

# FARMINGTON BOARD OF SELECTMEN

Tuesday, January 8, 2019

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, Town Secretary Linda Grant, Treasurer LucyAnn Cook, Police Chief Jack Peck, Fire Rescue Chief Terry Bell, Deputy Chief /Budget Committee Chairman Clyde Ross, Deputy Chief Tim Hardy, and Captain Tim Hardy, Parks & Recreation Director Matthew Foster, Code Enforcement Officer Steve Kaiser, Public Works Director Philip Hutchins, 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 2019 Departmental Budgets:**

Richard Davis handed out numerous updated spreadsheets, pointing out that the updates are highlighted on the Appropriations Summary sheet. Mr. Davis stated that there was an overall increase over 2018 of \$318,686 or 5.50%.

### **A) Treasurer / Clerk**

Treasurer LucyAnn Cook reviewed the proposed 2019 Treasurer/Clerk budget in the amount of \$262,416, which is an increase over 2018 of \$8,703, or 3.43%. She explained the increase in the Elections, Personnel/Expenses, and Books/Periodicals line items, as well as the decrease in the Legal/Advertising line item. Town Secretary Linda Grant made and handed out copies of the updated Elections detail sheet.

### **B) Cemeteries**

Treasurer LucyAnn Cook reviewed the proposed 2019 budget in the amount of \$91,982, which is a decrease from 2018 of \$1,010, or -1.09%. She explained the increase in the Personnel and Motor Fuel line items. Discussion included: inclusion of funds in the Infrastructure Reserve again this year for fence replacement, and grave stone restoration.

### **Q) T.A.N.**

Treasurer LucyAnn Cook reviewed the proposed 2019 T.A.N. budget in the amount of \$5,000, which is the same amount as budgeted in 2018. She explained that there has been no need to use this account in the last four years. If there is a need, however, TD Bank has assured Mrs. Cook that a bond can be closed with them in three days. Richard Davis pointed out that the problem with T.A.N. bonding is that they now require bond counsel, which is very expensive. He also pointed out that the auditor has informed them that interest must be paid to the Sewer Department whenever funds from its Reserve account are utilized for cash flow.

### **C) General Assistance**

Town Manager Richard Davis reviewed the proposed 2019 General Assistance budget in the amount of \$25,000, which is the same amount as budgeted in 2018. Mr. Davis and Treasurer LucyAnn Cook both commended Leanne Dickey for her management of this service.

## **ITEM 2: To Review the Following Proposed 2019 Departmental Budgets: (Cont.)**

### **D) Assessing**

Town Manager Richard Davis reviewed the proposed 2019 Assessing budget in the amount of \$149,104, which is an increase over 2018 of \$12,003, or 8.75%. Mr. Davis explained the increase in the Contractual Services line item due to the Agreement the Town has entered into with Assessor John O'Donnell, and the TRIO software.

### **E) Code Enforcement**

Code Enforcement Officer Steve Kaiser reviewed the proposed 2019 Code Enforcement budget in the amount of \$161,137, which is an increase over 2018 of \$7,461, or 4.86%. He explained the increase in the Personnel and Professional Services line items. Mr. Kaiser and Public Works Director Philip Hutchins explained the GIS project that they and Wastewater Superintendent Steve Millett are implementing this year. Richard Davis contributed to the discussion.

### **F) Police**

Police Chief Jack Peck reviewed the proposed 2019 Police Department budget in the amount of \$1,393,975, which is an increase over 2018 of \$87,923, or 6.73%. Chief Peck explained the largest increases which were in the Personnel, Motor Fuel, Contractual Services, and Vehicle & Equipment line items, as well as the decrease in the Professional Services, Uniforms and Uniform Maintenance line items. Discussion included the department's vehicle replacement schedule and process thereof.

### **G) Fire Rescue**

Fire Chief Terry Bell reviewed the proposed 2019 Fire Rescue Department budget in the amount of \$535,223, which is an increase over 2018 of \$10,816, or 2.06%. Chief Bell explained the increase in the Personnel and Travel/Education line items, as well as the decrease in the Vehicle Maintenance line item. Discussion included: the department's vehicle replacement schedule, the Reserve Account balance, which is estimated to be at \$279,000; and the problems they're having with Engine 1.

### **H) Parks and Recreation**

Parks and Recreation Director Matthew Foster reviewed the proposed 2019 Parks and Recreation Department budget in the amount of \$182,222, which is an increase over 2018 of \$6,662, or 3.79%. He explained that the majority of the increase is in the Part-time/Seasonal line item due to the minimum wage increase. Discussion included mower repair and replacement.

