

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, January 2, 2017

Board Members Present:

Charlie King, Chairman (6:35 p.m.)
Neil Johnson, Vice Chairman
Jim Horgan
Paula Proulx
Ann Titus

Others Present:

Town Administrator Arthur Capello
Residents Linda McElhinney, Bill Fisher

1). Call to Order/Pledge of Allegiance:

Vice Chairman Johnson called the meeting to order at 6:05 p.m. All present stood for the Pledge of Allegiance.

2). Public Input:

There were no comments/ questions from the public.

Mr. Capello said he wished to compliment the DPW road crew for their efforts plowing the roads during the recent 22 inch snow fall when only 5 inches was predicted. He commended them for keeping most of the roads open during such challenging conditions.

3). Review of Minutes:

The board tabled approval of minutes as the proper minutes were not received by all members.

Motion: (Johnson, second Titus) to table the minutes until the next meeting passed 4-0.

4). Proposal for EMS Coverage in New Durham:

Selectmen reviewed a memo from Farmington Fire Chief James Reinert outlining a proposal to provide Emergency Medical Service for the Town of New Durham. Chief Reinert proposed if an agreement was approved by the Farmington Selectmen that a 3-5 year contract should include the purchase of a new ambulance by New Durham which would be housed and run from the Farmington Fire Dept., payment of \$150,000 annually to Farmington to cover additional personnel, equipment, maintenance, insurance and fuel costs, and should address issues regarding ambulance response, control over the calls and allowing members of the New Durham Fire Dept. to become per diem EMS members of the Farmington Fire/ Rescue Dept.

Mr. Capello said the proposal has not been reviewed by the New Durham Town Administrator or their Board of Selectmen and he did not know if they would favor the proposal.

Selectmen had several questions about housing the new ambulance, personnel/staffing issues, potential benefits to Farmington and offsetting expenses.

After a brief discussion the board decided to table the discussion until later in the meeting.

Motion: (Johnson, second Titus) to table the discussion until after Chairman King arrived passed 4-0.

5). Water Abatement:

Public Works Director Dale Sprague received an application for abatement of the water(\$66.03)/sewer (\$170.76) billing for the second quarter period of 2016 for the Clarence Perkins American Legion Post 60 building. The application stated the reason for the request

was due to multiple water leaks from several broken pipes inside the building resulting in increased water usage.

In a memo to the board Mr. Sprague said the repairs were made in April/May and he did not see the leaks at the building. He said the increased water usage showed up on the July 2016 billing. Discussion included there was no recommendation from Mr. Sprague to abate the fees, past history of abating only the sewer portion of the fee if the water didn't enter the sewer system, the water usage there has been progressively increasing and based on the water usage history the usage was the same amount after the new meter was installed.

Motion: (Proulx, second Johnson) to deny the request for water/sewer abatement for the Clarence Perkins Post building passed 4-0.

6). Coast Funding Questions Update:

Mr. Capello said the board received the updated information they requested at a previous meeting with Coast Bus Executive Director Rad Nichols. The information included the FY 2017 Municipal Funding Formula with Exeter and Newmarket being inserted back into the formula. This brings Farmington's contribution for bus service down to \$23,879 from the \$24,000 previously requested (\$121 savings). He asked if the board had any more questions for the bus company or if they were ready to "plug in" the updated number into the proposed 2017 Town budget.

Consensus of the board was to wait for Chairman King to arrive before making a final decision on the Coast bus request.

Recess- Motion: (Horgan, second Johnson) to take a 5 minute recess passed 3-1 (Proulx opposed) at 6:30 p.m. Chairman King arrived and the meeting reconvened at 6:35 p.m.

Proposal for EMS in New Durham:

The board then continued the discussion on Chief Reinert's proposal for emergency medical coverage in New Durham. Additional discussion included the estimated cost for a new ambulance (approx. \$190,000), where to house the new ambulance, potential impact on mutual aid, the new full time person would most likely come from the Farmington staff resulting in the need to replace that person, current staffing in New Durham and potentially putting Farmington personnel in the middle of a political situation in New Durham.

