

Town of Farmington  
Board of Selectmen Public Meeting Minutes  
Monday, November 28, 2022  
Selectmen's Chambers  
356 Main Street-Farmington, NH 03835

**Board Members Present:**

Gerry Vachon, Chairman  
Charlie King, Vice Chairman  
Ann Titus  
Doug Staples  
Penny Morin

**Others Present:**

Ken Dickie, Town Administrator  
Becky Dickie, Town Clerk/Tax Collector  
Bobbi Gibbs, 500 Club Treasurer

**Call to Order:**

Chairman Vachon called the meeting to order at 6 p.m.

**Pledge of Allegiance:**

All present stood for the Pledge of Allegiance.

**Public Input:** None

**Review of Minutes:**

November 21, 2022- Non-Public Session A- No errors or omissions

**Motion:** (Titus, second Morin) to accept the 11-21-22 Non-Public Session A the minutes as written passed 5-0.

**Motion:** (King, second Staples) to seal the minutes for 60 days as disclosure would adversely affect the reputation of a person other than a member of the board passed 5-0 by a roll call vote (Vachon, King, Staples, Morin, Titus-aye).

**Old Business:**

**Farmington 500 Club Water Rates-** Bobbi Gibbs came forward and said the board asked for financial information on what the club paid for water in the last 3 years and gave the board a copy of what they have paid since 2005 when she became Treasurer.

Mr. King read that in 2005 they paid \$29, 2006 (\$128), 2007 (\$181); 2008 (\$193), 2009 (\$210), 2010 (\$212), 2011(\$157), 2012 (\$304), 2013 (\$253), 2014-2017 (\$253), 2018 (\$255), 2019 (\$420), 2020 (\$1774), 2021 (\$981). He said then they have \$587 this year without the bills that she has.

Mrs. Morin asked what year the club added the Paulson the Road facilities. She recalled Ms. Gibbs said it was in 2012 at the previous meeting.

Ms. Gibbs said that she didn't know but that it was probably earlier than that. She asked what year the amount jumped up.

Mrs. Morin said that the biggest jump was in 2012 it went up to \$304.

Mr. King said then it went back to \$253 for 5 or 6 years.

Mr. Vachon then recused himself from this discussion and asked Mr. King to take over as Chair for this portion of the meeting.

Mr. King said in 2020 it was \$1700.

Ms. Gibbs said in the left hand side of the sheet she gave them it shows each quarter and that could have been the year there was a leak and they got one bill abated but paid the other so that is probably what that was. She said she has a note that says they paid \$1543.01 for meters so they must have installed the meters and they paid it. So that's why 2020 was high she said. She said 2021 is where in one quarter they were billed and paid for the leak that they hadn't fixed.

Mr. King asked if it would be fair to say that up until last year they were on somewhat of a fixed rate.

Ms. Gibbs said yes.

Mr. King said last year after talking with the Selectmen the club decided to try it (being billed on usage).

Ms. Gibbs said nobody had numbers for them or could tell them what they were paying for usage so it was hard to determine what it would cost them because they had been paying small amounts of fixed rates. She said they needed to see what a full year of usage would be.

Mrs. Morin asked what their bill was for this year.

Ms. Gibbs said it was around \$5500 and the board had her usage spreadsheet at the previous meeting but she didn't print out for tonight.

Mr. Staples said they could put them on a fixed rate but then the rest of it is going back on the rate user. He said Mrs. Morin had a good idea to put it in an admin budget or something like that to try to help offset the rate users. Because of what they do for the town I wouldn't mind helping them but that's a lot to put back on the user that's already under water because the water and the sewer is already in the red he said.

Mr. King said that's a separate discussion for a different reason.

Mrs. Titus said she would like to come up with a rate that is fair and reasonable for the 500 Club. She said they could come up with it as a group, maybe with Ms. Gibbs here too and say this is what they're going to pay every year. She said she didn't think their property on Summer St. was that expensive and maybe they would pay that bill and...

Ms. Gibbs said both properties have irrigation systems and meters.

Mrs. Titus suggested they could have a set rate and if the 500 has extra money they want to donate to the Town or a stipulation if they make this amount of money they will pay this amount because they know their bill is higher than what they're paying for the set rate. You could make a contract with them she said.

Mr. King said like Mr. Staples said if they abate the amount down to \$2,000 that \$3,000 doesn't

go in the kitty and if the budget is the same the rate payers have to pick up the difference. He said one thought he had after last week's meeting was to put forth a warrant article to see what the town would want to do. He said that would be reflective of the entire town not the users so it would water down their opinion.

Mrs. Titus said if they do it with a warrant article there are people on Ten Rod Road that have wells that go to the 500 and there are a lot people on that side and a lot of people on this side of town that go to the 500. She said that might be the way to listen to the people and put it in a warrant article with a rate and say this is what we want to do and the Selectmen and the 500 Club board could speak to it at Town Meeting and then go from there.

