

FARMINGTON BOARD OF SELECTMEN

Tuesday, January 2, 2018

Chairman Joshua Bell called the meeting to order at 6:30 P.M. with the following members present: Stephan Bunker, Michael Fogg, Matthew Smith, and Scott Landry. Town Manager Richard Davis, Planning Assistant Cindy Gelinas, Treasurer LucyAnn Cook, Police Chief Jack Peck, Fire Rescue Chief Terry Bell, Deputy Chief /Budget Committee Chairman Clyde Ross, Deputy Chief Tim Hardy, Captain Mike Bell, Captain Tim Hardy and Chaplain Stan Wheeler, Parks & Recreation Director Matthew Foster, Assistant Director Jaycee Jenckes, Code Enforcement Officer Steve Kaiser, Public Works Director Philip Hutchins, Foreman Jim Kiernan, Shop Manager/Chief Mechanic Jonathan Alexander and Mechanic Scott Bouchard, and members of the press and public were also in attendance.

ITEM 1: Pledge of Allegiance to the Flag

Chairman Joshua Bell led those present in the Pledge of Allegiance to the Flag.

ITEM 2: To Review the Following Proposed 2018 Departmental Budgets:

A) Treasurer / Clerk

Treasurer LucyAnn Cook reviewed the proposed 2018 Treasurer/Clerk budget in the amount of \$253,713, which is an increase from 2017 of \$8,439, or 3.44%. She explained the largest increases which were in the Wages, Overtime, Health Insurance, Contractual Services, and Elections line items, as well as the decrease in the Office Supplies, Legal and Postage line items.

B) Cemeteries

Treasurer LucyAnn Cook reviewed the proposed 2018 budget in the amount of \$92,992, which is an increase from 2017 of \$6,349, or 7.33%. She explained the increase in the Wages, Cell Phone Reimbursement, and Equipment line items, and the addition of an Infrastructure Reserve line item.

Q) T.A.N.

Treasurer LucyAnn Cook reviewed the proposed 2018 T.A.N. budget in the amount of \$5,000, which is the same amount as budgeted in 2017. She explained that there has been no need to use this account in the last three years. The Selectmen discussed the requirement of hiring bond council now when utilizing a T.A.N.

C) General Assistance

Town Manager Richard Davis reviewed the proposed 2018 General Assistance budget in the amount of \$25,000, which is the same amount as budgeted in 2017. He stated that he does not have the exact amount as yet, but there was a slight overdraft in this account in 2017. It was pointed out that the amount is very reasonable for a Service Center community, especially since the County has reduced their services. It was also pointed out that the clerk is very thorough when determining applicant eligibility.

ITEM 2: To Review the Following Proposed 2018 Departmental Budgets: (Cont.)

D) Assessing

Town Manager Richard Davis reviewed the proposed 2018 Assessing budget in the amount of \$137,101, which is an increase from 2017 of \$55,467, or 67.95%. Mr. Davis explained the increases in the Assessor's contract and Revaluation Reserve.

E) Code Enforcement

Code Enforcement Officer Steve Kaiser reviewed the proposed 2018 Code Enforcement budget in the amount of \$153,676, which is an increase from 2017 of \$14,489, or 10.41%. He explained the increase in the Wages, Health Insurance and Contractual Services line items, as well as the decrease in the Workers' Compensation, Office Supplies, Postage and Legal/Advertising line items. Mr. Kaiser reported that Assistant Robin Zagorodny has quickly become a valuable asset to the department and will be attending certification trainings this year.

F) Police

Police Chief Jack Peck reviewed the proposed 2018 Police Department budget in the amount of \$1,306,052, which is an increase from 2017 of \$61,111, or 4.91%. Chief Peck explained the proposed increase in the Personnel and Contractual Services line items, as well as the decrease in the Motor Fuel line item.

G) Fire Rescue

Fire Chief Terry Bell reviewed the proposed 2018 Fire Rescue Department budget in the amount of \$524,407, which is an increase over 2017 of \$8,350, or 1.62%. Chief Bell explained the combining of the Per Diem and Wages line items, and the addition of an Overtime line item. He explained the increase in the Repairs/Maintenance - Vehicles line item, as well as the decrease in the Health Insurance line item. Chief Bell reported that the department's roster is now at 29, and the average number of responders per call is six. Chief Bell also explained paid call stipends and how they are determined.

H) Parks and Recreation

Parks and Recreation Director Matthew Foster reviewed the proposed 2018 Parks and Recreation Department budget in the amount of \$175,560, which is an increase over 2017 of \$12,333, or 7.56%. He explained the increase in the Wages, Travel/Education/Conference, Water, Land/Property Improvements, and Vehicles & Equipment line items.

I) Community Center

Director Matthew Foster reviewed the proposed 2018 Community Center budget in the amount of \$120,680, which is an increase over 2017 of \$4,138, or 3.55%. He explained the increase in the Wages, Overtime, Part-time, Health Insurance, Contractual Services vs. Repairs/Maintenance - Building, Land/Property Improvement, and Community Center Reserve line items, as well as the decrease in the Heat line item.

