

**Town of Farmington**  
*Board of Selectmen – Public Meeting Minutes*  
**Monday, January 5, 2015**  
**Selectmen’s Chambers**  
**356 Main Street**

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**Board Members Present:**

Charlie King, Chairman  
Paula Proulx, Vice Chairman  
Arthur Capello  
Brian St. Onge

**Others Present:**

Town Administrator Keith Trefethen  
Fire Chief Peter Lamb  
Parks and Recreation Director Rick Conway  
Goodwin Library Director Shanna Smith  
Coast Bus Co. Executive Director Rad Nichols

**1.Call to Order/Pledge:**

Chairman King called the meeting to order at 6 p.m. followed by the Pledge of Allegiance.

**2. Approval of Minutes:**

**A) December 15, 2014(Public Meeting Minutes)-**

**Motion:** (St. Onge, second Capello) to approve the minutes as written passed 3-0-1 (King, St. Onge, Capello-yes, Proulx-abstained).

**B) December 15, 2014 (Non-Public Sessions Minutes) -**

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

**C) December 22, 2014(Public Meeting Minutes) -**

**Motion:** (Capello, second King) to approve the minutes as written passed 3-0-1 (King, St. Onge, Capello – yes, Proulx-abstained).

**D) December 22, 2014(Non-Public Session Minutes) -**

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

**E) December 29, 2014(Public Meeting Minutes) -**

**Motion:** (Capello, second St. Onge) to approve the minutes as written passed 3-0-1 (St. Onge, Capello, Proulx- yes, King - abstained).

**F) December 29, 2014(Non-Public Meeting Minutes) -**

**Motion:** (Capello, second Proulx) to approve the minutes of non-public sessions A and B as written passed 3-0-1 (Capello, St. Onge, Proulx -yes, King –abstained).

**3. Public Comment:**

Resident Michael Morin came before the board to inquire about the status of the town’s complaint policy. Morin previously asked the board to consider revising the policy to allow complaints to be made by phone. Chairman King advised him that the board had adopted an amended policy which includes a procedure for telephone complaints which can be found in the Public Comment Form section of the Forms and Application page of the town website. Morin said he also wished to discuss the condition of the dirt roads in town following the last snow storm. He said the tarred roads were plowed the day of the storm, but the dirt roads were left unattended until the next day. He added that he figured that the bulk of his taxes go to pay for road maintenance and plowing, but he said he has complained more about the lack of these services in the last three months than he has in the entire time he has lived in town.

Town Administrator Keith Trefethen explained that three of the town trucks are out of service due to various mechanical and electrical problems. The snow was purposely left on the dirt roads to give drivers some traction rather than trying to travel on ice when the snow changed to freezing rain during the storm. Selectman St. Onge called the plan a poor decision and noted that the unattended roads were not plowed until 1:15 p.m. the day after

the storm. He said there was no excuse for not calling in outside help if the town trucks were down. He added that if a car couldn't get up there then neither could an ambulance if there was an emergency call.

Morin suggested the town consider installing "live" or "on-spot" chains on all of the town's emergency vehicles which would provide quick installation of tire chains when the need arises. He added that he would like to see the School District add the chains to the school buses as well.

St. Onge then asked if the town has back-ups for when this type of situation arises. Trefethen said the town has back-up drivers, but does not have back-up trucks.

Selectmen Capello asked for the status of the trucks that are out of service. Trefethen said the highway department is awaiting the arrival of parts for two of the trucks and the third vehicle has substantial electrical problems. Capello then asked if two of the trucks were the same two trucks that went down prior to the previous storm and if the repair work was being done in-house or being sent out. Trefethen said most of the repair work is done in-house, but he did not know if the same two trucks went down during both storms. He agreed to provide the information at the next meeting.

**Motion:** (Capello, second St. Onge) to send the electrical unit out to be repaired passed 4-0.

Capello said if it turns out that the same two trucks had issues during both storms, he will be making a motion at the next meeting to send them out and have them gone over from top to bottom.

#### **4. Funding Request – Goodwin Library:**

Library Director Shanna Smith came before the board to discuss the 2015 budget proposal (\$280,517) for the library. Her presentation included:

Usage Stats-all areas (circulation, reference questions, cards created, computer use, program attendance, volunteer hours, and amount saved by patrons) showed increased usage over last year.

Chairman King asked how the amount saved by patrons was calculated. Smith said the amount is calculated at checkouts by tallying the price of the book(s) as the cost saved by not having to buy the book(s).

How we saved in 2014- Volunteer Projects (Eagle Scout projects, painting, maintenance, program assistance), Programs (authors, speakers, supplies donated by local businesses) and Evaluate/Change Contracts (phone /internet bundle, fire protection).

