

**FARMINGTON BOARD OF SELECTMEN'S
MEETING MINUTES
JANUARY 16, 2003
(Public Session)**

Attendance: Chairman John Fitch & Gerald McCarthy

Staff: Ernest M. Creveling, Town Administrator, Kerry Mucher, Director of Parks & Recreation,
Fire Chief Randall (Ky) Goslin & Clark Hackett, Highway Supervisor

The meeting convened and was called to order at 12:10 p.m.

Facilities Use Policy

Kerry Mucher came before the Selectmen and said the Town's liability insurer; Primex has provided guidelines regarding the use of Town's facilities. She said she's reviewed their guidelines as well as the Town's current policy and has now drafted a new policy inclusive of both. John asked what course of action is taken if a Town facility is left messy. Kerry said the party wouldn't be permitted use of the facility again. She added that some groups will have to be required to supply certificates of insurance, but now all groups would have to complete the same form and all would be aware of the new policy. Kerry said the new policy she has drafted would cover all Town facilities. Ernie informed the Selectmen no one off the street can simply use a Town facility. He then said one question would be if Town facilities would be available to Town employees, noting perhaps they would have to be required to sign a waiver. Kerry said if the time slot and space are available and a waiver is signed, Town facilities should be made available to Town employees, almost like a benefit.

Ernie said the Fire Dept. secretary; in scheduling the Fire Dept. function hall and the Selectmen's secretary, in scheduling the Old Courthouse and Selectmen's Chambers, should be aware of this new policy and should utilize this same facility use form. He said the important issue presented is the fact the Fire Dept. hall is rented for revenue, but the funds go into the Fire Dept. Assoc. fund, which is not Town affiliated. He added the problem with any group or organization using the Fire Dept. hall should still be required to provide a certificate of insurance. Gerry expressed concern about the possibility of lawsuits. Discussion ensued regarding what groups to permit use of Town facilities. Kerry said the new policy permits the Town of Farmington some latitude in the decision process, based upon liability. ***Gerald McCarthy made a motion to adopt the proposed Facilities Use Policy. John Fitch seconded the motion and the vote was Gerald-yes, John-yes, vote unanimous. The motion passed.***

Fire Dept. Budget 2003

Gerry told Chief Goslin there is a Capital Reserve fund allowing for \$11,000 to be put away annually toward the purchase of a new forestry vehicle. Ky said the Dept. plan, as it stands now, is to take Engine #3 out of service, place a box on it and turn it into the Town's new forestry vehicle. He said at this time, the State owns the forestry truck the Town uses, but the Town maintains it. Ky said the vehicle is very old and tired and there is nothing newer available through the State at this time.

John asked Ky about the difference in budget costs with all that was presented to the Board of Selectmen. He then reviewed Ky's list for rescue tools and equipment. Ky said this new list includes the cost for new and replacement equipment, tools and gear. John then asked Ky about the number of volunteers that actually respond to emergency calls and Ky said daytime response is limited. John said he knows even evening calls seem to have a limited number of responders. Ky noted certified letters are being sent to inactive volunteers, asking them to either increase their response or resign from the dept., which would then leave openings for those interested parties that can and will respond as needed.

At this point individual line items were reviewed with Ky, the Board of Selectmen and the Town Administrator. A total Fire dept. budget of \$121,560.00 was initially agreed upon until the complete list of recently priced tools and equipment were included, increasing the budget to \$131,978.00. ***Gerald McCarthy motioned to approve \$131,978.00 as the Fire Dept. budget for the FY 2003. John Fitch seconded the motion and the vote was: Gerald-yes and John-yes, vote unanimous. The motion passed. Gerald McCarthy then motioned to approve a Rescue Dept. budget for FY 2003 of \$74,284.00. John Fitch seconded the motion and the vote was: Gerald-yes, John-yes, vote was unanimous. The motion passed.***

Discussion then ensued regarding the need to get a second estimate for the security keypad for the Fire Dept. Ernie said the funds toward this have been encumbered.

Public session adjourned. ***Gerald McCarthy motioned to enter executive non-public session. John Fitch seconded the motion and the vote was: Gerald-yes, John-yes, the vote was unanimous. The motion passed to enter non-public session.***

After non-public session adjourned Gerald McCarthy motioned to re-enter public session. John Fitch seconded the motion and the vote was: Gerald-yes, John-yes, the vote was unanimous. The motion passed to re-enter public session.

Other Business as May Come Before the Board

Ernie asked the Selectmen to discuss the landfill further regarding the final design, to include specifications, bids, etc. He spoke of the need to place a warrant article for \$225,000 for the final engineering and design for the landfill closure (see the attached article). Discussion then ensued about the funding of the Capital Reserve for Town bridges. Gerry asked for information regarding the requirements, which must be met with the State in order for the Town of Farmington to be eligible for a percentage of assistance from the State, as it pertains to the replacement of Town bridges. Ernie said he would obtain information from Bob Berry of the NH Dept. of Transportation (D.O.T.). He said there are alternatives. There was concern expressed however, about losing highway aid if the State bridge requirements are not met. The Selectmen then discussed the article for the new plow truck. Gerry asked if the Water/Wastewater plant would get the older Highway Dept. truck, which will be taken out of service, and Clark said yes, if the article passes. The Selectmen then discussed the use of Capital Reserve monies for equipment purchase. Both Ernie and Gerry spoke at length regarding changing the needs of the equipment Capital Reserve funds. Gerry said he fears the removal of certain equipment, only to place them back into the C.I.P. another year. He said he felt some money should be left in the Capital Reserve for these things. The Board of Selectmen then proceeded to review Article #'s 1-5, 6,7,8,9,10,11,12 & 13. John talked to Ernie about the Police Depts.' need for a new cruiser and whether or not the Selectmen have the authority to tell the dept. what type of cruiser(s) can be purchased. The Selectmen approved Articles 1-13 and then reviewed Article #'s 14 & 15, which they also approved. Ernie said, as it stands, the current impact to the new tax rate would be \$2.52 per thousand.