Mr. Capello said the inquiry was due to New Durham's inability to get enough personnel to answer medical calls, the cost to purchase a new ambulance and the New Durham Selectmen's request to "see what is out there".

Mr. Horgan said he is firm believer in mutual aid but it is the Town of New Durham's responsibility to provide for its residents and to try to shift that responsibility onto Farmington is unreasonable. It is an additional burden to Farmington and not in the best interests of either town he said.

Mr. King said the coverage would be an increased management burden and tax Farmington's personnel resources and questioned if there would be any benefit to Farmington in such an arrangement.

Motion: (Johnson, second Horgan) not to pursue providing emergency medical coverage to the Town of New Durham passed 5-0.

Mr. Johnson also requested that Chief Reinert “keep a close eye on” the number of mutual aid calls to New Durham.

Coast Bus Parking:

Selectmen reviewed a memo from Coast Director of Operations Michael Williams requesting permission to park the Route 6 bus at the new Public Safety Building when it opens in February. Mr. Williams said the bus is currently parked at the old Fire Station to provide some security for the bus by parking in an active location when the bus is not in service. The current station will become vacant which may lead to safety concerns. He said he would like to move the bus to the edge of the parking lot at the new station to provide a little extra safety for the bus and the driver who would be starting the bus while it is still dark.

Discussion included the parking lot lights at the current station will not be turned off, the property has not been sold, no changes have been planned for the current parking lot and liability concerns if the bus is parked on municipal property.

Mr. Capello added that an agreement to allow Coast to park the bus at the current public parking lot could be included in a purchase agreement if the property was sold.

Consensus of the board was to deny permission to park the bus at the new Public Safety Building.

7). Budget Review:

Mr. Capello said the overall operating budget is up \$105,565 but with the additional revenue the tax burden is down \$19,168. He said one of the major revenue sources is the proceeds from the Public Safety Building bond (\$90,000) and that the \$181,000 reimbursement from the Fowler embezzlement case is not included in the revenue report.

The board reviewed the summary Budget Comparisons and the General Fund Expenditures Report and made the following cuts/changes/requests: (Page and Line Numbers refer to the Expenditure Report dated 12/27/16).

Page 6, Line 01-4220-80-412, Fire Dept. Water/Sewer - Ms. Proulx said the total water/sewer expenses for the old Fire station are included in both the Fire Dept. and Other Gov. Bldgs. budgets and it should be removed from one of the budgets.

Consensus of the board was to reduce the Fire Dept. water/sewer line from \$300 to zero.

Page 6, Fire Dept., Line 01-4220-20-431, Uniforms, (2016 -\$3,600), (2017 requested- \$4,500) –

Mr. Johnson said the Fire Chief requested 3 sets of uniforms at a cost of \$1,100 each and suggested the line be cut by \$300 to \$4,200.

Line 01-4220-20-432, Protective Clothing, (\$2016 - \$3,100), (2017 requested- \$5,000) – Mr. Johnson said this line represents a request for 3 sets of protective clothing at \$1,400 each and suggested this line also be reduced to \$4,200.

Mr. Capello said the clothing is the “turn-out gear” that is worn to protect firefighters at a fire and that he would rather see the board cut the Uniforms line back to \$3,600 and leave the protective gear at \$5,000 as requested.

Consensus of the board was to reduce the Uniforms line to \$3,600 and keep the Protective Clothing line at \$5,000.

Line 01-4240-10-110 CEO/Health Officer, (2017 budget request -\$0) –

Ms. Proulx noted the warrant article to fund the CEO’s salary states to raise and appropriate up to \$65,000 but seeks to withdraw up to \$60,000 from the SRF.

Mr. Capello said this is an error and will correct it to read to “withdraw up to \$65,000”.
Page 9, Highway & Streets, Line 01-4312-20-684, Highway Engine Oil, (2016 & 2017-\$4,000) –
Ms. Proulx said that the Town will be outsourcing some of the vehicle maintenance work and asked what line those funds would come from.

Mr. Capello said the money would be paid from the individual dept. vehicle maintenance lines. He said that the \$4,000 for engine oil in the Highway Dept. budget is strictly for use in Highway Dept. vehicles.

