

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, January 16, 2017

Board Members Present:

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

Others Present:

Arthur Capello, Town Administrator
Elizabeth Johnson

1). Call to Order/Pledge:

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

2). Public Input: None.

3). Review of Minutes:

December 5, 2016- Non-Public Session E - No errors or omissions.

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

December 19, 2016- Public Meeting- No errors or omissions

Motion: (Johnson, second Titus) to accept the minutes as written passed 4-0-1 (Horgan abstained).

December 19, 2016- Non-Public Sessions A through D- No errors or omissions

Motion: (King, second Titus) to accept the minutes as written passed 4-0-1 (Horgan abstained).

December 23, 2016- Public Meeting- No errors or omissions

Motion: Titus, second Johnson) to accept the minutes as written passed 4-0-1(Proulx abstained).

January 2, 2017- Public Meeting- Page 6, item 8, Warrant Article Review, Article 6- remove 2nd "d" after "asked". Page 9, Article 22, 4th line – strike "in down" and amend to "amounts to".

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

4). Appointment to the EDC:

Selectmen reviewed an application for appointment to the Economic Development Committee from resident Angela Hardin. Ms. Hardin applied for a one year term as regular member of the committee.

Motion: (Johnson, second Horgan) to appoint Angela Hardin as member of the EDC for a one year term passed 5-0.

5). Budget Review:

Mr. Capello said he met with dept. heads following the last board meeting and they made additional cuts to the proposed 2017 operating budget as directed by the board. He said they produced a "very lean, thin, conservative budget" where a potential 54 cent tax increase was absorbed into the budget and the revised budget now carries a proposed 5 cent tax impact. Ms. Proulx said the board cut about \$40,000 from the budget at the previous meeting and asked Mr. Capello to make \$7,000 more in cuts. She said that then the \$40,632 in principle payments

on the Highway Dept. dump truck were added back into the budget making the reduction a “wash”. She noted that even with the additional \$7,000 in cuts made by the Dept. heads the budget is still up \$9,000 and asked if she missed an increase somewhere in the budget.

Mr. Capello suggested the “missing” increase was due to the \$25,000 for the depreciation of the wastewater treatment plant that was mistakenly left out of the earlier budget proposal.

Mr. Johnson asked if the Payment in Lieu of Taxes line 01-3186-15, (12/22/16 Revenue Report, \$11,151) includes the anticipated revenue from rental of the landfill for the solar array.

Mr. Capello said he is not certain of the exact amount that will be received depending on when the project begins but said he put in an anticipated amount of \$10,000 (Page 5, Rents of Property, Line 01-3503-13, Rental, Solar Panels).

Ms. Proulx asked about the 2 lines showing income from Fire and Ambulance (Page 4, Lines 01-3401-24 and 01-3401-40).

Mr. Capello said the first line contains 2016 actual and estimated 2017 revenue from Com Star and the second line which contains the designation “ACH” contains the 2016 actual and estimated 2017 revenue from Frisbie Hospital for ambulance service. He added that he expected the combined revenues from the 2 lines would be closer to \$300,000 this year due the increased number of calls for ambulance service.

Mr. Johnson said there is no amount entered for the rental of the Municipal Building and the \$500 monthly rent received from the state and the \$150 rent received from the Town Clerk should be included in this line (Page 4, Line 01-3503-12).

Ms. Proulx asked if the Town is expected to receive a Workers’ Compensation “holiday” this year.

Mr. Capello he is anticipating receipt of the holiday credit from Primex but did not know the exact amount that would be received so he did not enter anything into the line item. He said the town pays the full cost for the coverage and then receives a check back for the amount of the “holiday” which he estimated to be about \$20,000 this year.

Consensus of the board was to add \$20,000 to the revenue line item.

Ms. Proulx asked if encumbered funds include payment for work that has been done but has not been paid for.

Mr. Capello said that it does and it also includes funds for anything the Town has entered into a contract for.

Ms. Proulx then asked where the funding for the contracts is shown in the budget.

Mr. Capello said he would get that information from the Financial Administrator.

Ms. Proulx revisited the approx. \$6,000 cost for Workers’ Comp for the Recreation Dept. and asked how many people work for the dept. and what the total payroll is.

Mr. King asked for the total number of the dept. employees and their total number of hours worked.

Mr. Capello said he will request the information from the Recreation Director.