Mrs. Morin said if they put it in a warrant article and the town's folks say no then "no means no" and then they can't abate it because the townspeople said no they don't want to fund it.

Mrs. Titus asked what if they say for the following years the 500 Club will pay this rate and put it on a warrant article and keep it separate. The people might go for that she said.

Mr. King said about 30% of the people in town are on Town water.

Mrs. Titus said she pays a good amount of money for Town water and her bill goes up and down. She said she has a meter for her outside water now and asked if that is something the club could do.

Ms. Gibbs said have a timer and they are looking into another one where if there is rain in sight the irrigation system won't go on.

Mrs. Morin asked if they could put a line in the budget for the 500 Club.

Mr. King said they could.

Mrs. Morin said then it's part of the budget and part of what they support, part of what they believe the town should support and if they put a \$3,000 line in the budget and made the 500 responsible for \$2,000 or some kind of cap on there that might be the way to get everybody to care of the 500 and the people they serve.

Mr. King said in the past there was a \$900 line item for the 500 if they asked for a donation and they may not have asked for it over the past few years.

Ms. Gibbs said they didn't know they had to make a request for that.

Mr. King said they get a lot of requests from other non-profits and they're not just going to give them money if they don't request it. He said over the past few years the requests have gone to the board and they make a determination if it will be included in the budget or not.

Mrs. Morin asked if they know the savings they've had in not doing that other than the \$900 that they didn't ask for and if there is an amount left over.

Mr. King said there is no amount set aside for those donations and each time there is a request each board decides if they can award that from the taxpayers.

Mr. Dickie suggested doing a percentage of the bill. He said they have meters on both fields and with whatever percentage they work up as their usage goes up their payment will go up and as it comes down their payment will go down. He said if they did a percentage as a base rate it

would be locked in and that's what they would pay. When Becky (Town Clerk) gets the bill for the total amount and they're only paying 40% that's what she bills them he said.

Mr. King asked if they would abate back to a fixed percentage on the water only.

Mr. Dickie said that is what he is thinking.

Mr. King said he would be inclined to do that because it would also keep the 500 conscious of what they are using for water. He said they would be paying a portion of it even though it's pro-rated down so they wouldn't be wasting it unnecessarily and the rate payers would have a contribution towards their expenses. It would be nice to somehow get the consent of the users but we're not going to get that tonight he said.

**Motion:** (King, second Titus) to abate the water usage back to 50% of their usage for 2022;

**Discussion:** Mr. King said this is just for this year and then maybe they will have an answer to making something more permanent if somebody comes up with a really good idea.

Ms. Gibbs asked if she could base it off from what they paid for the first quarter if she paid the whole bill.

Mr. King said this is for the entire year so if \$5900 was the usage for the entire year then they would just pay half of the water and for the sewer they would pay 100%. He said that would get them through this year and then they could talk about potentially putting it in the budget.

**Vote:** The motion passed 4-0-1 (Vachon abstained).

Mr. Staples asked if they should waive the fees and penalties for the late charges for them.

Mrs. Morin said they did that at the last meeting.

Mr. Staples said Mrs. Titus made a motion to stop the charges but she didn't include waiving them and there are a bunch of late fees on there.

Mrs. Titus said the late fee is 8%.

**Motion:** (Staples, second Morin) to waive the late fees and fines for the 500 Club passed 4-0-1 (Vachon abstained).

Mr. Vachon returned to his position as Chairman.

**Set Tax Rate-** Mr. Dickie said he worked with the NH Dept. of Revenue Administration last week and they finally got all the numbers in and they called us back with the anticipated tax rate to present to the board and it is as follows: Municipal-\$6.87(2021-\$6.30=+57 cents); County-\$2.64 (2021-\$2.61=+3 cents); Local Education-\$13.49 (2021-\$12.61=+88 cents); State Education-\$1.40 (2021-\$1.85= -45 cents). He said based on the total the tax rate is at \$24.40 for 2022 and last year it was at \$23.37 for an increase of \$1.03.

He said with the way it is set up right now the overlay sits at about \$10,000 and that is to be able to offset any abatement challenges on taxes. He said this year the Huckins land came before them and they had to abate \$25,000 or in that range but he didn't see that coming this year.

Mr. King asked if the Assessing Clerk didn't see any potential cases for the NH Board of Tax & Land Appeals that would necessitate more set aside than that.

Mr. Dickie said she didn't see anything she just wanted him to mention it to the board. He said the current amount retained (in the fund balance) is 8.87% at \$1,505,549 and the maximum (recommended retention) is 17% and the minimum is 5% and we are at 8.87%. Bear in mind that under the overrun with sewer and the overrun with water we ought to be cautious with looking at what we can do with the tax rate he said.