Ms. Proulx said the dept. has been spending about \$3,000 to \$3,500 a year for the past few years which includes the work being outsourced and asked why there would not be a reduction in cost for this line if some of the work is now being outsourced.

She asked Mr. Capello to see if the figures were correct for the vehicle maintenance line items and if the bulk oil purchase for the entire Town fleet is being purchased from the highway engine oil line as has been the practice in the past.

Line 01-4312-20-690, DPW Waste Disposal (2016 -\$2,200), (2017 requested -\$840) – Mr. King said that previously the Town was selling the waste oil for about \$1 a gallon and receiving revenues but now is paying for its disposal.

Mr. Johnson pointed out that this line represents the fee for disposal of dumpster waste at the highway garage. He added that Mr. Capello should still check to see what is happening with the waste oil.

Ms. Proulx said that she would like to make sure that painting the trucks gets done this year.

Mr. Capello said the funds have been encumbered and the painting will be done this year.

Mr. King said he hoped the vehicles would be undercoated for rust prevention.

Mr. Capello said he would check with the DPW Director to see if rust preventatives are being applied to the Town vehicles.

Street Lighting, Line 01-4316-30-410 (2017request- \$32,860) – Mr. Capello said he budgeted a reduction for repair of street lights and suggested they could also reduce the amount budgeted for street lighting from \$32,860 to \$31,000.

Mr. King said the Town pays a flat fee to Eversource for electricity for the lights based upon them being on all the time whether they are working or not.

Mr. Capello said the DPW Director drives around once a month at night to see which lights are not working.

Consensus of the board was to reduce the Street Lighting line by \$1,860 to \$31,000.

Sanitation Administration, Line 01-4321-20-110, Landfill Personnel, (2016 budgeted -\$45,505), 2017 request -\$60,200) – Mr. Johnson asked why this line has increased by approx. \$14,700.

Mr. King said this line should show a decrease as the new employee is making a lower wage.

Mr. Capello said the line includes the 2% wage increases as per the existing contract.

He said he would ask the Finance Administrator to provide a breakdown of the line item.

Page 11, Animal Control, Line 01-4414-95-260, Worker's Comp. (2016-\$214), (2017 requested-\$177) – Mr. Capello said the Finance Administrator took the Worker's Comp. bill and dispersed the cost into each individual dept. based on how the Town is billed.

Mr. Johnson said if there is no Animal Control officer there should not be a Worker's Comp line for the position.

Mr. Capello suggested moving the amount to the Police Dept.'s Worker's Comp. line.

Mr. King said the amount should just be deleted.

Page 10, Line 01-4414-10-243, Animal Control Training, (2016 - \$300, (2017 request- \$177) – Mr. Johnson questioned this number for training.

Mr. Capello said the amount was supplied by the Police Chief who must have a specific course in mind for this specific amount.

Line 01-4414-20-833, Sheltering Animals, (2016- \$2,500), (2017 request- \$2,000) –

Mr. Capello said this amount is “hit or miss” each year as the amount to be spent for this purpose is unknown. He said the Town pays for sheltering the animals and then tries to recoup the cost.

Ms. Proulx said if the Town does not intend to hire an Animal Control Officer then it is not necessary to keep any of the lines open with even \$1.

Mr. Capello said he couldn't be certain that an ACO would not be hired because if the amount of animal calls becomes too much for the dept. they may have to return to having an ACO.

Ms. Proulx then suggested that all of the Animal Control lines be funded with \$1 only.

Consensus was to reduce the Animal Control budget by \$175 and to fund each line with \$1.

Page 12, Parks & Recreation, Line 01-4520-95-260, Worker's Comp.(2016- \$5,642) (2017 request- \$2,915) – Mr. Capello said it was recently discovered that the Worker's Comp. for the summer staff was being paid out of the Town budget instead of the Rec. Revolving Account. He said he did not know if there are enough funds in the Revolving Account to pay the entire amount of Worker's Comp. for summer counselors so a partial payment of about \$3,000 was moved from the Town budget to the Revolving Account to “ease in” the additional payment required. He said he will check to see if the account contains enough funds to cover the full amount for next year.