### **I) Community Center**

Director Matthew Foster reviewed the proposed 2019 Community Center budget in the amount of \$130,781, which is an increase over 2018 of \$10,101, or 8.37%. He explained the increase in the Personnel, Heat, and Building Repair/Maintenance line items, as well as the decrease in the Electricity line item. Discussion included: rental fees; gym lighting; boiler replacement, Building Reserve balance and use; and wear and maintenance of the gym floor protective matting.

**ITEM 2: To Review the Following Proposed 2019 Departmental Budgets: (Cont.)**

**J) Public Works**

Public Works Director Philip Hutchins reviewed the proposed 2019 Public Works budget in the amount of \$1,375,157, which is an increase over 2018 of \$69,485, or 5.32%. He explained the increase in the Personnel/COLA and Overtime, Office Supplies for GIS startup, Safety Equipment per Bureau of Labor recommendations, Cemeteries Maintenance, and Vehicle & Equipment Reserve line items. Discussion included: front end loader replacement/cost; the military surplus truck; a recommendation to have the roads through Fairview and Riverside cemeteries maintained before Memorial Day; Vehicle & Equipment Reserve balance; and garage boiler replacement.

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

Town Manager Richard Davis reviewed the proposed 2019 L.O.R.A.P. budget in the amount of \$158,780, which is the same as 2018. Mr. Davis explained that this budget amount comes from the State.

**L) Five Year Road Program**

Public Works Director Philip Hutchins reviewed the proposed 2019 Five Year Road Program budget in the amount of \$270,000, which is a decrease from 2018 of \$736, or -0.27%. He and Town Manager Richard Davis explained the 2019 road projects that will be funded from this line item. Mr. Davis stated two more 5-year road plans should put the Town in maintenance mode.

**M) Recycling**

Public Works Director Philip Hutchins reviewed the proposed 2019 Recycling budget in the amount of \$97,027, which is an increase over 2018 of \$478, or 0.50%. Richard Davis explained that the Town is terminating its hauling contract with Archie's, but owner Alan Archibald is willing to do short term hauling if needed until the Town's truck is fully operational. Mr. Davis pointed out that the largest increase in this budget is in the Contractual Services line item because of the Tipping Fees. Discussion included adjustment of disposal fees.

**N) Administration**

Town Manager Richard Davis reviewed the proposed 2019 Administration budget in the amount of \$268,286, which is an increase over 2018 of \$27,987, or 11.65%. He explained the largest increase in this budget is in the Wages line item due to the Town Secretary's retirement, and overlap for training.

**O) Committees & Events**

Town Manager Richard Davis reviewed the proposed 2019 Committees and Events budget in the amount of \$7,300, which is an increase over 2018 of \$500 or 7.35%. He explained the increase in the Special Projects line item is for Town promotional opportunities, which there seem to have been an increase in this past year.

**P) Municipal Building**

Town Manager Richard Davis reviewed the proposed 2019 Municipal Building budget in the amount of \$84,835, which is a decrease from 2018 of \$16,692, or -16.44%. He explained the increase in the Heat line item, as well as the decrease in the Personnel/Wages and Land & Property line items, and reviewed the proposed projects budgeted in the Land & Property line item.

**ITEM 2: To Review the Following Proposed 2019 Departmental Budgets: (Cont.)**

**R) Other Protections**

Town Manager Richard Davis reviewed the proposed 2019 Other Protections budget in the amount of \$539,655, which is an increase over 2018 of \$71,382, or 15.24%. He explained the increase in the Street Lights, Hydrants and Insurances line item, and the decrease in the Ambulance Service and Traffic Light Maintenance line items.

**S) Debt Service**

Town Manager Richard Davis reviewed the proposed 2019 Debt Service budget in the amount of \$99,755, which is a decrease from 2018 of \$3,075, or -2.99%.

**T) Legal Reserve**

Town Manager Richard Davis reviewed the proposed 2019 Legal Reserve budget in the amount of \$30,000, which is an increase over 2018 of \$20,000 or 200%. He reported that the Reserve balance was completely depleted due to the hiring of a new Town attorney at higher hourly rates, and the rise in legal consultations.

**U) ADA Reserve**

Town Manager Richard Davis reviewed the proposed 2019 ADA Reserve budget in the amount of \$1,500, which is the same as 2018. He explained that this line item is for future accessibility projects.

