 2 new air conditioners. She said the \$9,000 figure could be a typo and said she will revisit this line item.

Fuel- Mr. Johnson said there is \$8,400 proposed for fuel expenses in 2017 and this year only \$3,700 has been spent.

Ms. LaRock said this may be due to an overpayment earlier in the year. She said there may be a credit of \$600 or \$700 due from the supplier.

Fees and Inspections- Mr. Johnson said they only spent \$74 for fees and inspections this year. Ms. LaRock said some invoices are due in December and are not reflected in the amount spent through November 2016.

Mr. King questioned if they are actually spending \$2,000 a year for inspections.

Ms. McElhinney said the line has been reduced to \$1,000 for 2017 because some items needing inspection such as the chair lift have been removed and they don't anticipate the number of inspections needed last year when it was discovered that some of the sprinkler and smoke detector zones were not connected. She said they will also review this line item.

Unemployment - Mr. Johnson asked why the unemployment contribution tripled for 2017.

Mr. King suggested they look at the percentage increase in the payroll and their contribution should follow that amount.

Ms. LaRock said they will review this line.

Personnel - Mrs. Titus asked if they planned to hire any new employees to cover the Wednesday openings.

Ms. LaRock said they plan to expand existing employee hours instead of hiring any new personnel.

Mr. Johnson asked about the number of full time positions at the library.

Ms. McElhinney said the library equivalent to full time is anything over 27 hours and there are 4

full time positions. She said this allows them to accrue vacation and sick time benefits only. Ms. LaRock said there are 8 employees not counting the custodian; one at 35 hours, 3 full time equivalents and 4 part time staff at between 8 and 24 hours a week. Benefits are on a sliding scale she said.

Ms. McElhinney said they will follow up on the unemployment payments, fees and inspections, electricity and fuel costs and provide additional information to Mr. Capello.

Selectmen thanked them for their efforts and for supplying the packet of requested information.

5). Town Clerk/Tax Collector Budget:

Election, Registration and Vital Statistics- Town Clerk Kathy Seaver said this portion of the budget has been reduced by about \$6,000 due to the reduction in the amount of elections planned in 2017. She budgeted for 5 elections in 2016 and only 1 is planned in 2017. She added that she budgeted for 2 elections in case an extra election is needed.

Repair/Rebind Old Records (\$2,000) - Ms. Proulx asked if the dept. is still rebinding books. Ms. Seaver said they continue to rebind the materials and are on target for where they want to be. She said she also discussed obtaining a dry fire suppression method for the town records with Mr. Capello. They plan to research companies/ prices next year and are considering funding the cost over 2 years from this line.

Mr. Capello said Ms. Seaver would return to the board at the next meeting to discuss tax deeds.

6). Parks and Recreation Budget:

Parks and Rec. Director Rick Conway said the overall budget is level funded at \$161,853 for 2017.

Bouncy House- Mr. Conway said he took \$1,400 from the Parks and Rec. portion and added it in the Other Cultural section to fund the insurance costs for the bouncy house.

He said he stopped using it in January because not enough money was coming in from renting it to pay to insure it. He plans to budget for the insurance and only use the house at free events such as Hay Day, Family Nights and toddler events.

Mr. King asked if they are not going to allow the house to be rented.

Mr. Conway said they may rent it if someone wants to use it in the gym at the Town Hall but it will not be allowed for private rental outside of building as the new insurance does not cover private rentals off site.

Mrs. Titus asked if the dept. could raise the fee for birthday party rentals and include use of the bouncy house in the fee.

Mr. Conway said he did not have the authority to raise fees.

Mr. Capello said only the Board of Selectmen can raise fees but said he would not recommend raising the fee to include the use of the house. He suggested they give renters an option to use the house with an additional fee for its use.

Mrs. Titus asked how much it is to rent the space such as for a birthday party.

Mr. Conway said the cost is \$150.

Mr. Horgan asked for the dimensions of the house.

Mr. Conway said it is 10 ft. x 15 ft. and has a 12 ft. slide.

Mr. King asked what it cost to purchase the bouncy house.

Mr. Conway said he got a "great deal" when he bought it for \$700.

Mr. King asked how the additional activities for teens and seniors would be funded as discussed at a previous meeting.