Farmington Library, Line 01-4550-10-670 (2016-\$260,000), (2017 level funded) - Mr. Horgan asked what the original funding request was for the Goodwin Library.

Ms. McElhinney said the library had originally requested \$291,450 which includes approx. \$20,000 to reopen the facility on Wednesdays.

Mr. King suggested funding the library at \$271,450 which is the requested amount minus the \$20,000 for opening on Wednesdays.

Recess- Motion: (King, second Titus) to take a 5 minute recess passed 4-0-1 (Johnson abstained) at 7:50 p.m. The meeting reconvened at 7:55 p.m.

Library Budget (continued) - Mr. Johnson said that after completing his calculations he found that the payroll line would be reduced to \$171,000 and there would still be enough in the budget, based on 2016 salary levels plus the proposed 2.8% increase, for wage increases this year.

Mr. King said this would result in adding \$11,450 to the operating budget and about \$3,600 has been cut from the budget at this point. The budget is now about \$8,000 over what was presented at the beginning of the meeting he said. He added that if this budget were to be rolled forward next year the town would be looking at an \$80,000 increase without this year's level of revenues.

Mr. Johnson said he was “nagged” by the thought of 190 hours of payroll to support a 30 hour operation at the library.

Motion: (King, second Horgan) to load the budget at \$271,450 for the library passed 4-1 (Proulx opposed).

Other Economic Development, Line 01-4659-50-835, Coast Bus Operation (2016-\$20,000)

(2017- \$24,000) – Mr. Capello said this line will be reduced by \$121 to reflect the company’s revised contribution request of \$23,879.

Page 14, Principal, Long Term Bonds and Notes, Line 01-4711-20-981Interest- Ms. Proulx noted there is no principal payment shown for the 2013 DPW truck and asked if the town is paying interest only on the truck (\$676).

Mr. Capello said he will find out the status of the payments on the truck.

Page 15, Capital Outlay Improvements, Other Buildings, Line 01-4909-10-311, Capital Project, Safe Routes (2017 - \$51,302) – Mr. Capello said this figure represents the engineering fees for the Safe Routes to School grant sidewalk project which is contingent on DOT approval. This amount will also show up on the revenue side he said.

Mr. King asked how many dollars worth of sidewalk is being built for \$51,302 in engineering services.

Mr. Capello said he did not know because the project has not gone out to bid yet. He said DOT will pay for the work but if the Town was to pull out of the project at this point it would have to reimburse DOT for all of the project costs.

Mr. King asked for the estimated total footage and projected cost of the project.

Mr. Capello said he will contact the DPW Director and request the information for the board.

8). Warrant Article Review:

Mr. Capello provided a draft of the articles for the board to review as follows:

Article 4: Operating Budget - To see if the Town will raise and appropriate \$6,513,234 for General Municipal Operations.

Mr. Johnson said the operating budget number will need to be increased with the addition of approx. \$8,000 to the budget.

Article 5: Long Term Lease - To see if the Town will ratify a long term land lease agreement between the Town and the NH Solar Gardens to lease a portion of land at the Town landfill for the purpose of installing a solar panel array to generate electricity.

Article 6: Add to Highway Equipment CRF -To see if the Town will raise and appropriate \$25,000 to the Highway Equipment Capital Reserve Fund for the replacement of Highway Equipment.

Mr. Johnson asked if the tax impact must be included with each article.

Mr. Capello said the tax impact will be included once the articles are finalized.

Article 7: Recreation Equipment Fund - To see if the Town will raise and appropriate \$4,000 to be added to the Recreation Equipment Capital Reserve Fund.

Mr. King asked for the purpose of the proposed appropriation.

Mr. Capello said it could be used for any type of equipment for Rec. Dept. use from a new vehicle to portable basketball hoops.

Article 8: Towards Bond Payment -To see if the Town will raise and appropriate the sum of the interest earned on the \$2,115,050 bond (for the Public Safety Building) to pay the debt service on the bond.

Selectmen requested the title of this article be changed to “Application of Surplus Funds Toward the Bond Payment”.

Mr. Capello estimated that \$2,000 to \$3,000 of interest would be generated and told the board if the article was not included on the warrant the interest could not be used and it would remain in

the bank.