How we compare to other NH Libraries (based on 2013 data) - Average overall budget for NH libraries with same population as Farmington-\$348,308. Goodwin Library 2015 total proposed budget is \$307,077.

Average town funding for NH libraries with Farmington's population is \$311,766. Goodwin Library is requesting \$280,517 from the town of Farmington.

Average total staffing costs for NH libraries with Farmington's population is \$232,306. Goodwin Library proposed amount for staffing is \$182,247.

Selectman Capello asked if only towns with the same population as Farmington were used to calculate the comparison. Smith she used an average range of costs for 10 towns bigger than Farmington and 10 smaller towns.

Survey (August 2014)What the People of Farmington want- listed in order of importance by 106 participants: assistance from staff, borrowing materials, online presence, programs, eBooks and online resources, Internet access/Wi-Fi, community meeting space, study space, assistance using computers and computer access.

#### **2015 Proposed Library Budget-**

Income-\$307,077.08 (dividends, interest, town payments, fines/cards, gifts/grants, misc. income).

Operations: Personnel (\$213,974.40), Materials (\$34,277.68), Facility (\$58,825.00)

Smith said some adjustments which resulted in decreased expenses include replacing the boiler to reduce fuel usage, postage costs are down due to using Amazon, participation in free staff training provided by the state and equipment donations.

Selectman St. Onge asked about the staff cost of living increase which appeared to be about six percent. Smith said the Trustees voted to give staff members a five percent raise and noted that the staff does not receive any benefits as part-time employees. St. Onge added that the bookkeeper will receive an 11 percent increase if the proposal is

approved.

St. Onge also asked if the library staff had participated in any fundraising events as suggested during last year's budget discussions. Smith said they have received a grant for the summer reading program, funds from the Hay Day book sale, donations and she is currently researching the historical status of the building to qualify for funding for roof repair. St. Onge said many of those things are handled by the Friends of the Library and asked if the staff have identified any new sources of fund raising. Smith said they have not had time for fund raising due to the increased usage at the facility and some of the big projects they have been working on such as replacing the fire escape, space disputes, developing the Strategic Plan and updating the website.

Discussion also included cutting expenses by replacing old computers, total amounts of the trust funds and other designated funds, what happens to unspent funds, cost of the telephone/Internet bundle, and how trustees are selected and appointed and if the library is subject to RSA 202A.

**Motion:** (Capello, second St. Onge) to approve the library funding request at \$270,227 which represents 88 percent of their total budget passed 3-1 (King, St. Onge, Capello-yes, Proulx-no).

Capello said he used same 88 percent figure that employees are charged for health care. Vice Chairman Proulx said she voted against the motion because she did not favor funding their budget below last year's level of \$273,707.

Trefethen requested a five minute break at 6:55 p.m. The meeting reconvened at 7:00 p.m.

#### **5. Funding Request-Coast Bus Company:**

Executive Director Rad Nichols came before the board requesting \$21,379 as the town's portion of the operational costs for 2015. He said there has been strong rider growth along Route six which encompasses Farmington and Rochester. Historically, 55 percent of users come from Farmington and 45 percent of users come from Rochester. Riders pay a \$1.50 fee except for elderly and disabled users who ride for half price. In 2014, transportation services provided to the town had a value of approximately \$245,000 while fee revenues totaled about \$24,000 Nichols said. Selectmen then discussed their previous request that asked Coast to consider relocating the downtown bus stop located near the Masonic Building due to problems with loitering and littering. Nichols said he was aware that the Farmington bus company representative had met with Selectman to discuss the issue and had canvassed businesses and observed the area to determine the scope of the problem. He said none of the businesses visited reported any complaints. Selectmen said most of the problems occurred at barbershop and the stairs at the Masonic Hall where some riders sit and eat and make a mess. Nichols said bus drivers will address these issues with the riders and advise them to treat the property with respect and not leave the area in a mess if they wish to keep the stop at that location. The board then discussed possibly moving the stop closer to the town hall or across the street from its present location and providing shelter and a refuse container for users.

Recreation Director Rick Conway suggested that a grassy spot located between the CAP office and the Recreation office may be a good location for the bus stop. Selectman St. Onge expressed concerns about the number of people crossing the street to get to that area increasing the chances of an accident. Nichols said the company would look into the viability of the Conway's suggestion and possibly reversing the bus route to facilitate moving the stop to another spot. He said he would also research where users in the area live and how many would need to cross the street to access the stop if it were moved to the spot near the CAP office. He will report his findings at a future meeting.

Nichols also told the board that the company is looking at selling advertising space in their bus shelters to help raise additional revenue. The company plans to return 25 to 50 percent of the sales profit to the town to offset the year-end costs. He said he did not have a projection on how much money could be raised or if the funds would be used to provide a discount for the following year or rebated to the town at year end.