**V) Contracts / Public Services**

Town Manager Richard Davis reviewed the proposed 2019 Farmington Library appropriation request in the amount of \$201,704, which is an increase over 2018 of \$2,295 or 1.15%.

Town Manager Richard Davis reviewed the proposed 2019 Gay Cemetery appropriation request in the amount of \$1,000, which is the same as 2018.

Town Manager Richard Davis reviewed the proposed 2019 Franklin County Animal Shelter appropriation request in the amount of \$16,296, which is an increase over 2017-2018 of \$776 or 5%.

**W) Outside Agencies**

Town Manager Richard Davis reviewed the proposed 2019 Outside Agencies requests which are the same as last year but rounded off. He stated that the Outside Agencies will be giving their presentations to the Budget Committee on Wednesday, January 23<sup>rd</sup>.

Richard Davis reported that the first Budget Committee meeting will be at 6:30 P.M. on Wednesday, January 9<sup>th</sup> in the downstairs meeting room.

**ITEM 3: To Approve the Holdover of 2018 Expenses**

Richard Davis reviewed a memo from Treasurer LucyAnn Cook dated January 4, 2019 requesting the Selectmen's approval to holdover prior year budget amounts totaling \$14,476.85 in budgeted items that are not yet complete for various reasons from the 2018 budget.

**ITEM 3: To Approve the Holdover of 2018 Expenses (Cont.)**

**Scott Landry moved to approve the holdover of 2018 expenses totaling \$14,476.85; Michael Fogg seconded.**

**VOTE AFFIRMATIVE 5 MOTION CARRIED**

**ITEM 4: To Establish a Reserve Account with \$670.00 Donated in Memory of Evelyn Ferrari to Sponsor Level 6 Red Cross Students (Students who Completed the Highest Level of Red Cross Swim Instruction)**

Richard Davis explained that this fund will sponsor students who completed the highest level of Red Cross swim instruction.

**Michael Fogg moved to establish a Reserve account with \$670.00 donated in memory of Evelyn Ferrari to sponsor Level 6 Red Cross students; Stephan Bunker seconded.**

**VOTE AFFIRMATIVE 5 MOTION CARRIED**

**ITEM 5: To Authorize the Town Manager to Enter into an Agreement with Central Maine Power Company to Convert the Streetlights to LED Fixtures**

Richard Davis reviewed the proposed 15-year contract and backup information, including one document that shows the \$22,000 in potential savings with the LED fixtures. Mr. Davis pointed out that the contract has been reviewed by legal counsel and found to be fine.

**Michael Fogg moved to authorize the Town Manager to enter into an agreement with Central Maine Power Company to convert the streetlights to LED fixtures; Scott Landry seconded.**

Mr. Davis stated that it will likely be July before the conversion is started.

**VOTE AFFIRMATIVE 5 MOTION CARRIED**

**ITEM 6: To Review a Draft Lease Agreement for the Anson Street Parking Lot**

Richard Davis reviewed the draft Lease Agreement that he would like to take to the County Commissioners for their approval. He stated that both Attorneys Paul Mills and Amanda Meader have reviewed and approved the Agreement.

**Stephan Bunker moved to approve the draft Lease Agreement for the Anson Street parking lot; Scott Landry seconded.**

Joshua Bell generated a brief discussion regarding the striping of the parking lot.

**VOTE AFFIRMATIVE 5 MOTION CARRIED**

**ITEM 7: To Accept the Downtown TIF Advisory Committee’s Recommendation to Appropriate \$100,000 from the Downtown TIF Reserve Account for Decorative Streetlights and Sidewalks on Front Street**

Richard Davis stated that there should be \$44,000 left in the Reserve Account after Phase I of the Front Street project is complete, plus the \$100,000-\$125,000 that will be added this year. The Committee has asked him to look into the possibility of purchasing the 27 decorative streetlights outright so he has asked Goings Electric to get him a quote. If it is decided to purchase the lights outright, the only thing that would have to go out to bid would be the installation of the lights.

**Michael Fogg moved to accept the Downtown TIF Advisory Committee’s recommendation to appropriate \$100,000 from the Downtown TIF Reserve account for decorative streetlights and sidewalks on Front Street; Matthew Smith seconded.**

**VOTE AFFIRMATIVE 5 MOTION CARRIED**

**ITEM 8: To Consent to an Application for Registration for Beano/Bingo at the West Farmington Elks Lodge on March 17, 2019 for the Farmington Emblem Club #460**

Richard Davis stated that this is an annual event and pointed out that the State has changed the application format from a License to a Consent to Register.