Article 9: Add to Self Contained Breathing Apparatus Fund - Add to Self Contained Breathing Apparatus Fund- To add \$10,000 to the Self Contained Breathing Apparatus Capital Reserve Fund to help offset the replacement cost of the units.

Mr. Capello said the Fire Chief has applied for a grant to cover the cost to replace the units. The funds must still be budgeted because the expired units must be replaced in 2018 whether the grant money is received or not.

Article 10: Revaluation of Town – To establish the Revaluation of Town Capital Reserve Fund and to deposit \$25,000 from the undesignated fund balance in the fund.

Mr. Capello said the Town needs to establish this fund to pay \$65,000 for the revaluation of the Town in 3 years. Taking the money from the 2016 undesignated fund balance will have no tax impact and still leave 8% of the budget in the undesignated fund balance. Next year the board will have to decide whether to raise the funds from the undesignated fund balance if any or through taxation he said.

Article 11: Police Outside Detail Special Revenue Fund – To raise and appropriate \$90,000 from the Police Outside Detail SRF to pay Police payroll and equipment.

Article 12: Add to Emergency Motorized Equipment CRF - To raise and appropriate \$40,000 from funds raised through ambulance billing and deposit it in this Capital Reserve Fund.

Mr. Capello said this article will have no tax impact as the funds come from money collected through ambulance billing and is similar to the article approved last year.

Article 13: Farmington Cable TV – To raise and appropriate \$60,000 to pay staff payroll, cable TV programming and repair/purchase equipment for Farmington Cable TV with the funds to come from the Community Television Special Revenue Fund.

Mr. Capello suggested the board also consider whether to put the TDS franchise fees revenue in the existing Farmington Cable TV SRF, create a new SRF or to place the funds in the existing Future Technology SRF.

Mr. Johnson estimated that the franchise fee for the cable TV portion of the TDS service would amount to about \$700 in revenue for the Town.

Mr. Capello said he favored placing the TDS franchise fees in the Future Technology SRF as a way to keep technology needs funded without any tax impact.

Article 14: Landfill Closure Fund – To raise and appropriate \$51,407 to be added to the Landfill Closure Fund with funds to come from the DES Solid Waste Unlined Municipal Landfill Closure Grant Program.

Article 17: Landfill Closure/Transfer Station – To raise and appropriate \$20,000 for purposes related to the closing of the Landfill/Transfer Station with funding to come from the Landfill Closure/Transfer Station Special Revenue Fund.

Article 18: Bridges and Road Design Capital Reserve Fund – To raise and appropriate \$10,000 to be added to this existing CRF to pay the Town's 20% of the required funding from the NH State Bridge Aid.

Article 19: To Discontinue the Public Safety Building Capital Reserve Fund – To see if the Town will vote to discontinue this CRF and transfer unexpended funds and accumulated interest to the Town's general fund and use the funds to pay the debt service on the bond for the construction of the Public Safety Building.

Mr. Capello said the dollar amount will be included when the articles are finalized.

Article 20: Withdrawal from Special Revenue Fund/Building Insp. – To raise and appropriate up to \$65,000 to pay the Building Inspector and to authorize withdrawal of up to \$60,000 from the existing SRF created for this purpose.

Mr. Capello said the \$60,000 figure is a typo and will be changed to \$65,000.

Article 21: Police Contract – To see if the Town will vote to approve the 3 year collective bargaining agreement between the Selectmen and the NEPBA Local #212 with the following increases in salaries and benefits; 2017 (\$19,150.97), 2018 (\$35,656.33), 2019 (\$21,871.79) 2020 (\$6,358.89) and to further raise and appropriate \$19,150.97 for the current fiscal year representing the additional costs attributed to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.

Article 22: Depreciation of Waste Water Treatment Plant – To raise and appropriate \$25,000 to be added to the existing Waste Water Treatment Plant Capital Reserve Fund to help offset depreciation of the plant. This money will only be transferred if the Waste Water Enterprise Fund also contributes \$25,000.

Selectmen suggested the article be amended to read “up to” \$25,000.