#### **6. 2015 Municipal Budget and Warrant Review:**

**Parks and Recreation** - Director Rick Conway told the board his department's total budget request for 2015 is \$158,451, which is \$4,871 more than budgeted for 2014.

**Program Monies** – This line shows a \$500 request to “build the kitty” for staffing charges for use of the Town Hall. The School District is exempt from the fee but the staff member still must be paid he said. **Longevity**-This line shows a

request for \$550 which represents additional compensation based on length of service for the Director and Assistant Director.

Other Culture – This line (\$2,000) includes Hay Day, summer programs, and special events. Conway said the Recreation Committee presently has two fundraisers lined up to fund the fireworks at Hay Day and is working on other ideas. He said he is pleased with the efforts of the new committee who have been meeting regularly with good attendance by its members.

Selectman Capello said with the cuts made to this point, the new bottom line for the town budget is \$13,526,786. This figure represents an \$118,966 increase over the 2014 budget he said.

Fire Department – Chief Peter Lamb came forward to answer any further questions by the board.

Personnel Coverage – He explained the proposed increases in coverage would result in the following totals: Per Diem Fire Day Coverage (\$49920), EMS Coverage Per Diem (\$262,080) and Fire EMS Coverage Per Diem (\$15,000).

Department Secretary – Chief Lamb told the board he is also requesting an increase in the number of hours for the department's secretary. He said the secretary works an average of about 2.5 hours a day with a floating schedule tracking unpaid billing through Frisbie Hospital and COMSTAR. She is also working on filing non-payment claims with the courts which is a very tedious process he said. He requested her hours be increased to three hours a day which would increase this line to \$9,000 from \$8,640 budgeted in 2014. Consensus of the board showed Selectmen agreed with the request to raise the line to \$9,000.

Protective Clothing – (\$22,600) Chief Lamb said that \$7,600 would be reimbursed to the town by the USDA.

Selectmen said with these additional adjustments the new bottom line for the Fire Department budget request is \$604,544.

Planning and Zoning – During the review of this section, members discussed whether to hire a part-time, interim or full time planner following the resignation of Planning Director Kathy Menici. Discussion included the costs for the types of positions, the length of the contract for an interim planner and whether to change or keep the amount budgeted for the position (\$58,091). After some discussion, Trefethen advised the board that any changes to line would be need to be made by January 27. He suggested that they should leave the line as proposed and not make a final decision now to give the board more time to make a more informed decision. Selectmen agreed to leave the proposed amount as is and requested additional information from the Planning Board and staff members on the number hours needed for upcoming projects and duties for the Planner.

Rebuild/Repave/Repair Roads – Chairman King asked the board if they wished to revisit this line item and consider reducing the requested amount (\$360,000) as it is about \$200,000 more than budgeted for the last two years. Consensus of the board showed that they wanted to keep the amount proposed as there are many road issues that need to be taken care of.

Tax Rate: Selectman Capello asked what the tax rate increase would be based only on the town budget at this point. Trefethen said the budget proposal is up \$123,000 which would result in a 30 cent increase not including any warrant articles.

Trefethen then asked the board if they wished to meet again to review the final figures before the presentation of the town budget at the Budget Committee on Saturday, January 10. Selectmen agreed to meet on Thursday, January 8 at 5 p.m.

**Warrant Review:**

**Article 1** – Calls for the election of two Selectmen for three years and one Selectman fill the remaining term due to the resignation of Matt Scruton (Official Ballot).

**Article 2** – Asks voters to approve Zoning Amendments (Official Ballot).

**Article 3** – Asks voters to approve the town operating budget which does not include any other warrant articles. Final numbers will be provided at the next Bud Com meeting.

**Article 4** – Asks voters to approve increases and benefits in a two year collective bargaining agreement with the Police Department (NEPBA). Final figures will be provided when negotiations have concluded.

**Article 5** – Allows Selectmen to call a special meeting to discuss cost items related to Article 4 only should the article be defeated.

**Article 6** – Asks voters to approve cost items related to a three year collective bargaining agreement with the Public Works Department (Teamsters Union). The final figures will be provided at the Bud Com public hearing.

**Article 7** – Authorizes Selectmen to hold a special meeting to address costs related to Article 6 only should the article be defeated.

**Article 8** – Asks voters to approve raising \$5,000 to place in the Capital Reserve Fund to pay accrued leave time for employees who quit or retire. Selectmen reduced the request from \$10,000 to \$5,000. The fund currently contains \$28,000. (Recommended by Selectmen).