Mr. King said if they were to buy it down the lowest he would consider would be down to 7%. He said to bring it to 7% would be approx. \$150,000 but they should hold that potential extra in reserve since they know they have some bridge repairs coming up and they may need a little extra money to complete that project or additional funding may be required for a bond if the taxpayers approve or for adjusting for wastewater and water shortfalls based upon the rates and where we have been a little over budget on some lines this year.

**Motion:** (Morin, second Staples) to set the tax rate at \$24.40;

**Discussion:** Mr. King said that represents a 4.4% increase.

**Vote:** The motion passed 5-0.

### **Budgets:**

**Executive Administration-** Mr. Dickie reviewed the budget with the board as follows:

**Selectmen's Salaries-**(level funded at \$13,500)-He said there was no increase to this line.

**Training-**(level funded at \$1,000)- He said he held this line flat because of his lack of knowledge on municipalities and he anticipates doing some training to get up to speed.

**Town Hall Telephone-**(2022-\$11,880; 2023 proposed-\$6,600) - Mr. Dickie said it is an average of \$550 a month from Breezeline plus the stipend for the Town Administrator's cell phone.

Mr. Vachon said this is a decrease of approx. \$5,000.

Mr. King said the current year budgeted was \$11,880 and he was proposing \$6,600 and they've only spent \$3,087 and asked if he knew why that was budgeted so high in prior years.

Mr. Dickie said he didn't know why and that he pulled out the details and he didn't see anything in that and he will work with the Finance Admin. to try to figure out why it was at \$11,800.

Mrs. Morin said they've only expended \$3,087 and we've got 3 months to go so that's 9 months for the \$3,000 and asked if they're going to get up to \$6,600.

Mr. King said he said he was basing that on the average monthly bill plus the cell phone and asked if we are not caught up on our bills because at \$550 a month it would be a lot higher than their current expenditures.

Mr. Dickie said this is through the end of Sept. and they weren't at the time that this budget came out so they had to catch up.

Mr. Vachon added that Breezeline just went up on their rates.

**Town Printing** (2022-\$4,000; 2023-\$6,000) - Mr. King said this line was over budget.

Mr. Dickie said this was due to all printing and the hiring process, etc. and it isn't going to change. He said right it's over budget by \$1,450.10.

**Administrative Dues** (level funded at \$6,500) - Mr. King asked what is in this line and if the

Strafford Regional Planning fees are in there.

Mr. Dickie said that is part of it but it also has the NHMA dues so administrators across the state can attend training at a reduced rate.

Advertising (2022-\$1,500) - Mr. Dickie said he held this line at \$1,500.

Town Office Supplies (2022-\$5,000; 2023-\$7,500) - He said the cost has increased to keep our buildings clean.

Mr. King asked if that includes paper.

Mr. Dickie said no it's just the supplies to clean the Town buildings.

Mrs. Morin asked if that was \$5,000.

Mr. Dickie said that's what he saw when he pulled out the detail on it. He said he thought it also included pens, paper, etc. too but it's just the cleaning supplies.

Mrs. Morin said they're over expended in that line (by \$2,054) and that doesn't make sense to her for cleaning supplies and asked if they are getting the Tidy Bowl Man to come in.

Mr. King asked if this if this includes the outside cleaning service.

Mr. Dickie said it does not include his salary.

Mrs. Titus asked if it was the stuff for needed for COVID.

Mr. Dickie said it's the janitor coming in and cleaning the building and all his cleaning supplies he needs to clean the buildings.

Mrs. Morin said so in addition to this we are also paying someone to use these supplies.

Mr. Staples said he is also cleaning the Rec. Center and all places like that too.

Mrs. Morin said the Rec. Dept. should have their own line for cleaning supplies.

Mr. King asked if this is just for this building (Town Office Building) and not the other buildings.

Mr. Dickie said as far as he knows but he will have to check to see if everything for the Town Hall is being charged to this line as well and he will get back to the board on that.

Administrative Maintenance Agreements (2022-\$23,000; 2023-\$32,460) - Mr. Dickie said this line includes all the licensing for their computer systems. He said the line was over expended by \$4,000 and the Town Clerk/Tax Collector's Avitar costs \$10,000 a year and the old system was just over \$5,000 so he had to increase that line to absorb the new systems they have in place.

Mr. King asked him to breakout all of the things that are under there in the future.

Town Office Equipment (level funded at \$6,000) - Mr. Dickie said he held this line but he may potentially reduce it.

Mrs. Morin asked what office equipment he foresees needing this year.

Mr. Dickie said he didn't know if he would need all \$6,000 but they may need to replace some computers and his laptop is copping out right now.

Town Administrator's Salary (2022-\$98,550; 2023-\$91,000) - Mr. Dickie said he put what he is currently making.

Selectmen's Secretary (2022-\$39,644; 2023-\$19,240)- Mr. Dickie said half of the salary for this position is charged to this line and the other half is charged to welfare as her duties are split

between the Secretary and the Welfare Dept. positions.

