

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, December 13, 2021
Selectmen's Chambers

Board Members Present:

Paula Proulx, Chairman
Neil Johnson, Vice Chairman
Ken Dickie
Doug Staples

Board Members Absent:

Gerry Vachon

Others Present:

Arthur Capello, Town Administrator
John Drury, Police Chief
James Reinert, Fire Chief
Erica Rogers, Rec. Dept. Director

1). Call to Order:

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

2). Pledge of Allegiance:

All present stood for the Pledge of Allegiance.

3). Public Input:

Lighted Christmas Trail – Mr. Capello complimented the Rec. Dept. on the Lighted Trail this weekend that was absolutely fabulous. He said he was there both nights and there were a total of approx. 200-250 people that went through on both nights even though it was wet and cold on the second night. They did a fabulous job and it only gets better from there he said.

Mr. Dickie said he went through the trail and he was impressed.

Chairman Proulx said she heard good things about it and everyone seemed to be happy with having done it.

Mr. Capello said the Farmington Fireman's Relief Assoc. did a pancake breakfast with Santa in association with the Rec. Dept. that went over tremendously.

Mr. Johnson asked how many people attended the pancake breakfast.

Rec. Dept. Director Erica Rogers said about 35 to 45 people attended the breakfast.

Mr. Capello then gave a shout out to Farmington House of Pizza owner Jodi Tan for donating her staff to do the cooking for the breakfast. It was a very busy but fun weekend he said.

Mr. Johnson thanked all the volunteers that were there including Fire Chief James Reinert and Mrs. Reinert and Santa for attending.

Mr. Capello thanked the man with the moose on his front lawn on Main Street (he did not know the man's name) for donating the beautiful sled and reindeer he made to the Rec. Dept. that is now located outside of the Public Safety Building.

4). Review of Minutes:

December 6, 2021 – Non-Public Session A – No errors or omissions

Motion: (Johnson, second Staples) to approve the minutes as written passed 4-0.

5). Capital Improvement Plan Committee Appointments:

Mr. Capello asked if the board also wanted to appoint the Town staff members in addition to the new at-large member. He said the staff members are himself and Mrs. Rogers and the applicant is Blueberry Drive resident John Cormier. He suggested that the board reps. be appointed by separate motions.

Motion: (Johnson, second Dickie) to appoint John Cormier, Erica Rogers and Arthur Capello to one year terms on the Capital Improvement Plan Committee passed 4-0.

Motion: (Johnson, second Staples) to appoint Tim Brown to Capital Improvement Plan Committee passed 4-0.

Motion: (Johnson, second Dickie) to appoint Rick Pelkey as the Planning Board rep. to the Capital Improvement Plan Committee passed 4-0.

Motion: (Johnson, second Dickie) to appoint Blanche Tanner to the Capital Improvement Plan Committee passed 4-0.

Mr. Capello said that he and Chairman Proulx would get together and set up the CIP meeting schedule after this meeting.

6). Parks & Recreation Dept. Budget:

Mr. Capello said while Mrs. Rogers is here he would also like to discuss the letter of support that Mr. Johnson worked on (potential grant for Fernald Park) and a plan for the grants. He asked the board to begin with the Parks & Rec. budget which is basically an administrative budget. (Actual expenditures are as of 12/06/21).

Recreation Payroll – (2021-\$45,500 budgeted, \$47,704 spent; 2022-\$84,300 requested)- He said the Rec. Dept. payroll is up \$39,300 partly because when they did the Rec. Dept. budget last year they only budgeted for a few months because they weren't sure what was going to happen with COVID and this is a full year's budget.

Parks & Program/Hay Day – (2021-\$1 budgeted, \$0 spent; 2022 request -\$6,000) – Mrs. Rogers said they are trying to run a lot of programs and one of the big ones is Hay Day. She said the last few years Hay Day funds were acquired through fundraising and they are having a hard time doing that now and people want it to come back but they are not super excited about it and it's hard to get sponsors without first showing them what they are trying to do.

She said when they looked at the fireworks display proposed for 2020 it was \$5,700 for a 15 minute show and she did not yet have a proposal for next year but assumed it would go up so they need a chunk of money for just that. We are trying to fundraise the best we can but we are on a time crunch and that's why we asked for that she said.

Mr. Johnson asked if this is just for fireworks.