**Article 9** – Asks voters to raise \$60,000 to fund staff payroll, cable TV programming and to renegotiate the town's cable franchise agreement and authorize the withdrawal of \$60,000 from the Community Television Special Revenue Fund. (Recommended by Selectmen).

**Article 10** – Seeks voter approval to raise and appropriate \$80,000 to pay for the cost of Police outside details and authorize the withdrawal of up to \$80,000 from the Police Department Outside Detail Special Revenue Fund established for this purpose. (Recommended by Selectmen)

**Article 11** – Asks voter approval to raise and appropriate \$62,962 to pay the Building Inspector and authorize the withdrawal of up to \$62,962 from the Building Inspector Position Special Revenue Fund established for this purpose. (Recommended by Selectmen).

**Article 12** – Asks voters to approve raising \$33,907 to maintain the Main Street School Facility (Municipal Building) and authorize the withdrawal of \$33,907 from the Special Reserve Fund created for that purpose. (Recommended by Selectmen). This amount was originally included in the operating budget and as in a warrant article. Selectmen expressed concerns that this would create a situation where the funds would be raised twice and asked the Town Administrator to remove the amount from the budget and then check the language of the article. Trefethen said he asked the Town Clerk and the Department of Revenue to review the language and both said it is not redundant and is correctly worded.

**Article 13** – Seeks voter approval to raise and appropriate \$19,470 to purchase a power cot for the Fire Department. This amount includes \$2,200 for a seven year maintenance warranty. (Recommended by Selectmen)

**Article 14** - Asks voter approval to raise and appropriate \$38,000 to purchase one Police cruiser and allow the withdrawal of \$38,000 from the Police Outside Details Special Revenue Fund for the purchase. (Recommended by Selectmen)

**Article 15** – To see if voters will approve raising \$31,428.59 for purposes related to the closure of the landfill and authorize the withdrawal of up to \$31,428.59 from the Landfill Closure Fund.

**Article 16** – Asks voters to approve the establishment of a Capital Reserve Fund for expenditures related to the closure of the landfill, raise and appropriate \$51,407.50 to be placed in the fund and authorize Selectmen to be agents to expend the funds. This money would come from the Department of Environmental Services Solid Waste Unlined Municipal Landfill Closure Grant Program and would impact taxes. (Recommended by Selectmen and the Budget Committee and requires a majority vote). Selectmen said this fund already exists and asked that the request to establish the fund be removed.

**Article 17** – Seeks voter approval to authorize Selectmen to sell in the best means possible, municipal vehicles and other equipment no longer needed as determined by Selectmen. The proceeds from the sales will be placed in the general fund. (Majority vote required)

**Article 18** – To see if the town will approve the adoption of RSA 162-K which gives town meeting the power to create economic development districts, establish development programs and tax increment financing (TIF) plans.

**Article 19** – To see if the town will vote to create a TIF district of approximately 319.7 acres, beginning just south of Rte. 153/Rte. 11 intersection, continuing west on Rte. 11 to Pound Road; and beginning at the Rte. 153/Rte. 11 intersection and running north on Rte. 153 to a town owned parcel. These boundaries are depicted on the map titled "Route 11 Business Node/ TIF District" dated February 3, 2014.

**7. Any Further Business:**

A) Planning Board Application-

**Motion:** (King, second Capello) to appoint Anthony Vittorioso to the next available full time position on the Planning Board passed 4-0.

B) Trustee of the Trust Funds Application-

**Motion:** (King, second Capello) to appoint Gayle Turner as a Trustee of the Trust Funds until the next election passed 4-0.

**8. Non-Public Session:**

**Motion:** (Capello, second King) to enter non-public session under RSA 91-A: 3 II (c) Police Contract passed 4-0 on a roll call vote (King, Proulx, St. Onge, Capello – yes) at 8:15 p.m.

**Motion:** (Capello, second King) to adjourn the non-public session passed 4-0 on a roll call (King, Proulx, Capello, St. Onge) at 8:55 p.m.

**Motion:** (Capello, second King) to seal the non-public session minutes passed 4-0.

**9. Non-Public Session :**

**Motion :** (King, second Capello) to enter non-public session under RSA 91-A:3 II (c) passed 4-0 on a roll call vote(King, Proulx, Capello, St. Onge) at 8:55 p.m.

**Motion:** (Capello, second St. Onge) to adjourn the non-public session passed 4-0 on a roll call vote (King, Proulx, St. Onge, Capello) at 8:58 p.m.

**10. Adjournment:**

**Motion:** (St. Onge, second Capello) to adjourn the meeting passed 4-0 at 8:58 p.m.

Respectively submitted,

Kathleen Magoon

Recording Secretary

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Chairman, Charlie King

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Paula Proulx

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Arthur Capello

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Brian St. Onge