J) Public Works

Public Works Director Philip Hutchins reviewed the proposed 2018 Public Works budget in the amount of \$1,304,296, which is a decrease from 2017 of \$276,438, or -17.49%. He explained the increase in the Telephone - Cell Phone Reimbursement and Sidewalks line items, as well as the decrease in the Salaries, Wages, Travel/Education/Conference, Supplies & Materials - Office

ITEM 2: To Review the Following Proposed 2018 Departmental Budgets: (Cont.)

J) Public Works (Cont.)

Supplies, Motor Fuel, Heat, and Water line items, and the elimination of the Dues line item. Discussion included the positive results from last year's garage insulation project, cemetery mowing/maintenance RFP; line striping bid; this year's equipment payoffs; possibility of acquiring more military trucks; and upgrade of the garage boiler.

K) L.O.R.A.P.

Town Manager Richard Davis reviewed the proposed 2018 L.O.R.A.P. budget in the amount of \$158,780, which is the same as 2017. Mr. Davis explained that this budget amount comes from the State.

L) Five Year Road Program

Public Works Director Philip Hutchins reviewed the proposed 2018 Five Year Road Program budget in the amount of \$270,736, which is the same amount as budgeted in 2017. He and Town Manager Richard Davis explained the 2018 road projects that will be funded from this line item.

M) Public Works Reserve

This line item is now included in the Public Works operating budget.

N) Recycling

Public Works Director Philip Hutchins reviewed the proposed 2018 Recycling budget in the amount of \$76,549, which is a decrease from 2017 of \$109, or -0.14%.

O) Administration

Town Manager Richard Davis reviewed the proposed 2018 Administration budget in the amount of \$240,299, which is a decrease from 2017 of \$7,903, or -3.18%. He explained the decrease in the Health Insurance line item.

P) Committees & Events

Town Manager Richard Davis reviewed the proposed 2018 Committees and Events budget in the amount of \$7,100, which is an increase from in 2017 of \$300 or 4.41%. He explained the increase in the Memorial Day line item. He also explained what the expenditures from the Planning Board line item typically are.

Q) Municipal Building

Town Manager Richard Davis reviewed the proposed 2018 Municipal Building budget in the amount of \$101,527, which is an increase over 2017 of \$7,307, or 7.76%. He explained the increase in the Wages, Heat, and Land and Property line items. Discussion included: the pipe that burst in the generator room this past weekend; the new generator and tank installation; the Municipal Building Reserve account balance; resealing of the back parking lot; and possible increase of the Municipal Building Reserve account.

S) Other Protections

Town Manager Richard Davis reviewed the proposed 2018 Other Protections budget in the amount of \$468,273, which is a decrease from 2017 of \$30,219, or -6.06%. He explained increase in the Traffic Light Maintenance line item, and the decrease in the Insurances line item.

ITEM 2: To Review the Following Proposed 2018 Departmental Budgets: (Cont.)

T) Debt Service

Town Manager Richard Davis reviewed the proposed 2018 Debt Service budget in the amount of \$102,830, which is an increase over 2017 of \$624, or 0.61%. He reported that the bank changed their rate for the Police Station, the town garage will be paid off in four years, and the fire truck was paid off in 2017.

U) Legal Reserve

Town Manager Richard Davis reviewed the proposed 2018 Legal Reserve budget in the amount of \$10,000, which is an increase over 2017 of \$2,500 or 33.33%. He reported that the Reserve balance will be approximately \$30,000.

V) ADA Reserve

Town Manager Richard Davis reviewed the proposed 2018 ADA Reserve budget in the amount of \$1,500, which is the same as 2017. He explained that this line item is for future accessibility projects.

W) Transportation Advisory Committee

Town Manager Richard Davis stated that the balance in this account is carried forward from year to year.

X) Contracts / Public Services

Town Manager Richard Davis reviewed the proposed 2018 Farmington Library appropriation request in the amount of \$202,409, which is an increase over 2017 of \$6,380 or 3.0%. Library Treasurer Benjamin West and Barbara Marshall were present to help answer any questions the Selectmen may have. They indicated that the Library's request has been revised to \$199,409, which is an increase over 2017 of \$3,380 or 1.7%. Discussion included: the newly installed heat pump system; the addition of a new line item to replace the rubber roof membrane in the lower part of the library, build a Reserve account, and conduct an independent financial audit; the increase in paper materials, training for library staff, and replacement of computers with customer support built in; research of an IRA retirement plan; lack of a librarian presently; fundraising efforts; and revised numbers will be ready to present to the Budget Committee by January 10th.

Town Manager Richard Davis reviewed the proposed 2018 Gay Cemetery appropriation request in the amount of \$1,000, which is the same as 2017.

Town Manager Richard Davis reviewed the proposed 2018 Franklin County Animal Shelter appropriation request in the amount of \$15,520, which is the same rate as 2016-2017.

Mr. Davis recapped that there was an overall decrease of 2.2%. He stated that the Department Heads don't ask for more than they need. The Unassigned Fund Balance was discussed.

ITEM 3: To Discuss Other Business

- A) Stephan Bunker reported that he will not be able to attend the Budget Committee meeting tomorrow night.