Mrs. Rogers said it is not just for fireworks and is for programs and Hay Day all rolled together for wherever they fall short. She said their goal is to raise as much as they can prior to that and they can use it for other programs they want to run.

Mr. Capello said they were looking at this as seed money basically.

Parks & Rec. Overtime – (2021-\$1 budgeted, \$0 spent; 2022 request - \$0)

Parks & Rec. Training - (2021- \$500 budgeted, \$444 spent; 2022 request \$1,500) – Mrs. Rogers said she has 2 new staff people and there are some trainings coming up they would like to attend. She said the more they learn and connect with others the better the dept. will be.

Parks & Rec. Telephone – (2021- \$1,005 budgeted, \$1,385 spent; 2022 request-\$1,200) – Mr. Capello said this also includes the stipends.

Mrs. Rogers said this just includes her stipend as the Asst. Director doesn't get a stipend.

Rec. Dept. Supply – (2021- \$1,000 budgeted, \$625 spent; 2022 request-\$2,500) – Mrs. Rogers said they are trying to run as many programs as they can and they need supplies to do that.

Chairman Proulx said last year they budgeted for about a half year and that's probably why the increase is double the amount.

Mr. Capello said the amount is doubled for that reason and because they are doing more programs than in the past and they weren't doing nearly what they are doing now.

Mr. Dickie noted that the cost of materials has also increased.

Rec. Dept. Gasoline – (2021- \$1 budgeted, \$66 spent; 2022 request- \$1,500) – Mrs. Rogers said it's hard to tell how much they will use or what gas prices will be next year. She said she hopes to bring the trips back and they did bring the kids to the movies the other day in the Rec. Dept. van. We're slowly trying to get back to it but COVID is spiking right now so we are having a little trouble with Christmas vacation break but we are trying to get back to going on some trips and we'd love to bring some senior trips back as we've had a lot of requests for them she said.

Parks & Rec. Equipment – (2021- \$1,000, \$2,299 spent; 2022 request- \$2,500) – She said this includes the monthly payment for the copy machine and the other stuff they need around the building such as a ladder that was mentioned at another meeting.

Parks & Rec. Grant – (2021- \$1, \$100 spent; 2022 request-\$1) – Mr. Capello said this is the grant Mrs. Rogers came to the board with several months ago to rehab Fernald Park so they put \$1 in the line to keep it open. He said they may not realize the grant until 2023 so he didn't want to budget the full amount in there even though it would be offset with revenues until they know what that is and worst case scenario they would have to have a public hearing to accept it.

Maintain Parks – (2021-\$300 budgeted, \$410 spent; 2022 request-\$1,000) – Mrs. Rogers said this would be stuff like the Porta-Potty that goes to the park during the summer and for other minor things that need to be done around the park.

Parks & Rec. Vehicle – (2021-\$ 500, \$1,096 spent; 2022 request - \$1,000) – She said this line is for anything that needs to be fixed on the vehicles and to her knowledge they are in good working condition now.

Wage Increase – (2021- \$0 budgeted or spent; 2022 request- \$2,704) – Mrs. Rogers said this represents a 3% wage increase.

Chairman Proulx said the rest of the budget lines on pages 1 and 2 are filled in by the Finance Administrator (benefits and deductions).

Mr. Capello said although the budget is almost doubled that makes sense because they only budgeted for about 6 months last year. He recalled they discussed having to look at an increase once things were back up and running. We are doing a lot more activities and we're still down from 2020 which was the last pre-COVID year he said.

Special Events – (2021- \$1,002 budgeted, \$1,000 variance; 2022 request-\$2,300) – Mr. Capello said this is for the events they do in the park in the summertime like Candyland in the Park.

Mr. Johnson asked what the \$2,300 covers.

Mr. Capello said it covers things like bands playing in the park, the Easter Egg Hunt, the holiday parades, etc.

Mr. Johnson asked if this was the new software or a separate spreadsheet.

Mr. Capello said this is a separate spreadsheet they are running at this point and they are still working on some of the "bugs".

Possible Fernald Park Grant – Mr. Capello said they are applying for a grant to do some major improvements to Fernald Park. He said they didn't realize there would be letters of support (optional) until they got further into the process which is why this is coming to the board with such short notice. He asked Mrs. Rogers to explain the concept for the improvements with the understanding that this is not all encompassing and things could change as they go along.

