FARMINGTON BOARD OF SELECTMEN

Tuesday, April 14, 2015

Chairman Joshua Bell called the meeting to order at 6:30 P.M. with the following members present: Stephan Bunker and Michael Fogg. Andrew Buckland and Matthew Smith were unable to attend. Town Manager Richard Davis, Town Secretary Linda Grant, Wastewater Superintendent Steve Millett, Sewer Clerk Mavis Gensel, Public Works Shop Manager/Chief Mechanic Jonathan Alexander, 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 and Approve the Proposed 2015 Sewer Department Budget

Richard Davis reviewed the spreadsheet and breakdown of the proposed 2015 Sewer Department budget in the amount of \$978,884, which is an increase of \$18,525 or 1.93% over 2014. Mr. Davis pointed out that the Wages line item includes the new Operator position previously approved by the Selectmen. Wastewater Superintendent Steve Millett was present and reviewed the projects this budget will cover, some of which will be funded from Reserve accounts. Projects explained included: painting and sealing one clarifier; upgrade of two remaining pump stations; incorporating the influent pumps into the Supervisory Control and Data Acquisition (SCADA) system; upgrade of Treatment Plant water system; incorporation of a Geographic Information System (GIS), which other departments will eventually be utilizing and sharing in the annual operation costs; alternate power source for pump stations; and completion of trunk line cleaning. Mr. Davis stated that this budget does not result in any rate increase, and also reiterated that a number of the previously noted projects will be funded from Reserve accounts.

Stephan Bunker moved to approve the 2015 Sewer Department budget in the amount of \$978,884; Michael Fogg seconded.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Buckland/Smith)

ITEM 3: To Approve the First Quarter 2015 Sewer Commitment

Richard Davis reported that the rates remained the same as the fourth quarter of 2014: Residential/Rental and Commercial Rate = \$7.285 / 100 cubic feet Residential/Rental and Commercial Minimum = \$36.43 / 500 cubic feet

ITEM 3: To Approve the First Quarter 2015 Sewer Commitment (Cont.)

Stephan Bunker moved and Michael Fogg seconded, as Sewer Commissioners, to approve the first quarter 2015 Sewer Commitment.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Buckland/Smith)

The Selectmen, acting as Sewer Commissioners, signed the Commitment.

ITEM 4: To Approve the Purchase of Miscellaneous Highway Equipment totaling \$66,300 from the Public Works Equipment Reserve Account

Richard Davis reported that Public Works Director Denis Castonguay is on vacation this week and reviewed the proposed purchases. Shop Manager/Chief Mechanic Jonathan Alexander was present and handed out pictures of the dump bodies that they currently have. He explained the different types of dump bodies and the maintenance each type requires. Discussion included ways to extend the life of dump bodies.

Stephan Bunker moved to approve the purchase of miscellaneous highway equipment totaling \$66,300 from the Public Works Equipment Reserve account; Michael Fogg seconded.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Buckland/Smith)

ITEM 5: To Award the bid for Cemetery Mowing

Richard Davis reviewed the tabulation of the three bids received. He recommended awarding the bid to the low bidder, Bartlett Builders and Landscaping of Farmington, contingent upon receipt of the determination from the Workers' Compensation Board that he is an Independent Contractor for purposes of worker's compensation. Mr. Davis stated that Mr. Bartlett's references were all highly favorable.

Stephan Bunker moved to award the bid for cemetery mowing to Bartlett Builders and Landscaping at a cost of \$5,200 for the cemetery lots and \$800 for the noncemetery lots for each year of the three-year contract, contingent upon receipt of the appropriate insurance certificate; Michael Fogg seconded.

VOTE	AFFIRMATIVE	3	ABSENT	2	MOTION CARRIED		
	(Buckland/Smith)						

ITEM 6: To Renew the Policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits and State Fees

Richard Davis stated that this is an annual renewal that takes place after Board Officers have been elected following the annual Town Meeting, and explained the Policy and signing options of the Warrants.

Stephan Bunker moved to renew the Policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits and State Fees Option 1; Michael Fogg seconded.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Buckland/Smith)

The Selectmen signed the Policy.

ITEM 7: To Renew the Town of Farmington Mission Statement on Safety

Richard Davis explained that the Mission Statement on Safety is part of the Workers' Compensation Leader Program which requires renewal if there is a change in membership of the Board of Selectmen. He stated that there is no change in the Mission Statement itself.

Michael Fogg moved to renew the Town of Farmington Mission Statement on Safety; Stephan Bunker seconded.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Buckland/Smith)

The Selectmen signed the Mission Statement.

ITEM 8: To Consider Authorizing a Legal Review of the Town's Personnel Policy

Richard Davis explained that the Personnel Policy has been in place for quite some time and there have been amendments to it over the years, but to his knowledge it has never had a legal review. It is his feeling that with all the changes in state and federal requirements it may not be in compliance, so he has spoken with Attorney Frank Underkuffler who has agreed to conduct a formal review of the policy at a cost of approximately \$1,500.