Administrative Support Secretary (2022-\$2,000; 2023-\$2,500) -Mr. Dickie said this line is for front desk coverage when they have people out. He said he tried to factor in another \$500 not knowing where he is going to land on the front desk (coverage).

Administrative Assistant (2022-\$0; 2023-\$25,000) - He said this is a new line and is one of the two part time positions that were approved by the board and he figured it at 3 days a week at \$20 an hour.

Wage Adjustments Executive (2022-\$3456; 2023-\$3381) – Mr. Dickie said he figured this at 2.5%.

Meeting Minutes Secretary (level funded at \$5,000) – Mr. Dickie said he held this line.

Town Mileage (level funded at \$1,500) – Mr. Dickie said he left this amount there because he is going to start traveling for training.

Town Hall Postage (2022-\$9,000; 2023-\$10,000) – He said he surmised this cost is going up so he added \$1,000 and asked if the board wanted to “flat line” this line item.

Mr. Staples asked if this line is paying for everything including code enforcement mailings.

Mr. Dickie said right now everything is coming out of this line. He said they are using a postage machine where they have to download an amount to be used within a certain length of time and then everybody uses that to stamp their envelopes.

**Revaluation of Property- Appraisals/Revaluation (level funded at \$25,000)**

Mr. Dickie said he has the numbers in the budget for FICA, Medicare, etc.

Mr. Vachon asked if that is an accurate number for the health insurance (2022-\$29,427; 2023-\$11,993).

Mr. Dickie said yes and this is without him taking it and half of the Welfare Director is in there. He said the previous Town Administrator was on a family plan which is about \$23,000.

Mr. King said on the FICA he has \$10,259 and prior it was \$9,700 and asked if the FICA is for all the salaries in this line if it was a bad number from last year or if this year’s number is too high. He asked Mr. Dickie to have the Finance Administrator check this. He then asked if all the salaries go in this line.

Mr. Dickie said he had to tag the Selectmen’s salaries, his salary and the new \$25,000 position.

Mr. King said the Selectmen’s salaries and the new position that has not been filled are in this number so it is probably correct and it wasn’t correct last year.

Mr. Dickie said last year the administrative (Executive) budget total was \$283,132 and this year it is \$277,724.

Mr. King said he needs to look at the Town Office Equipment line, Town Supplies and the Town Hall Telephone lines again.

**Legal Expenses (2022-\$85,000; 2023-\$90,000)** – Mr. Dickie said legal services is a crapshoot from where he is sitting because he doesn’t know what we will have coming at us.

Mr. King asked if that is retainer amount we are paying them not on a case by case basis.



Mr. Dickie said Mr. King is probably right.

Mr. Vachon said he thinks they are on retainer but he didn't think that covers everything.

Mr. King asked if that was a number from the law firm or if he was forecasting that.

Mr. Dickie said he forecasted that number and he would contact them and get a solid number.

Mr. King asked how long the Town has been with Drummond Woodsum and if this is the time to put this out to bid and consider other proposals. He said if this is a retainer fee he would be curious to see it because when it was set it was based upon certain people in the firm being available to us and he didn't know if those people are available to us at all but that might not change it budgetarily.

**Personnel Administration** – Mr. Dickie said he basically flat lined everything except Town Health Reimbursement which he increased by \$5,000 (from \$10,000 to \$15,000) because it appears that the whole Police Dept. has opted to use the \$1,000 high deductible plan which means there will be an increase in reimbursements. He said there are currently 12 people in this plan plus another 13 or 14 with the Police enrollment for a total of 26 people so he increased it to try to put it into perspective of what we have now and what's coming into it. Mrs. Morin said by changing to the high deductible plan they're saving somewhere else so it will be offset.

Mr. Dickie said with the Police going into the high deductible they are saving a little over \$43,000 for the Town.

**Insurance** – **Property and Liability** - Mr. Dickie said this amount came from what they sent him in the mail so the Property & Liability Insurance went from \$189,420 to \$208,563.

**Other General Government** – **Capital Project-FCTV** (2022-\$60,000; 2023-\$65,000) – Mr. Dickie said he increased this line and asked the board if they wanted to talk about this now or in non-public session.

Mr. King asked if this comes in as revenue also.

Mr. Dickie said yes.

Mr. King asked for the revenue amount for last year.

Mr. Dickie said he didn't know off the top of his head but they could talk in non-public session about this.

**Animal Control** – Mr. Dickie said he held what was there because we are probably coming into a tough year and he doesn't know if there will be more activity here.

Mr. King said the total is only \$1,900 and if they have to shelter some large animals it will eat into that.

**Health Agencies & Hospitals** – Mr. Dickie said he has not heard back from the Cornerstone VNA or the Homemakers yet so he carried over what they had last year. He said he has contacted them but he hasn't seen anything yet.