Mr. Johnson asked for the total amount of the grant or if it is open-ended.

Mrs. Rogers said the grant is up to \$400,000 but they are not asking for that amount because it is a 50%/50% matching grant.

Mr. Johnson asked if the Town's 50% match could be in-kind (payment in goods or services).

Mrs. Rogers said the Town's 50% match can be cash or in-kind.

Mr. Johnson said the number Mrs. Rogers put forward is a little over \$100,000 so the Town would have to provide a \$50,000 match or that amount in-kind.

Mrs. Rogers said she was going to propose \$125,000 but that might be adjusted because they just got the second quote today. She said in the packet there are 2 quotes for the same playground structure, one for \$83,500 which includes delivery and installation and one for \$68,500 which includes delivery but does not include installation.

Chairman Proulx said that Mrs. Rogers had mentioned in an earlier conversation that it has to be more Americans with Disabilities Act compliant and asked if that is involved in this part of the proposal.

Mrs. Rogers said yes and the play structure meets the ADA requirements and has components on all levels. She said both companies they talked to said all of their stuff meets ADA requirements.

Mrs. Rogers said the site plan shows the groundwork and the pathways will be done to meet the ADA requirements so that is all encompassed in the site plan and the play structure.

Chairman Proulx asked if she had taken that into account in the budget for the grant.

Mrs. Rogers said yes.

Chairman Proulx asked if that cost is in the project cost estimate (\$104,960.64).

Mr. Capello said yes. He said this was developed by Norway Plains who helped them arrive at this estimate because a lot of it deals with FEMA rates and they did the site plan work and based on the layout calculated how much was needed for the gravel, etc.

Mr. Johnson asked how they proposed to meet the 50% match required from the Town.

Mr. Capello said part of it would potentially come out of the Rec. revolving account and...

Mr. Johnson asked if that is a legitimate expense from the revolving account.

Mr. Capello said yes because it deals with the kids and the park and he will get more clarity on that. He said they still plan to go to the Trustees of the Trust Funds and a majority of it will be in-kind with Town staff setting up the equipment because it is all based on the FEMA rates for the equipment, the manpower and the materials costs. We'll also be seeking donations he said.

Mr. Johnson asked if they would submit for the \$125,000 or what the total amount of the grant would be.

Mr. Capello said the total would be \$104,000.

Mrs. Rogers said if they decide to go with the play structure that costs \$68,000 she would drop it down to \$104,000. She said when they were looking at going with the \$83,000 structure they built in a buffer.

Chairman Proulx said she would rather leave the amount up there because there is no contingency built into this.

Mr. Johnson said that is just an estimate for the bill and they don't have to go by that. He said if the preliminary bid for the equipment is \$83,000 and they get it for \$63,000 that means there is \$20,000 they won't have to give us from the grant and they can spend up to that amount.

He said he would rather go high as long as we can justify it and make sure there are sufficient funds in there to cover what we need and if we need it then we'll worry about the matching part because there are a number of options. I know we have the Capital Reserve Funds for the betterment of the town he said.

Mr. Capello said we also have a Capital Reserve Fund for recreation equipment.

Mr. Johnson said that would apply to the play structure only. He said they also have American Rescue Plan funds that may assist with this.

Mr. Capello said the rules specifically state they can't use ARP funds to supplement the Town's matching portion of a grant.

Chairman Proulx then asked the board to read the letter of support that will be forwarded with the grant application to show that the Town supports what they are trying to do at the park.

Mr. Capello said they already have some of the in-kind match as any of the work done to get

the grant in is counted as an in-kind payment.

Mr. Johnson asked if the work done by Norway Plains was paid for from the Rec. Dept. budget.

Mr. Capello said yes and if they get the grant that will count towards the Town's 50% match.

Mr. Johnson asked how much was paid to Norway Plains.

Mr. Capello said the work was done by Randy Tetreault and the total was \$6,000 and he charged us \$2,000 and donated the rest.

Chairman Proulx thanked Mr. Tetreault for his donation.

Mr. Staples asked if Mrs. Rogers had reached out to Tom Huckins to see if he will donate the mulch needed for the project.

Mrs. Rogers said she has not done so yet.