Michael Fogg moved to authorize a legal review of the Town's Personnel Policy; Stephan Bunker seconded.

ITEM 8: To Consider Authorizing a Legal Review of the Town's Personnel Policy (Cont.)

Mr. Davis clarified that Attorney Underkuffler's review will include suggestions on improvements, additions and deletions. In answer to resident Peter Tracy's inquiry as to whether there is anyone on staff at Maine Municipal Association (MMA) or Maine Bureau of Labor (MBL) who could perform such a review, Mr. Davis stated that MMA wouldn't do an in depth review like this unless it was on a contract basis, and to his knowledge it is not the type of work that MBL would do.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Buckland/Smith)

ITEM 9: To Consider the Application of Peter Tracy to Serve on the Budget Committee

Richard Davis reviewed Peter Tracy's application. Mr. Tracy was present to answer any questions the Selectmen may have.

Michael Fogg moved to appoint Peter Tracy to fill a 2017 term vacancy on the Budget Committee; Stephan Bunker seconded.

VOTE	AFFIRMATIVE	3	ABSENT	2	MOTION CARRIED		
	(Buckland/Smith)						

ITEM 10: To Consider the Application of Ryan Haggan to Serve on the Budget Committee

Richard Davis reviewed Ryan Haggan's application and Town Secretary Linda Grant reported on the Committee vacancies.

Stephan Bunker moved to appoint Ryan Haggan to fill a 2016 term vacancy on the Budget Committee; Michael Fogg seconded.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Buckland/Smith)

ITEM 11: To Appoint an Alternate Representative to the Maine Municipal Association's Legislative Policy Committee

Richard Davis explained that he is Town's representative and Ryan Morgan was the alternate, but with Mr. Morgan no longer being on the Board, another alternate should be appointed. Mr. Davis also explained that Stephan Bunker is now the President of Maine Municipal Association so he cannot be the alternate, and neither can Andrew Buckland as he is a State Representative. It was pointed out that anyone interested can attend the meetings.

ITEM 11: To Appoint an Alternate Representative to the Maine Municipal Association's Legislative Policy Committee (Cont.)

Michael Fogg moved to appoint Joshua Bell as an alternate representative to the Maine Municipal Association's Legislative Policy Committee; Stephan Bunker seconded.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Buckland/Smith)

ITEM 12: To Accept the Resignation of Matthew Smith from the Budget Committee, Planning Board, and Recreation Committee

Richard Davis stated that as a newly elected Selectman Matthew Smith cannot serve on these Committees or Board.

Stephan Bunker moved to accept the resignation of Matthew Smith from the Budget Committee, Planning Board, and Recreation Committee with thanks for his years of service; Michael Fogg seconded.

VOTE	AFFIRMATIVE	3	ABSENT	2	MOTION CARRIED		
	(Buckland/Smith)						

ITEM 13: To Approve the Minutes of February 10 and 24 & March 10, 18, and 24, 2015

Michael Fogg moved to approve the minutes of February 10 and 24 & March 10, 18, and 24, 2015; Stephan Bunker seconded.

- VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Buckland/Smith)
- ITEM 14: To Discuss Other Business
 - A) Richard Davis reported that Brian Halwix has been hired for the part-time Recycling laborer position, and since he has a Commercial Drivers License (CDL) he will be able to drive the roll off truck to Norridgewock. Mr. Davis stated that Mr. Halwix started his employment today.
 - **B**) In answer to Stephan Bunker's question as to the status of the filling of the Public Works Department Truck Driver/Laborer positions, Richard Davis stated that the positions have been advertised and 18-19 applications have been received and there are several good candidates.

ITEM 14: To Discuss Other Business (Cont.)

C) Michael Fogg generated a discussion regarding MaineDOT's proposed Wilton Road lane changes. He explained that he is uncomfortable trying to make a decision at this time and suggested that a public meeting with department heads, with the recommendations of all members of each department be scheduled, namely the Public Works, Police and Fire Rescue Departments, as they are the departments that will be most affected. It was suggested that the opinion of the Sewer Department would also be welcome, even though its involvement is not at the same level as the other three departments. Richard Davis stated that he has already asked the three department heads to put together a recommendation and bring it to the Selectmen. It was the general consensus of the Selectmen that the polling of each department's members is a good approach, which Mr. Davis will ask the department heads to do.

There being no further business to come before the Board, Stephan Bunker moved to adjourn at 7:35 P.M.; Michael Fogg seconded.

VOTE	AFFIRMATIVE	3	ABSENT	2	MOTION CARRIED
			(Buckland/Si	mith)	

Minutes respectfully submitted by Linda H. Grant.

Andrew R. Buckland - Secretary