Ms. Proulx noted that Sewer Dept.’s Transfer to Capital Reserve budget line item would need to be reduced from \$50,000 to \$25,000 to match this article.

Mr. Capello said this was an over sight and he will have it corrected to \$25,000.

He then added that he did not include the \$25,000 to be raised by taxation for this purpose in the budget proposal.

Mr. King said this now puts the 2017 proposed budget at about \$14,000 over the total 2016 budget.

Mr. Johnson said the \$14,000 increase would result in a 3 cent increase in the tax rate.

Mr. King asked if that includes all of the warrant articles including the new Police contract.

Mr. Capello said it would not include the Police contract.

Ms. Proulx asked if the budget included any amount for the DPW contract should an agreement be reached in time to be included on the warrant for Town Meeting.

Mr. Capello said he did not include an estimated amount for the DPW contract in the budget as he does not have any clue as to what that number may be.

Mr. King asked if all the warrant articles are approved if the budget would increase by \$14,000 plus the \$19,000 for the first year of the Police contract.

Mr. Johnson said it would be 7 cents for the additional \$33,000 plus whatever amount is agreed to for the DPW contract. He estimated it may be another 1-2 cents tax impact for the contract.

Mr. Capello said the budget would have been up by \$25,000 (sewer treatment plant) if the board had level funded the library and left everything else alone. The additional \$19,000 for the first year of the Police contract would have been a “wash” due to the additional \$19,000 in revenues received he said.

Mr. King then asked what the board wished to do about the budget increase.

After a lengthy discussion, consensus of the board was to take the following actions:

Reduce the Highway Rebuild/Repair line by \$10,000 to \$350,000.

Reduce the Legal budget by \$5,000 from \$65,000 to \$60,000.

Reduce the Police Building Maintenance line by \$1,000 to \$2,000.

Reduce the Fire Dept. Per Diem line by \$3,710 to \$340,000.

Reduce the amount requested in Article 18 Bridge and Road Design from \$10,000 to \$5,000.

Motion: (King, second Horgan) to cut the \$10,000 requested in Article 18 to \$5,000 passed 4-1 (Proulx opposed).

Reduce the Fire Dept. Fuel Oil line by \$1,000 to \$4,000.

Mr. Johnson said the budget increase amounts to \$6,634.

Mr. King said the budget could also be \$6,000 less and suggested the board request that Mr. Capello work with the major Town depts. and see if they can come up with suggestions to cut the remaining \$6,000 increase from the budget proposal.

Mr. Capello asked if the dept. heads cut the budget by \$6,000 if the board would accept their recommendations and not make further changes to the cuts.

Mr. King said the board has already made the cuts that they felt should be made.

Mr. Johnson then suggested further reducing the library budget by \$1,450 to \$270,000.

Discussion included many improvements were made to the library budget proposal, the library budget has been as high as \$290,000, deep cuts have been taken from other depts. and everyone has to do their fair share.

Motion: (Johnson, second Proulx) to reduce the library budget by \$1,450 to \$270,000 failed 2-3 (Johnson, Proulx in favor; King, Horgan, Titus- opposed).

Mr. Capello said he will return to the board with an additional \$7,000 in budget cuts.

9). Planning Board Appointment:

Mr. Capello told the board that resident Bill Fisher has applied for a 3 year term as a full member of the Planning Board.

Motion: (King, second Horgan) to approve the appointment of Bill Fisher as a full member of the Planning Board passed 5-0.

Mr. Capello asked the board to sign the application and advised Mr. Fisher to see the Town Clerk to be sworn in.

10). Public Safety Building Update:

Moving Estimate - Mr. Capello gave the board a copy of the estimate from Calling All Cargo Moving and Storage for \$6,201 to move the items located at the Highway garage, the Police Dept. and the Fire Dept. to the new Public Safety Building over 3 days. He said about a dozen moving companies were contacted and only one response was received. He recommended the board approve taking the money to pay for the move out of the Public Safety Building Capital Reserve Fund.

Motion: (Horgan, second Titus) to approve payment of \$6,201 to Calling All Cargo Moving and Storage with the funding to come from the Public Safety Building and Outfitting Capital Reserve Fund passed 5-0.