Mr. Capello said the budget for the Planning Dept. may be reduced depending on when a new Secretary is hired.

Ms. Proulx suggested that \$1 be placed in the Workers’ Comp/Animal Control line (Expenditure Report, Page 11, Line 01-4414-95-260) in case the Town needs to hire an Animal Control Officer.

Mr. King asked about the budgets for the Health Agencies.

Mr. Capello said he reduced the Town's contribution to each agency by 10%.

Ms. Proulx said there is an addition error in the Special Revenues Funds which should total \$235,000 not \$233,000 as shown in the report.

Mr. Capello said the revised 2017 budget request is now \$5,789,732.

6). Warrant Article Review:

Selectmen reviewed the following warrant articles:

Article 4- Operating Budget- Mr. Capello will correct the total amount to reflect the revised budget number.

Article 5- Long term land lease- to approve an agreement between the Town and NHSolarGarden.com to lease a portion of the landfill to install a solar panel array to generate electricity. The annual rent is paid at a rate included in Section 4 of the lease.

Motion: (Johnson, second Titus) to recommend Article 5 passed 5-0.

Article 6- Highway Equipment CRF- to raise and appropriate \$25,000 to be added to the Highway Equipment Capital Reserve Fund with a tax impact of 6 cents.

Motion: (King, second Johnson) to recommend Article 6 passed 5-0.

Article 7- Recreation Equipment Fund- to raise and appropriate \$4,000 to be deposited in the Recreation Equipment Capital Reserve Fund. The tax impact is 1 cent.

Motion: (Johnson, second Titus) to recommend Article 7 passed 5-0.

Article 8- Application of Surplus to Bond- to raise and appropriate the sum of the interest earned on the bond (Public Safety Building) and expend the funds to pay the debt on the bond. Mr. Capello estimated the interest earned would be approx. \$3,000 to \$4,000 and he will insert the amount when the articles are finalized. There is no tax impact.

Motion: (King, second Johnson) to recommend Article 8 passed 5-0.

Article 9- Self Contained Breathing Apparatus (SCBA) - to raise and appropriate \$10,000 to be deposited in the SCBA Capital Reserve Fund to offset the replacement cost of the SCBA. There is 2 cent tax impact.

Motion: (Johnson, second Horgan) to recommend Article 9 passed 5-0.

Article 10- Revaluation of the Town- to establish a Capital Reserve Fund called Revaluation of the Town and to raise and appropriate \$25,000 from the undesignated fund balance to be deposited in the fund and to name Selectmen as agents to expend the funds. There is no tax impact.

Motion: (Horgan, second Johnson) to recommend Article 10 passed 5-0.

Article 11- Police Outside Details Special Revenue Fund (SRF) - to raise and appropriate \$90,000 to pay all costs associated with payroll and equipment for Police officers with funds to come from the SRF. There is no tax impact.

Motion: (Johnson, second Titus) to recommend Article 11 passed 5-0.

Article 12- Emergency Motorized Equipment CRF- to raise and appropriate \$40,000 to be deposited into the Emergency Motorized Equipment Fund with the funds to be raised from ambulance billing revenues. There is no tax impact.

Motion: (Johnson, second Horgan) to recommend Article 12 passed 5-0.

Article 13- Farmington Cable TV- to raise and appropriate \$60,000 to pay staff payroll, cable TV programming, equipment and/or repairs associated with Farmington Cable TV with the funds to come from the Community Television Special Revenue Fund. There is no tax impact.

Motion: (King, second Titus) to recommend Article 13 passed 5-0.

TDS Cable Franchise Fee -Mr. Capello then asked the board what they would like to do with the franchise fees from the TDS cable service. He suggested the revenues be placed in the Future Technology Fund as a way to fund that account without a tax impact to taxpayers. Mr. Johnson estimated the fee would total about \$500 a year.

Motion: (Johnson, second Titus) to put the TDS cable franchise fee in the Future Technology Fund passed 5-0.

Article 14- Landfill Closure Fund- to raise and appropriate \$51,407 to be added to the Landfill Closure Fund with funds coming from the DES Solid Waste Unlined Municipal Landfill Closure Grant Program. There is no tax impact.

Motion: (Johnson, second Horgan) to recommend Article 14 passed 5-0.

Article 17- Landfill Closure/Transfer Station- to raise and appropriate \$20,000 for the closure of the landfill/transfer station with the funds to come from the Landfill Closure/Transfer Station SRF. There is no tax impact.