Mr. King asked if these amounts were what the town gave them or that's what they requested.

Mr. Dickie said we gave Cornerstone that amount (2022-\$5,468) and the Homemakers (2022-



\$2,011) have not reached out or sent a bill in yet.

Mrs. Titus said in the past the Cornerstone VNA or anybody requesting money would have to send a letter in requesting this amount of money and asked if that policy was still in effect.

Mr. Dickie said they have to send a letter in but knowing they are in budget season he reached out to them to see if he could get that number ahead of time.

**Welfare Administration** – Mr. Dickie said ½ the salary (\$19,240), ½ of the wage increase (\$481) and ½ of the benefits expenditures for the Welfare Director are in this section of the budget. He said based on the numbers he has now the total for last year was \$776,661 and the proposed 2023 total is \$760,540. He said he would look into those numbers the board targeted and then get back to the board.

Mr. King said one of them was a detailed breakdown of the maintenance agreements.

Mr. Vachon and Mrs. Morin added and of the cleaning supplies.

Mr. King asked if the IT support is in the administrative budget and if not what it would be under.

Mr. Dickie said it's spread out and each dept. has its own.

Mr. King asked where that cost is for this building and that he didn't see it in there.

Mr. Dickie said he didn't see it and he would have to look for it. He said he thinks it is part of the administrative fees and he will get them that detail.

**Election, Registration & Vitals-** Town Clerk/Tax Collector Becky Dickie said 2 lines stayed the same at their current salaries (TC/TC-\$62,816 and Deputy TC-\$40,560).

**Training & Conventions** (2022-\$3,000; 2023-\$3,600) - She said she increased this line a little bit but that will be contingent on the new position.

**New Clerk Position (\$26,000)** She said she is asking for a new part time position based on the fact that she is planning to retire in April 2024 so she needs to train someone because her deputy does not want the responsibility of being Town Clerk/Tax Collector and she would like to stay as Deputy.

Mr. Vachon asked if that is a position we could have for a couple of years and then once she retires they could eliminate it.

Mrs. Dickie said they could and that this year with her getting in the accident and being out, Jen getting sick and Pat being by herself showed that it really should be a 4 person office and it's really tough to not have that 4<sup>th</sup> person. She said it always was 4 people until the previous TC/TC retired but that is a discussion for another day. She said when she leaves it will be totally up to the board as to whether they bring in a part time person or not.

Mrs. Morin asked if the main reason for that person is just to train them.

Mrs. Dickie said yes so she can train them because they would be working pretty much directly with her. She said the good thing is that Michelle and Pat are very strong and they can run the day to day stuff they just don't do her pieces of it.

Mr. King said he didn't disagree with the logic but just because they hire someone part time

doesn't mean that person will want the job or get elected to the job.

Mrs. Dickie said her intension is to do the same thing that former TC/TC Kathy Seaver did and have them come in and be very upfront with them about it has to be a resident because they have to be a registered voter or be a resident to run the elections and it is going to be tough to find somebody who is going to want part time and then want to go full time.

She said she would work through April so they could be appointed through the next election which would give them an entire year and then they would have to run for their term.

Mr. King asked if she was saying that potentially that person would be on the ballot in 2023.

Mrs. Dickie said they would not be on the ballot until 2025 because it won't be until after the 2024 election so they would have 2 years under their belt at that point.

Mr. King said but it would only be 1 year at full time.

Mrs. Dickie said it would be 1 year full time unless they want make the position full time next year and then they would have 2 years at full time.

Mrs. Morin asked if it would be part of the job posting for a part time person to train for...

Mrs. Dickie said it will be spelled out that it has to be a resident because they would like this position to be working into full time and becoming the TC/TC.

Mrs. Morin said she didn't know if back filling that way would work but it worked in her case.

Mrs. Dickie said she came in full time as Deputy but we have a full time Deputy.

Mrs. Morin asked if the Deputy couldn't train somebody coming in as an elected TC/TC because she doesn't want it.

Mrs. Dickie said she doesn't do a lot of the liens and the deeds and she knows of them but because she is on the window every day it's not something she has been doing.

Mr. King said the Deputy position is appointed by Mrs. Dickie so if things were to change she could make a change to that appointment in the next 2 years. He said she is looking to have the board approve a part time position added to that dept. and how it all works out is under her control.

He said things could change along the way and people could move on.

Mrs. Dickie said she has no way of knowing and that she didn't expect Jen to leave this year. We were very fortunate to get Michelle and she hit the ground running. Normally it takes a year to get somebody up to speed she said.

Mr. Vachon asked if she was not a resident.

Mrs. Dickie said she is not resident nor does she want to be TC/TC and she is enjoying not having that responsibility after doing it for 10 years.

Mr. King said last year her budget total was approx. \$209,000 and asked if that was an increase over the prior years or if it had been higher than that.