Portable Basketball Hoops- Mr. Conway said he had a contractor look at putting basket ball hoops in the ceiling of the gym but he found that the steel beams are too far apart to support the hoops. He proposed purchasing some portable hoop systems as an alternative solution and gave the board some spec sheets detailing some examples of the systems.

Mr. Capello said if the board approves the concept he would send out an RFP for the portable basket ball system.

Mr. Johnson asked what would be an estimated high price for the hoops.

Mr. Conway said they may cost about \$8,600 each.

Mr. King suggested they also price shop online to try to find the best price for the items.

Mrs. Titus asked where the hoop systems would be stored.

Mr. Conway said the systems fold down for transport/storage and could be stored in a corner or at the back of the gym. He said he planned to return to the board at a future meeting to discuss a plan for the storage of the chairs currently stored in the back of the gym.

Payroll- Ms. Proulx asked about the difference in the payroll amount in this year's budget (\$83,349) and the proposed amount for 2017 (\$83,595).

Mr. Capello said employees received evaluation/merit raises this year and the amount includes the actual salaries, benefits and FICA, etc. payments based on those increases.

Park and Rec. Program Monies Line 01-4520-10-111 (\$500 requested) - Mr. Johnson said for the past 2 years only about \$230 has been spent from this line and asked why he requested \$500.

Mr. Conway said some staff payroll paid recently may not be included in this amount.

Mr. Capello said there is \$263.06 remaining in this line in the 2016 budget and has not changed from last month.

Mr. Conway said these funds are used to pay part time staff to supervise a building rental or if he needs additional help at a town event and no full time staff are available.

Mr. Capello said this money is not for day to day operations and there is offsetting rental revenue as the rental fee includes costs for the staff hourly rates.

Ms. Proulx asked if cutting the amount to \$300 would affect the new senior or teen centers.

Mr. Capello said they planned to fund the centers from the day to day operations budget. He said special events for teens or seniors would be paid from the Program Monies line.

Consensus of the board was to reduce the Program Monies line item from \$500 to \$300.

Parks and Rec. Telephone Line 01-4520-10-341- Mr. King said in 2016 \$2,100 was budgeted for telephone service but the YTD expenditure is only \$1,335.

Mr. Conway said he budgeted \$2,160 for 3 cell phone stipends and the 2 phone lines (1 phone, 1 FAX line) coming into the Town Hall building. He said the phone bill is normally around \$100 a month.

Mr. Capello said \$2,000 was spent out of the \$2,160 budgeted last year which includes the cell phone stipends. He added that the December 2016 expense report does not include all of the stipends that will have been paid because they are paid at the end of the month.

Mr. King said it appears either the bills are not being entered in a timely fashion or the line is over funded by about 40% according to the December expense report.

Ms. Proulx added there is a lag of several weeks to tally all of the bills for the year and the

books are not closed until sometime in mid January.

Security Cameras- Mr. Horgan asked about the status of the cameras installed at Fernald Park. Mr. Conway said they are still in place and operating correctly. He said they haven't had any incidents reported and that he planned to swap the cards in the cameras this week. He said the location of the new cameras was changed after the previous cameras were stolen.

Cell Phone Stipend for Program Supervisor - Mr. Conway said the Program Supervisor is currently paid out of the Rec. Revolving Account and that he would like the board to approve payment of a cell phone stipend to him out of that account.

Mr. King asked how many hours a week the person works for the dept.

Mr. Conway said the number of hours he works varies between 25 and 40+ hours a week.

Mr. King asked how long this person has held the position.

Mr. Conway said he has been with the dept. for 12 years and as a Supervisor since June.

Motion: (Horgan, second Johnson) to pay a \$30 per month cell phone stipend to the Program Supervisor to be paid from the Rec. Revolving Account passed 5-0.

Motion: (Horgan, second Johnson) to pay a \$50 a month cell phone stipend to DPW Deputy Director Jason Gagnon passed 5-0.

Recess- Motion: (King, second Titus) to take a 5 minute recess passed 5-0 at 7:45 p.m. The meeting reconvened at 7:50 p.m.

7). Administrator's Budget Review:

Mr. Capello said the Executive portion of the budget is mostly level funded with the following exceptions:

Town Office Equipment is increased by \$500. This includes ink, toner and paper for the copiers and printers he said.

Town Mileage is increased to \$1,500 to more accurately reflect what is spent.