Ernie then reviewed some additional encumbrances needed: \$100.00 for last years' Moderator's pay, \$294.71 for the Selectmen's Secretary compensation time, paid as overtime from 2002 and \$641.25 for the Code Enforcement Officer's compensation time, paid as overtime from 2002. ***Gerald McCarthy made a motion to encumber these funds (\$1,035.96). John Fitch seconded the motion and the vote was: Gerry-yes, John-yes, the vote was unanimous. The motion passed to encumber a total of \$1,035.96.***

Gerald McCarthy motioned to cut the Moderator's pay to \$45.00. John Fitch seconded the motion and the vote was: Gerry-yes, John-yes, the vote was unanimous. The motioned pass to cut the Moderator's pay to \$45.00. Gerald McCarthy then motioned to increase the Budget Committee minute's secretary line from \$1,350.00 to \$2,100. John Fitch seconded the motion and the vote was: Gerry-yes, John-yes, the vote was unanimous. The motion passed to increase the Budget Committee minute secretary salary line to \$2,100.00.

The Selectmen then discussed their preference to keep their budget for FY 2003 as presented versus the changes submitted by the Budget Committee, with the exception of a few small changes. The Selectmen said they're opposed to the Police Dept. request for six new radios. They said they cannot see the need for six, based on the fact only four officers are on duty during the day and only two officers are on duty at night. They said the Budget Committee feels three would be sufficient and the Selectmen agreed. ***Gerald McCarthy made a motion to allow the Police Dept. funds only sufficient to purchase three new radios. John Fitch seconded the motion and the vote was: Gerry-yes, John-yes, the vote was unanimous. The motion passed to permit the Police dept. purchase of only three new radios.***

Ernie said the Budget Committee suggested cuts to the E 911 street sign budget line would be acceptable, noting the line could be cut from \$1,500 to \$500.00. The Selectmen also agreed with the Budget Committee's interest reduction for TAN notes down to \$10,000. The Selectmen agreed with the Budget Committee's cut of the basketball court budget line totaling \$7,800.00. The Budget Committee increased the Building Inspector mileage line, but the Selectmen disagreed with their proposal. Ernie calculated what the current impact to the tax rate would be at this point in the budget negotiations as: \$2.42 per thousand.

Gerry then asked Ernie what surplus remains from last year. Ernie said approximately \$116,000, not including unanticipated revenues, which he said would reduce the impact to the tax rate down to \$1.94. Ernie said the Selectmen could control the outcome of the unanticipated revenue in order to buy down the tax rate to \$1.80. Gerry asked if it could be .01 less, then said perhaps \$1.80 would be better/safer. Ernie said he would be more comfortable with \$1.86, noting he would know more after the Town audit is performed, adding he is certain the impact to the tax rate would be somewhere between \$1.80 & \$1.90 per thousand. He said the Budget Committee and the Board of Selectmen are not far apart in their two desired budgets.

E 911

Ernie said he and the Code Enforcement Officer, Paul Charron met this morning and tomorrow they would be meeting with the Postmaster. He said a letter has been drafted to be included in a packet, which after implementation of an ordinance, could be sent to residents. He suggested that an E 911 Commission be established in order to develop a program and to co-manage the procedure to complete the implementation of E 911. He said the Commission can oversee the new street names and should perhaps include assistance from the Police Dept. Gerry asked who would perform the actual "legwork", suggesting the Student Selectman's Representative be hired to assist. Ernie said the problem now is how to confirm some of the addresses with the telephone numbers for Verizon. He said there would be the need to physically drive out to the addresses with the Post Office and drop off packets to residents. Ernie said structure needs to be implemented first and then the work could/should occur weekly, in order to ensure a forward momentum. Ernie then read the draft letter to be included in the packets, which would include address information that require confirmation by the residents along with specifications for the identification needed on mailboxes and change of address requirements. Gerry said he understands the physical knocking on doors would be needed too and Ernie said yes, but only as a last resort.

Gerald McCarthy made a motion to seal the non-public session minutes of their earlier meeting (January 16, 2003 12:00 p.m.), pursuant to NH RSA 91-A:3(III) "would affect adversely the reputation of any person other than a member of the Board of Selectmen). John Fitch seconded the motion and the vote was: Gerry-yes, John-yes. The vote was unanimous and the motion to seal the non-public session minutes of January 16, 2003 passed.

Respectfully submitted,

Lynn C. Seaboyer
Admin. Asst.

APPROVED

Chairman John Fitch

David Hall

Gerald McCarthy