Mrs. Dickie said it should have been higher than that and she found out the hard way because the health line was not high enough because Jen's health buy out was not taken into consideration. She said that is why the clerk line is over right now and it is going to be over

more because she had a little over \$6,000 in buyout and that was not accounted for. That \$31,800 is just Pat and I so it got taken out of my payroll line instead of out the health line like it was the previous year she said.

Mr. King asked if in prior years her health line would carry any health buyout.

Mrs. Dickie said it gets transferred from health to payroll and then gets given to them through payroll.

Mr. King asked in last year's budget if that buyout cost was in that health care number or not.

Mrs. Dickie said it was not in there.

Mr. King said so it wasn't in there to be transferred to payroll and it wasn't in the payroll either.

Mrs. Dickie said that's correct and that's why she is over spent there.

Mr. King said her budget really should have been \$213,000 or \$214,000.

Mrs. Dickie said it should have been \$214,000 or \$215,000 because it was over \$6,000 as she had a family plan so she was somewhere between \$500 and \$600 a month in her buyback.

Mrs. Morin asked if the buyback is not a fixed price.

Mrs. Dickie said it depends on the plan.

Mrs. Morin asked if it is a monthly buyback.

Mrs. Dickie said yes.

Mr. King asked if a person is getting the buyout if it would just be a buyout at the single rate.

Mrs. Dickie said her understanding is if they are eligible for the family plan then they get the buyout for the family.

Mr. King asked Mr. Dickie if that is how it's spelled out in the policy on the buyback rate.

Mr. Dickie said yes.

Supervisors of the Checklist (2022-\$3,200; 2023-\$4,500) - Mrs. Dickie said she has 3 lines highlighted on her spreadsheet one is the new position and the other one is the Supervisors of the Checklist. She said she called Mrs. Seaver today to find out what she thought they would be doing for hours next year because they are going to start sending letters to people when they find out that a home has sold if it's a primary residence of a voter asking if they stayed in town or did they move out of town so they can keep the voter list more up to date and not have as big of a cleanup to do every 10 years.

Mr. King asked if this is a new requirement.

Mrs. Dickie said it's a recommended practice that was not done before because most of our Supervisors didn't get on to the software. She said now they have 2 out of the 3 that get into the software regularly so they have the ability to do it and then it wouldn't be as big a jump every 10 years when they do it.

She said there is also a possibility that the primary could be pushed into December 2023 so she has budgeted just for Supervisors, food and ballot clerks in case we have that extra election so she may not end up spending all of that.

Health (2022-\$31,812; 2023- \$44,418) - She said the health line went up because Michelle is

taking the single person health benefits where Jen was getting the buyback and it wasn't accounted for at all.

Ballot Clerks (2022-\$1,800; 2023-\$1,200) - Mrs. Morin asked if they were going down in ballot clerks.

Mrs. Dickie said this year we had extra elections and next year she is budgeting for 3 instead of 4.

FICA (2022-\$9,440; 2023- \$8,796) - Mr. King asked her to check her FICA line.

Mrs. Dickie said she was going to look at that and she didn't think she added the new position.

Mr. King said if you have the Deputy TC/TC, the TC/TC plus the 2 part time positions that is \$150,000 in payroll and then the ballot clerks and the Supervisors of the Checklist may also qualify for FICA, Medicare and Medicaid.

Mrs. Dickie said ballot clerks do not and Supervisors do.

Mr. King said say that is \$160,000 in payroll and if you multiply that by .0765 it would be about \$12,200. He said the Health line has an increase but her other lines should be double checked.

Mrs. Dickie said it would only affect the FICA and Medicare lines because it's a part time position so shouldn't affect the other ones and she did not add the new position in.

Mr. King said she may also want to check the Unemployment and Worker's Comp lines.

Mrs. Dickie said she and Mrs. Heon were working on that yesterday and she thinks they did 4 positions there. She said that it doesn't matter what their salaries are it's just 3 positions vs. 4 positions and she thinks they did calculate those in yesterday.

Mr. King said the Worker's Comp should be based on a per \$100 rate so say it's \$2.50 per \$100 of payroll so it would affect it based on the total dollars of payroll.

Mrs. Dickie said she would look at them again.

There were no other questions for Mrs. Dickie.

Mr. Vachon asked if that was it for budgets.

Mr. Dickie said that was it for tonight and the last budget to review would be next week with Mr. Tiffany and the Highway Dept. budget.

#### **Additional Board Business:**

**Town Office Building Keys** – Mrs. Morin said they have talked about re-keying and security and there have been a lot of key players that have moved on from this building and that it's time to re-key the building. She said she tried to get in on Friday and her key didn't work in the door and Mr. King had to let her in.

Mr. Vachon asked if any of the board had a key to the Selectmen's Chambers.

All of the Selectmen said they did not have a key to their chambers and they only have keys to the front door.