The major increase is found in the salary increases given to non-union staff members in 2016.

Meeting Minutes Secretary line is increased because the board has met more often. He said he increased the line by \$1,000 and hopes to be able to cut the number of Selectmen's meetings to twice a month once the Public Safety Building is completed.

Copy Machine - Mr. Capello said this is a different machine from the last one and the problems are not as bad as with that machine but some problems do exist. There are 2 years left on the contract with vendor. He said the machine gets a lot of use and the more people that use the machine the more potential there is for jams and other problems.

Mr. Horgan said these machines are designed for heavy use and it shouldn't make a difference how many people are operating it. He said if it can't keep up with the load or the maintenance person is not competent then send the machine back to the company.

Mr. Capello said there have been some issues but the company has been extremely responsive to calls for service.

Financial Administration- Mr. Capello said the major increase in this section is the staff salary increase.

Bank Fees Line 01-4150-10-340-Mr. Capello said the line was decreased from \$1,000 to \$200. He said he has been meeting with a bank representative each month to discuss placing town funds where they would bring a higher yield such as in CD's instead of in the checking account.

Tax Map Update- Line 01-4150-30-312- (\$3,500 requested)- Mr. Capello said the Assessing

Clerk suggested the Town switch to Strafford Regional Planning Commission for the review and update of the Town tax maps. He said the town will receive better and more useful service at the same cost as last year. He asked the board for a motion to enter into a contract with Strafford Regional Planning for the mapping service.

Motion: (Horgan, second Titus) to enter into a one year contract with Strafford Regional Planning Commission commencing in January 2017 and to authorize the Town Administrator to sign the contract passed 5-0.

Revaluation of Property Line 01-4152-10-312- Mr. Capello said this line is up from \$13,565 to \$33,600 due to the contract for revaluation of the utilities in town for tax purposes and includes budgeting \$5,000 in case of appeals of the valuation by the utility companies.

Mr. King asked for the total increase in the assessment of the utility properties.

Mr. Capello estimated the increase at about \$1million but said he would have to check the results of the revaluation and return to the board with an answer.

Legal Expenses Line 01-4153-10-320 – Mr. Capello said he budgeted \$65,000 to correctly reflect what the Town spends for legal services. Some of the increase in legal fees is due to negotiations for the proposed contract agreements with the Police and DPW unions he said.

Personnel Administration – Wage Adjustments Line 01-4155-30-190- Mr. Capello said he included the same amount in this line as last year (\$21,000) for potential salary increases to be decided by the board.

Personnel Liabilities Line 01-4155-20-190- Mr. Capello said he decreased this line to \$5,000 based on what was spent this year (\$5,127).

Planning and Zoning, Planner Line 01-4191-10-110 – Level funded at \$34,320. Mr. Capello said he met with the contracted Interim Planner and she agreed the amount did not need to be increased for 2017.

Mr. King said that \$8,000 is unexpended in this line and \$6,000 in other lines for this section.

Mr. Capello said the part time Planning Secretary amount does not reflect a full year of salary for this position as there has been a turnover in this position.

Mr. King said there is \$8,000 left in the Planner line and asked if this amount could be reduced for next year.

Mr. Capello said he would like to wait until the end of the month to consider reducing that line as he just approved an invoice that has probably not been entered in the books yet. He said they may be able to reduce this line somewhat but there will be another \$4,000 spent from that line by the end of the year.

Insurance- Property and Liability Line 01-4196—10-520-(\$155,810 requested) This figure is the actual number for insurance costs.

Mr. King asked if they have reviewed the policies to make sure the town is not insuring anything that no longer exists.

Mr. Capello said this is done every year.

Building Inspection CEO/Health Officer Line 01-4240-10-110 – Mr. Capello said this line has been reduced to zero for next year because all of his salary and benefits will be paid from the Special Revenue Fund. He said approx. \$53,000 was put into the fund this year and there is total of about \$62,000 in the account. There will be a warrant article at Town Meeting seeking approval to withdraw up to \$60,000 to pay the CEO's salary.

Health Agencies & Hospitals (\$14,995 total requested for 9 agencies) Mr. Capello said the

board has received the backup information they requested for the agencies' requests and will have to decide on whether to fund the requests.

Consensus of the board was to level fund the requests at the 2016 amounts. He said the Boys' and Girls' Club did not submit a contribution request.