Mr. Capello will amend the fund title to remove the "Transfer Station".

Motion: (Titus, second Horgan) to recommend Article 17 passed 5-0.

Article 18- Bridges and Road Design CRF- to raise and appropriate \$5,000 to be added to the Bridge and Road Design CRF to pay the Town's 20% portion of the NH State Bridge Aid. There is a 1 cent tax impact.

Motion: (Johnson, second Horgan) to recommend Article 18 passed 5-0.

Article 19- Discontinue the Public Safety Building CRF- to see if the Town will vote to discontinue the Public Safety Building CRF and transfer the remaining unexpended funds including the accumulated interest to the Town's general fund for the purpose of paying debt service on the Public Safety Building bond. There is no tax impact.

Motion: (Johnson, second Horgan) to recommend Article 19 passed 5-0.

Article 20- Withdraw from the Building Inspector SRF- to raise and appropriate \$65,000 to pay the Building Inspector and to withdraw the money from the Building Inspector Position SRF. There is no tax impact.

Motion: (Johnson, second Titus) to recommend Article 20 passed 5-0.

Article 21- Police Contract- to approve the cost items included in the 3 year agreement between the Selectmen and NEPBA Local #212 which calls for the following increases in salaries and benefits and the tax impacts:

2017- \$19,150.997(4 cents); 2018- \$35,656.33 (8 cents); 2019- \$21,871.79 (5 cents); 2020- \$6,358.89 (1cent).

Mr. Capello will add the total salaries and benefits increases (\$83,037.98) and the tax impacts to the article when the articles are finalized.

Motion: (Johnson, second Titus) to recommend Article 21 passed 5-0.

Article 22- Depreciation of Waste Water Treatment Plant- to raise and appropriate \$25,000 to be added to the Waste Water Treatment Plant CRF to offset the depreciation of the plant. The money will only be transferred if the Waste Water Enterprise Fund also contributes \$25,000. There is a 6 cents tax impact.

Consensus of the board was to add "up to" before \$25,000 and "to match the Waste Water Enterprise Fund".

Motion: (Johnson, second Titus) to recommend Article 22 with changes passed 5-0.

Article 23- Change Name/Purpose of the Main Street School CRF- Mr. Capello said that the Dept. of Revenue Administration has advised this CRF should be renamed as the building is not used as a school and is now used as a Municipal Building. He suggested the income from the rental of the building be placed in this fund and then it would be available for necessary repairs to the building.

Consensus of the board was to place the rental income in this CRF.

Selectmen also suggested the building address be added to the article to avoid confusion with the Town Hall building.

Motion: (Johnson, second Titus) to recommend Article 23 passed 5-0.

7). Public Safety Building Update:

Mr. Capello said the project is still on track and on schedule and requested the board approve payment of the invoice received from Groen Construction for work completed to date.

Motion: (Johnson, second Horgan) to approve payment of \$262,801.58 to Groen Construction, Inc. passed 5-0.

Mr. Capello said the Town has received energy rebates for the lighting (\$10,000) and heating (\$1,000) systems.

Mr. Johnson said the primer and first paint coats have been completed, the power line has been run from the pole to the building and the switch for the generator has been installed.

Mr. Capello said the builders are scheduled to conduct a test to determine that everything is properly installed and working correctly by February 17.

Mr. Capello told the board he would like to put up a plaque with the donors' names to thank them for their donations to the facility.

Motion: (Johnson, second Titus) to approve placement of a plaque at the Public Safety Building to express appreciation for the all of the donations of time, materials and equipment passed 5-0.

8). Town Administrator's Business:

A). FYI:

1). **Rearrangement of CD's** - Mr. Capello gave the board a spreadsheet detailing the updated structure of the Town's CD accounts including the interest earned and fees paid.

2). **Important Dates-** The board received a listing of important dates related to the traditional March Town Meeting. The list includes information regarding deadline dates for posting and acceptance of petitions, public hearings, voter registration/checklist correction, filing declaration of candidacy for elected offices, budgets and warrant articles.

Mr. King asked if this information is available on the Town's website.

Mr. Capello said the information can be found on the Town Clerk's Face Book page and he will check to see if it included on the Town website.

The board also discussed setting the date for the Budget Committee Public Hearing on the Town budget and warrant articles.