Water Run-off -Mr. Horgan asked if a solution has been found for the water dripping off the roof and pooling on the ground in front of the ambulance bays.

Mr. Horgan said the water runs off the roof during the day in 2 places and freezes into a sheet of ice in front of the bays which will cause EMS personnel to have to chip the ice and remove it from the entrance to the bays.

Mr. King agreed and said he was also concerned about the potential for this type of problem because the roof lines end right over the ambulance bays.

Mr. Johnson said at the last construction meeting the builders explained that that section of the building has yet to be insulated and the reason the large amount of water was due to the sun

and the internal propane heating system which caused the snow to melt rapidly. He said that the builder claimed that when the property was plowed following the last storm, no one cleared the snow from in front of the bays which caused the water to dam up and pool in front of the bays and with proper maintenance this should not happen.

Mr. Horgan asked if the driveway was sloped away from the building.

Mr. Johnson said it was designed to slope away from the building but the final course of asphalt has not been applied.

He said a potential solution is to place 2 gutters on the roof sections between the bays and the office area to catch the water and feed it into the gutter above the ambulance bay which would be connected to a downspout to deposit the water in the gravel area in front of the Fire Chief's office.

Mr. Horgan then suggested a good sized snow storm and freezing temperatures could "wipe out" the gutters. He suggested cutting a trench in front of the building to remove the water from the ground.

Mr. King said the water may not pool there but there could still be thin layer of ice there which could cause problems for the ambulance personnel and vehicles. He asked how they would keep the gutters/downspout from freezing and becoming blocked. He suggested the board tell the builders they are looking for a more proactive solution to the problem and to request that they come up with a better solution.

Mr. Capello said he will address the board's concerns with the builders.

Walk Through- Mr. Capello reminded the board that the building walk-through is scheduled for Saturday from 9 to 10 a.m.

Office Furniture – Mr. Capello asked the board to authorize him to enter into a contract to purchase office furniture from Officeworks of New England.

Motion: (Horgan, second Johnson) to authorize the Town Administrator to enter into a contract with Officeworks of New England for \$61,276 and to authorize the deposit of \$30,638 passed 5-0.

11). Town Administrator's Business:

Damage to Salt Storage Shed- The board reviewed a Notice of Claim for structural damage done to salt storage shed by a tractor trailer delivering a load of salt. Mr. Capello said it appears that as the dump body of the salt company truck was lifted it was caught on the roof canopy which was then pulled forward off the foundation as the dump body was lowered. The claim was sent to Primex and is being processed he said. He added that he encumbered \$1,000 for the deductible in the budget proposal.

Next Board Meeting- Mr. Capello said he may not be available for a board meeting on Monday due to a scheduled surgery and asked if the board still wanted to schedule a meeting then or wait until the following week. After a brief discussion the board decided to hold their next meeting on Monday, Jan. 16, 2017.

12). Additional Board Business:

Landfill Hours of Operation - Mrs. Titus asked Mr. Capello to remind residents about the new days and hours of operation at the landfill.

Mr. Capello said that starting Jan. 6, 2017 the Transfer Station will be open Friday through Monday from 8 a.m. to 4 p.m.

Snow Removal – Mrs. Titus also asked Mr. Capello to inform residents as to when the snow removal will begin.

Mr. Capello said the plan is begin snow removal in Town during the upcoming week.

Mrs. Titus said she received phone calls from some residents complaining about the placement of the snow removed from the sidewalks and by the plows in some parts of Town.

Mr. Capello said that the blower was used on the sidewalks due to a broken arm on the sidewalk plow. He said they get calls from some people complaining about where ever the snow is put and noted that it has to go somewhere.

Mrs. Titus acknowledged that sometimes you can't please everyone.

13). Adjournment:

Motion: (King, second Horgan) to adjourn the public meeting passed 5-0 at 9:30 p.m.

The board then held a brief non-meeting to discuss contract negotiation strategy.

Respectively submitted
Kathleen Magoon
Recording Secretary

Charlie King, Chairman

Neil Johnson, Vice Chairman

Jim Horgan

Paula Proulx

Ann Titus