Mr. King suggested the budget report be updated to remove the agencies that have not requested any contribution this year.

Mr. Capello said the organizations must submit a letter of request by the end of the year to receive this year's money and would also need a letter of request for the 2017 budget year.

Welfare Administration – The Welfare Director's position was increased to full time and also reflects the salary increase approved by the board this year (\$42,016 requested).

Mr. Capello said the budget for welfare rents has gone from \$125,000 at the high end down to \$28,000 requested for next year.

Mr. King said the typical average amount for welfare rents during previous administrations was approx. \$70,000 a year.

Strafford County Community Action Line 01-4444-90-963 (\$2,000 requested) - Mr. Capello said the board has not funded this request in previous years and asked Selectmen if they wished to fund it for 2017.

Mr. King said the town gave them a building, pays for the heat, electricity, removes the snow and takes the trash away for Farmington Children's Center.

Consensus of the board was not to fund the request.

Welfare Rents (\$28,000 requested) – Mr. Capello said he would not want to further reduce this line as a bad winter could affect expenses.

Mrs. Titus asked if the Welfare Director has attempted to get better rates from landlords or hotels in the area.

Mr. Capello said that she has and that hotels are the last resort for the town. He said they try to get someone needing a place to stay into a shelter in Manchester where there is no cost to the Town.

Toy Donation - Mr. Capello said he wanted to take the opportunity to thank the Mancuso family of Mancuso Landscaping for donating thousands of dollars worth of toys to the Toys for Tots Program in Town.

Patriotic Purposes Line 01-4583-10-964 - Mr. Capello proposed level funding this line at \$1,000.

Conservation Commission – The Commission requested level funding at a total of \$3,104.

Other Economic Development- Mr. Capello requested the board postpone review of this portion of the proposed budget until next week when a representative from Coast Bus Company is scheduled to attend the meeting.

Mr. Capello said he would like to discuss revenues and potential funding or cuts to budget at the following meeting.

Mr. King asked for the current total assessed value of the Town.

Mr. Capello said it is approx. \$448 million.

He said the next full town revaluation is due in 3 years. There will be a warrant article for a proposal to start a Capital Reserve Fund for the revaluation to be funded from the undesignated fund balance.

8). Public Safety Building Update:

Mr. Capello asked the board to approve payment of an invoice from Howard Systems LLC for the required deposit for the installation of the phone system, CCTV & Access Control system and data cabling at the Public Safety Building from the Capital Reserve Fund.

Discussion included if the 60% deposit was part of the contract agreement, if 60% of the work has been completed and if everything that is to be installed behind the walls and ceilings has been completed.

Motion: (Horgan, second Johnson) to approve payment of \$30,911.40 to Howard Systems, LLC to be paid out of the Public Safety Building and Equipment Capital Reserve Fund passed 5-0.

Mr. Capello said the project is going smoothly but said he was visited by a resident who said he did not think the things were going smoothly at the site. Mr. Capello invited him to come to a board meeting and express his concerns to the board.

Mr. King asked when the board's walk through at building site will take place.

Mr. Johnson said he will discuss the matter with builders at the construction meeting the next day.

Mr. Horgan asked if the right glass has been found for the Fire Dept. reception window in the new building.

Mr. Capello said a decision has been made on the bullet-resistant glass but they are attempting to get a better price for the window.

9). Additional Board Business:

A). Christmas Lights Relocation - Mr. Horgan asked if there was any additional information regarding the need to move the Christmas lights located near the Main Street Bridge due to the relocation of the utility poles there.

Mr. Capello said the power and cable lines will be moved to the new poles being installed near the new bridge and he has not received any further information about when they will be relocated. He said he will contact Farmington Preservation and Improvements Organization head Tom DeJulio about moving the lights when he hears from the bridge contractor.

B). Crowley's Re-opening - Mr. King asked about the status of Crowley's Market which has been closed for several weeks during the replacement of the underground fuel tank due to right-of-way issues with the state.

Mr. Capello said the new tank has arrived and it would appear the issues with the state have been worked out. He also expressed kudos to the market owner as he has been paying his employees during the closure.