Mr. Dickie said he could have some keys made up for the board.

Mr. Vachon said the question is if he can get the building re-keyed and issue keys to just the personnel that need them. He said if they have not retrieved all keys from former employees or

copies of keys from former employees there could be former employees that still have keys and there is no security system they can lock them out of so they can come at their own free will. He said with the turnover rate in the past few years they should check on getting this building re-keyed including Mr. Dickie's office.

Mr. King said he would like to start with an estimate.

Mr. Vachon said he didn't think it would be a lot to re-key the front and back doors and they could probably get a lock set from Cameron's for Mr. Dickie's office. He said a company could come in and re-key the tumblers and cut them all good keys that are original keys not copies of copies of copies. He said he was okay if they wanted to call and get a price first he just didn't think it would be much.

Mr. King said in the long term they should look at going to a key badge system or key fobs and he is curious to see how much money they are spending each time they do this and maybe they could have paid for the system already. He said he is not opposed to doing it but he would like to know what that cost is so they can look at other systems potentially to go for better security that can be changed on the fly without having to re-key the locks every time somebody leaves. He said you can even do a battery operated lock where everyone gets their own code so it shows who accessed when and they also tie into a cell phone app and can be activated by a key fob, push key and fingerprint and it tells who logged on.

Mr. Vachon asked Mr. Dickie to get a price to re-key this place and let the board know.

Mrs. Morin said she would like to have a price for next Monday's meeting if possible. She asked if the board should give him an amount not to exceed.

Mr. King said he was okay with having him proceed to get it done and use that bill for information because he didn't think they were ready to come up with a new plan and he didn't want to be pressured for one either. Especially with the cost and this year we're trying to not spend any money we don't have to but I do agree we need to re-key the building he said.

Mr. Vachon said let's get it done.

**Computer/Internet Security** - Mr. King said he and Mr. Dickie had a discussion with Soup2Nuts IT Technician Eric Miles on Friday and he would like Mr. Dickie to request a proposal from him for some upgrades he feels they should do as far as electronic access to this building, individual Town e-mails for Selectmen and possibly an e-mail for the Chairman of each of the boards/committees. He said there is information there they should be managing and it should be coming through one central source.

He said he would like Mr. Miles to put together a proposal for where he thinks the security needs improvement like logging onto our system from outside, using authentication on certain things, increased security regarding passwords and not sharing log-ins. He said Mr. Miles is a consultant for other businesses and he could recommend what they should do this year and they can look at it and go with all of them or maybe add a few more. It's not a cost basis per se it's being better with our data and the security of our information as it comes and goes he said.

**Christmas Tree Lighting-** Mrs. Titus said the tree lighting is Friday night and the Farmington Preservation and Improvement Organization and the Farmington Police and Fire Depts. have worked hard to put this together. She said the Friends of Farmington is doing a Tree Festival and most of the businesses downtown will be open so please support your local businesses.

**Highway Dept. Supervisor** - Mr. Vachon said the weather is changing and Mr. Tiffany is trying but he is not a Highway Foreman and asked where we stand with a Supervisor for the Highway Dept. garage.

Mr. Dickie said he planned to talk about that in non-public session following the public meeting.

**Tax Deeded Properties-** Mr. Vachon asked the status of the properties they had asked to be tax deeded and notified so they can sell them.

Mr. Dickie said they are in the 90 day process for the 2 lots in town. He said they are having problems getting back to 1 of the land owners and he would verify their status with the TC/TC.

#### **Town Administrator's Business:**

**Budget Workshop Schedule-** Mr. Dickie said next week there is one more presenter for the budget and that will complete the dept. heads presenting their budgets to the board and after that the last day they can present the Town budget at a public hearing before the Budget Committee is Feb. 7. He said they typically go before them in Jan. and he is assuming they are going to want some budget workshops to hone in on what they presented.

He said asked the board if they wanted to have some Monday meetings as budget workshops and just handle only critical information or to have an additional meeting on top of their Monday meeting to do a budget workshop.

Mr. King said next week they have the Highway Dept. budget and there are going to be some budgets he wants to recall that need minor adjustments like the Executive Administration budget where there are a few things they need to discuss but they don't need to go through the whole thing. He said some of the other budgets are pretty tight already and they need some other things so it may boil down to second presentations and discussions by 3 depts. and the rest may be the board discussing certain things with Mr. Dickie to go back to the dept. heads regarding certain things in their budgets that could be looked at and not necessarily have to have them come back. I don't think we need to see everybody for a second round it's just areas we feel we can squeeze some money out or we have to address he said.

Mr. Dickie said they could use the rest of next Monday's board meeting to start that process and if it needs to go to the following week it will. He said that is how he will populate the schedule and keep the agendas for critical needs only until they get thru the budget process.

Mrs. Morin said if they find they need to speak more on the budgets there is no meeting here next Tues. so they can recess next Monday's meeting until Tuesday as well.