Mr. Johnson said he will request the Bud Com set the date at their next meeting on Jan. 25.

3). **Notices of Decision-** The board reviewed notice of 3 recent court decisions regarding dismissal of a complaint, attachment of a property lien and contempt of court orders.

Mr. Capello also told the board that the motion to dismiss the Morin case has been filed and the judge will review the summary judgment before deciding on the motion.

4). **Press Article-** The board received copies of the article entitled "The Chief was a Thief" by

Colin May published in the November/December 2016 edition of Fraud Magazine. The article recounts the embezzlement of funds by the former Fire Chief Fowler as seen by Mr. May.

B). Resignation- Mr. Capello said he received a letter of resignation from Planning and Code Secretary Diana Proulx and asked the board to accept her resignation.

Motion: (King, second Horgan) to accept Diana Proulx's resignation passed 4-0-1 (Proulx abstained).

9). Additional Board Business:

A). Water Pooling at the Public Safety Building- Mr. Horgan asked if the builders have come up with a solution to the water dripping off the roof over the ambulance bays which freezes in front of the bays causing a potential danger to personnel and vehicles.

Mr. Johnson said the builders have been consulting with roofing and gutter companies and are leaning toward installing 8 inch heavy duty gutters, a trench under the pavement that drains to the swale area and heat tape to keep the water from freezing. He added that they are still collecting information and have not reached a final decision to deal with the problem.

B). Moving Date- Mr. Horgan asked if a date has been chosen to begin moving the items from the Police and Fire Depts. and the Highway garage to the Public Safety Building.

Mr. Capello said the packing supplies have been dropped off at the current stations and moving is scheduled to begin the first week in February.

C). Drone Fly Over Request- Mr. Johnson said he received a request from a resident for permission to fly a drone over the Public Safety Building for the purpose of taking photos of the new facility.

Discussion included protecting the Town from liability for damage to the drone or the pilot and responsibility for any damage to the Public Safety Building or the site.

Mr. Capello said the property currently belongs to the construction company and suggested the resident wait until the facility is completed and the Town has taken possession of the property.

D). Vandalism- Mrs. Titus said she received several reports of vandalism on Main, Lonestar and Glenn Streets.

Selectmen advised the victims to notify the Police and file a Police report.

E). Police Contract- Mr. Johnson asked if the contract has been "closed up".

Mr. Capello said he is still waiting for the union representatives to sign the agreement.

Mr. Johnson requested Mr. Capello tell them to get the contract signed and a copy provided to the Bud Com by their Jan. 25th meeting or they risk not getting the committee's recommendation in time for inclusion on the Town Meeting warrant.

F). Motor Oil- Mr. Johnson asked if Mr. Capello received the information about the \$4,000 Highway Dept. oil line item and the Royal Purple motor oil purchased for the Police cruisers that was requested at the previous meeting.

Mr. Capello said the \$4,000 is for Highway Dept. vehicles only and does not include oil for the entire Town fleet of vehicles as was done in past years. He said he has not yet obtained information about whether the special long lasting motor oil is provided to the service provider when the cruisers are sent to outside providers for oil changes.

G). Safe Routes to School – Mr. Johnson asked if any information has been received regarding Mr. King's question at the previous meeting about the length of sidewalks to be provided for \$50,000 in engineering costs.

Mr. Capello said he has not received any information yet and speculated that the engineering cost may double by the time the state actually begins the project.

H). Solar Panels- Mr. Johnson asked for an update on the solar energy project at the landfill. Mr. Capello said the company has been working on getting the permits needed for the project and it has been determined the proposed area of the landfill to be used is large enough for installation of the solar arrays needed to produce the amount of energy to support the project.

I). Sarah Greenfield Business Park- Mrs. Titus said the Economic Development Committee recently discussed the covenants for the property in the business park and requested that she find out if Selectmen would consider making changes to the covenants to promote the sale of Town owned property in the park.

Consensus of the board was to invite the committee attend a board meeting to discuss the matter and suggestions for potential changes to the covenants.

10). Next Meeting: Monday, January 23, 2017 at 6 p.m.

11). Adjournment:

Motion: (King, second Titus) to adjourn the meeting passed 5-0 at 7:40 p.m.

Respectively submitted
Kathleen Magoon
Recording Secretary

Charlie King, Chairman

Neil Johnson, Vice Chairman

Jim Horgan

Paula Proulx

Ann Titus