10). Town Administrator's Business:

A). Coast Bus Invoice - At the previous meeting the board requested Mr. Capello contact the bus company and ask if the \$6,125 collected in from advertising revenues is the total amount for the year or just what has been collected so far. Mr. Capello said Executive Director Rad Nichols informed him that this figure represents what has been collected so far in their fiscal year. He said there could be additional revenues from Coast's 2017 fiscal year which ends on Sept. 30. He asked if the board wished to pay the remaining \$5,632.50 to Coast for bus service and have them send a check to the Town for \$3,062.50 which reflects the Town's 50% share of the ad revenues collected instead of crediting the Town for the revenues at the end of their fiscal year. Mr. Capello said he has attended the funding meetings with Coast regarding the potential new

funding formula for the service and expressed the Town's concerns that the new formula could increase Farmington's yearly contribution by about \$5,000. He said some of the larger communities would pay smaller amounts for the service while some of the smaller communities would pay larger amounts each year. He said Farmington would face the second highest increase if the bus board approves the new formula.

Mr. Horgan asked if the communities scheduled to pay less under the new formula are also using the transportation service less.

Mr. Capello said the board told him that there is increased use by Farmington residents since the new marketplace opened in Rochester. He said the Coast board has not approved the formula and the purpose of the meeting was to get feedback on the proposal from participating towns. He will provide the board with copies of the materials received at the meeting for next week's board meeting.

B). Main Street Parking Issue- Mr. Capello told the board he responded to resident Stan Freeda's concerns about on-street parking on Main Street near Edgarly Park. Mr. Freeda responded with another e-mail response to Selectmen and he asked the board for guidance on what further action they wished him to take.

Mr. King said he reviewed the e-mail and asked if there is any additional information that the Town has that could be provided to Mr. Freeda.

Mr. Capello said there is no additional information available.

Mr. King then said Mr. Freeda is looking for policies and ordinances that don't exist.

Mr. Capello said he told Mr. Freeda that in his previous responses and offered to set up a time for him to review existing Town policies and ordinances. He also told him if there is a vehicle parked on the sidewalk or blocking his driveway he should notify the Police Dept.

Mrs. Titus said she responded to Mr. Freeda's e-mail to the board and told him she would discuss the matter with Mr. Capello. She said the Town has a parking ban prohibiting on-street parking and suggested Mr. Freeda be given this information.

Mr. Capello said that is only during a snow emergency situation that prohibits overnight parking but allows parking during the day. He said Mr. Freeda has been given this information.

Mr. King said the Town can also declare a snow emergency and prohibit daytime on-street parking as well but this does not occur very often.

Chief Drury agreed with Mr. King's statement.

Mr. Capello said he has given Mr. Freeda everything available and added that signs notifying drivers about the winter parking ban are posted in several areas in Town.

Mr. Horgan asked if there may be any state regulations governing Main Street which is a state road (Route 153). He suggested the Town may only be responsible for maintenance of the road but it is owned by the state.

Mr. Capello said he did not know if there are any state rules regarding Main Street parking and if the board directs him to look into the matter at the state level it would not happen until next year.

Mr. King suggested Mr. Capello send an e-mail to DOT District 6 and inquire as to if there are any state regulations regarding parking on Main Street and request any information available be sent to him.

Ms. Proulx said the Town has been told in the past that the state has nothing to do with that section of the road near Edgarly Park.

Mr. King said the typically the Town would be responsible for maintenance and plowing of the

street from “white line to white line”.

Mr. Horgan noted that that portion of the road has no white lines.

Mrs. Titus recalled that sidewalks and white lines were sometimes lost during previous road work and never replaced at some places in town.

Mr. Capello said the area that Mr. Freeda is referring to has enough room to park a tractor trailer at the edge of the road and still have room for a tractor trailer to go by it.

Mr. King asked if a white line existed there before previous road work was done there.

Mr. Capello said he did not think that white lines went that far up Main Street and was not sure if a line existed there in past years.

Mrs. Titus said she did not recall any white lines there when she used to walk with her children up that portion of the street. She said she also told Mr. Freeda to call the Police if people are parking on the sidewalk.

Chief Drury said the Police would respond to such calls.

C).2017 DPW Budget Update- Selectmen reviewed a memo from DPW Deputy Director Jason Gagnon containing the following updates to the DPW budget presented at the last board meeting:

Highway Dept.- Removed \$700 for jackets from the Highway Uniforms line bringing the new total to \$2,650, added \$700 to the Safety Equipment line for the jackets bringing that total to \$1,700, removed \$7,000 from the Highway New Equipment line for the tire changer (out sourcing any tire work that can't be done in-house, purchase spare tires/rims to reduce downtime) bringing the line to \$5,500.