Mr. Vachon said they would have to recess it to Wed. because you have to post the meeting 24 hours before it takes place.

Mrs. Morin said that wouldn't be necessary because they would recess the meeting so it would

be the same meeting with the same posting.

Mr. King said they would be continuing the meeting until tomorrow and he thinks Mrs. Morin is right but it wouldn't hurt to double check it.

**County Nursing Home Proposal-** Mr. Vachon asked what the big packet of information the board received was for.

Mr. Dickie said it was for information only and during the Budget Committee meeting Joe Pitre made a pitch to the committee about building an assisted living nursing home in the Dover area for \$1.5 million. He said there is a meeting next Monday and he didn't think anyone was going to attend but he wanted to keep the board up to speed on what is going on that could affect our county taxes.

Mr. King said it was \$170 million and it proposes an increase of 30%-40% of our costs on an annual basis.

Mr. Vachon asked Mr. Dickie if the stamps that say "FYI" and "Non-Public" are still in the office and if not if he would get a couple of them so they don't bring up things meant for non-public session in public or if it's an FYI they don't need to talk about it.

Mr. Dickie said he doesn't have them but he would get some.

**Town Budget Year End Review-** Mr. Dickie said they sent the packages out to the Budget Committee and right now they have about 14% of the budget left for the remainder of the year. He said their expenses are through Nov., all the payrolls have been uploaded through Nov. and they are at about \$960,000 left for the remainder of the year.

Mrs. Morin asked if the remainder of the year meant until voting in March or the end of Dec.

Mr. Dickie said it is through Dec. 31, 2022.

Mrs. Morin asked if they have to carry funds until March.

Mr. Dickie said no and the way it is set up they spend money that was not approved until March. He said there is an RSA that allows them to spend money at a "reasonable" level until the voting takes place.

Mr. King said there is 14% of the budget left with 1 month to go and asked if it looks okay.

Mr. Dickie said it will be close but we'll be okay.

Mr. King said they might want to see if there are any big ticket items that will come by the end of the year.

Mr. Dickie said he is already scrubbing that now and he worked with Mrs. Heon that afternoon to see if there are any big ticket items that may surprise us to make sure they have it all covered.

Mrs. Morin asked for a final number for the expenses for the ARPA funds at the next meeting.

Mr. Vachon asked Mr. Dickie if he got in touch with the DRA to see if the ARPA funds have to be spent this year or could be put in the general fund.

Mr. Dickie said they have until 2024 to spend the ARPA funds.

Mr. Vachon asked if there is a way to keep track of what hasn't been spent in the budget.



Mr. Dickie said yes and he is tracking it now.

Mr. Vachon asked if it would carry over to next year and not get lost in the fund balance.

Mr. Dickie said Fund 20 is set up for the ARPA funds and what has been expended. He said he has the project list on an Excel spreadsheet and a budget is set up at Fund 20 and they compare them.

**Next Meeting:** Monday, December 5, 2022

**Non-Public Session A:**

**Motion:** (Morin, second Titus) to enter non-public session under RSA 91-A: 3 II (a, c) Compensation, Reputation passed 5-0 by a roll call vote (Vachon, King, Staples, Morin, Titus-aye) at 7:19 p.m.

**Motion:** (Vachon, second Staples) to come out of non-public session passed 5-0 at 7:36 p.m.

**Non-Public Session B:**

**Motion:** (King, second Titus) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 5-0 by a roll call vote (Vachon, King, Titus, Morin, Staples-aye) at 7:37 p.m.

**Motion:** (Morin, second Staples) to come out of non-public session passed 5-0 at 7:42 p.m.

**Non-Public Session C:**

**Motion:** (Morin, second King) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 5-0 by a roll call vote (Vachon, King, Staples, Titus, Morin-aye) at 7:42 p.m.

**Motion:** (Morin, second Titus) to come out of non-public session passed 5-0 at 7:51 p.m.

**Non-Public Session D:**

**Motion:** (King, second Titus) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 5-0 by a roll call vote (Vachon, King, Titus, Staples, Morin-aye) at 7:51 p.m.

**Motion:** (King, second Titus) to come out of non-public session passed 5-0 at 7:59 p.m.

**Non-Public Session E:**

**Motion:** (Titus, second Morin) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 5-0 by a roll call vote (Vachon, King, Titus, Morin, Staples-aye) at 7:59 p.m.

**Motion:** (Morin, second Staples) to come out of non-public session passed 5-0 at 8:06 p.m.

**Adjournment:**

**Motion:** (Staples, second Morin) to adjourn the meeting passed 5-0 at 8:06 p.m.

Kathleen Magoon  
Recording Secretary

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Gerry Vachon, Chairman

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Charlie King, Vice Chairman

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Ann Titus

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Penny Morin

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Douglas Staples