**Matthew Smith moved to consent to an Application for Registration for Beano/Bingo at the West Farmington Elks Lodge on March 17, 2019 for the Farmington Emblem Club #460; Stephan Bunker seconded.**

**VOTE AFFIRMATIVE 5 MOTION CARRIED**

The Selectmen signed the registration application.

**ITEM 9: To Grant Blanket Approval to Farmington Lodge #2430 BPOE for Beano/ Bingo and Games of Chance for a Period of one year, from January 1, 2019 through December 31, 2019**

Richard Davis stated that both Item 9 and 10 are the standard annual blanket letter of approval and suggested that the Selectmen approve both Items together.

**Matthew Smith moved to grant Blanket Approval to Farmington Lodge #2430 BPOE for Beano/ Bingo and Games of Chance for a period of one year, from January 1, 2019 through December 31, 2019; Stephan Bunker seconded.**

**VOTE AFFIRMATIVE 5 MOTION CARRIED**

The Selectmen signed the Blanket Approval.

**ITEM 10: To Grant Blanket Approval to the Roderick-Crosby Post 28 American Legion for Beano/Bingo and Games of Chance for a Period of one year, from January 1, 2019 through December 31, 2019**

**Matthew Smith moved to grant Blanket Approval to the Roderick-Crosby Post 28 American Legion for Beano/Bingo and Games of Chance for a period of one year, from January 1, 2019 through December 31, 2019; Stephan Bunker seconded.**

**VOTE AFFIRMATIVE 5 MOTION CARRIED**

The Selectmen signed the Blanket Approval.

**ITEM 11: To Accept Cynthia Ferguson’s Resignation from the Downtown TIF Advisory Committee**

Richard Davis stated that Ms. Ferguson has not been able to attend any of the meetings.

**Matthew Smith moved to accept Cynthia Ferguson’s resignation from the Downtown TIF Advisory Committee with a thank you to be sent; Scott Landry seconded.**

**VOTE AFFIRMATIVE 5 MOTION CARRIED**

**ITEM 12: To Consider the Application of Isaac Raymond to Serve on the Recreation Committee**

Richard Davis reviewed Mr. Raymond’s application and stated that Parks and Recreation Director Matthew Foster has indicated that he has been an asset to several recreation programs.

**Stephan Bunker moved to appoint Isaac Raymond to fill a 2021 vacancy on the Recreation Committee; Matthew Smith seconded.**

**VOTE AFFIRMATIVE 5 MOTION CARRIED**

**ITEM 13: To Approve a Municipal Quitclaim Deed**

Richard Davis reviewed a Quitclaim Deed releasing any interest the Town might have on account of undischarged liens on property of Marshall Cassidy located at 416 Holley Road.

**Matthew Smith moved to approve a Municipal Quitclaim Deed for Marshall Cassidy; Scott Landry seconded.**

**VOTE AFFIRMATIVE 5 MOTION CARRIED**

The Selectmen signed the Quitclaim Deed.

**ITEM 14: To Approve the Minutes of December 4 and 11, 2018**

**Scott Landry moved to approve the minutes of December 4 and 11, 2018; Stephan Bunker seconded.**

**VOTE AFFIRMATIVE 5 MOTION CARRIED**

**ITEM 15: To Discuss Other Business**

- A)** Scott Landry pointed out that Barclay's in Wilton announced that they will be closing its business, putting 228 employees out of work. Richard Davis stated that Greater Franklin Development Council Executive Director Charlie Woodworth and State task forces will be working with the displaced employees. Mr. Landry stated that there will be a special Selectmen's meeting in Wilton tomorrow night to discuss the matter.
- B)** Stephan Bunker asked that the Selectmen schedule a meet and greet in the near future with the new University of Maine at Farmington President. Richard Davis explained that a new President has not yet been appointed.
- C)** Joshua Bell pointed out the 2018 excise tax increase. Richard Davis stated that it was approximately \$100,000 more than he had estimated.

There being no further business to come before the Board, **Matthew Smith moved to adjourn at 8:32 P.M.; Michael Fogg seconded.**

**VOTE AFFIRMATIVE 5 MOTION CARRIED**

Minutes respectfully submitted by Linda H. Grant.

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Michael J. Fogg - Secretary