Sewer- Added \$237.50 to the Gasoline line for the sewer truck. New total for the line is \$1,637.50.

Water- adjusted cost estimate for diesel fuel to match the estimate in the Highway and Sewer budgets. New total for this line is \$1,450.

D). Property Liens- Mr. Capello told the board he asked Secretary Diana Proulx to provide the board with a list of properties liens for funds due to the Town on a monthly basis. The board reviewed the list and noted there significant amounts of money owed to the Town.

Mr. Capello said it is unlikely the Town will receive payment on many of the properties until they are sold.

E). Route 11 Tax Map Error- Selectmen reviewed a memo from Assessing Clerk Kelly Heon regarding correcting an error on the Town's Tax Maps. The Town's records show that 3 parcels (Tax Map R14-001,002 and 003) were created in 1977 before Route 11 was constructed due to an error by the map maker. The tax map makes it seem as though there is a state right-of-way on R14, Lot 002 but the state denies ownership of the parcel/right-of-way and cannot relinquish a right-of-way they don't own. The Town Assessor agreed with Ms. Heon and recommended changing the ownership of the parcel to the rightful owner and to ask him to voluntarily merge the 3 parcels into one lot.

F). Route 11 Easements- The board received copies of the Notice of Intent to Purchase sent by the NH DOT to property owners informing them of the state's intent purchase driveway and drainage easements for the reconstruction of Route 11 for the addition of a turning lane along the road. The owners have 30 days to accept the state's offer or the state will begin Eminent Domain procedures to take easements.

G). Public Safety Building Furniture Plan- The board received copies of the proposed furniture

layout of files, tables, desks and chairs for the first floor of the building from Office Works. Mr. Capello told the board to direct any concerns or complaints about the color scheme used to the Police and Fire Chiefs.

Mr. Capello added that the plan does not include the generous donations of furniture for the second floor from New England Furniture.

H). Staff Luncheon- Mr. Capello told the board the Municipal Office Building will close at noon on Friday, Dec. 23 for the Town employee Christmas luncheon. Selectmen were invited to attend.

I). Warrant Articles- Mr. Capello said he planned to have the warrant articles for Town Meeting to the board shortly after the deadline for petitioned warrant articles in early February. He asked if the board was considering adding any specific articles to the warrant. Discussion included the putting some amount in the Sewer Capital Reserve Fund from the undesignated fund balance, applying funds from the undesignated fund balance to the bond for the Public Safety Building, and when existing bonds will be paid.

11). Non-Public Session A:

Motion: (King, second Titus) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 8:50 p.m.

Motion: (King, second Titus) to come out of non-public session passed 5-0 at 9:15 p.m.

Motion: (King, second Horgan) to seal the minutes until the matter is resolved passed 5-0.

12). Non-Public Session B:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (a) Promotion passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 9:15 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 9:35 p.m.

13). Non-Public Session C:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (a) Compensation passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 9:35 p.m.

Motion: (King, second Titus) to come out of non-public session passed 5-0 at 9:50 p.m.

Motion: (Titus, second Johnson) to seal the minutes passed 5-0.

14). Non-Public Session D:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (a)

Compensation passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus -yes) at 9:50 p.m.

Motion: (King, second Horgan) to seal the minutes until the matter is resolved passed 5-0.

15). Non-Public Session E:

Motion: (Johnson, second King) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 9:55 p.m.

Motion: (Johnson, second King) to come out of non-public session passed 5-0 at 10 p.m.

16). Non-Public Session F:

Motion: (King, second Titus) to enter non-public session under RSA 91-A: 3 II (c) Reputation

passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 10 p.m.
Motion: (King, second Titus) to come out of non-public session passed 5-0 at 10:05 p.m.

17). Next Meeting: Monday, Dec. 19, 2016 at 6 p.m.

The board will also a meet on Monday, Dec. 26, 2016 at 6 p.m.

18). Adjournment:

Motion: (Horgan, second Johnson) to adjourn the meeting passed 5-0 at 10:08 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary

Charlie King, Chairman

Neil Johnson, Vice Chairman

Jim Horgan

Paula Proulx

Ann Titus