Mr. Johnson said they can do that once the grant is awarded and that could be part of the Town's matching portion.

Mr. Staples said even if they bought the mulch from Mr. Huckins it would be cheaper than what is on the project estimate.

Mr. Johnson said that is because he was required to charge at the FEMA rates. He said if they get the grant they can start going out to local businesses and purchasing from them.

Selectmen then signed a copy of the support letter.

Mrs. Rogers said the application is due on Friday and because she will be out on Thursday and Friday she will have it done and submitted by Wednesday.

Mr. Capello said this is the first time that he, Mrs. Rogers and Mrs. Dickie-Yelle have done something like this and it has not been a short process and gave them a lot of credit for getting everything in and done amongst everything else they've been doing.

7). Water/Wastewater Budget: Postponed until next week

8). Fire Dept. Budget:

Mr. Capello said approx. \$160,000 of this budget increase is from the wage increases the board voted on this year that they needed to keep people. (Actual expenses as of 12/06/21).

Fire Dept. Chief – (2021- \$65,520 budgeted, \$65,616 spent; 2022 request- \$71,240) – Chief Reinert said the increase in this line is from the salary increase the board voted over the fall.

Per Diem Fire Day – (2021-\$398,600, \$397,682 spent; 2022 request - \$550,000) – He said the only thing not calculated in this yet is the approved 2 hour minimum call back because it is a fluctuating number so he didn't address it and he thought they will be okay. He said for next year he used an average of what they previously did and it wasn't that big of a number.

Overtime – Chief Reinert said the dept. does not currently have overtime.

Physicals- (2021-\$1,000 budgeted, \$1,381 spent; 2022 request-\$1,000) – The Chief said he level funded this line and the expenditures would be dependent on the number of applicants and there was an increase in cost from the previous company Seacoast Redicare and then they closed and now they use Convenient MD and they increased their rate by \$14 per physical. He

said they had a few more applicants this year than in previous years so that is why this line was overspent by about \$400.

Mileage – (2021- \$1 budgeted, \$686 spent; 2022 request-\$100) - Chief Reinert said he budgeted \$100 for next year and that typically they put \$ 1 in this line. He said car 1 has been in and out of service so they did utilize the mileage line this year and looks like it was significantly overspent because there was only \$1 in the line. He said he was open to returning the line to \$1 if board so desired.

Telephone – (2021-\$3,900 budgeted, \$3,606 spent; 2022 request-\$3,900) – The Chief said this line includes the cell phone stipends and the station phone/fax line and it is about \$100 a month for the fax and the phone and the stipends for the 3 Chiefs.

Mr. Capello asked if this also included their tablets.

Chief Reinert said that comes under the software line.

EMS Billing Services – (2021- \$10,000 budgeted, \$6,956 spent; 2022 request-\$10,000) – The Chief said in the previous 2 years they spent up to the \$10,000 and they have not received the bills for Nov. and Dec. yet to pay out of this line.

Software – (2021-\$4,632 budgeted, \$5,594 spent; 2022 request - \$6,500) - He said this line went up this year and they did a few projects with the **American Rescue Plan** funds. He said this line covers their emergency reporting software, the cable boxes, e-mail and the increase is going to be for the scheduling software. He said until the budget passes the association has been paying the monthly per-user fee for scheduling and it's a lot easier and more user friendly than trying to build the schedules by hand. It depends on the number of users per month and they said they average about \$1,000 per year for the scheduling software and I would like to keep it he said.

He said the quote from the Town's IT person to do their annual "PM's" and the firewall updates for the Fire Dept. side of the Emergency Operations Center was \$1,800 for the yearly PM's and the firewall was \$450 so that is why they have the bump in this line this year.

Office – (2021-\$2,000 budgeted, \$2,686 spent; 2022 request-\$2,000- The Chief said office supplies is one of those kinds of things that they may/may not use and he tries to "squirrel away" stuff each year. He said this past year they overspent the line as the price of toner went up though the roof and it was hard to get for the copier they use.

Training – (2021-\$7,500 budgeted, \$6,075 spent; 2022 request- \$5,500) – The Chief said they have 2 people that are interested in taking an advanced class which also brings in more revenue if they are advanced and use those skills. He said a couple of people want to do some more leadership training with the company officer and instructor classes. He said they were typically in the \$7,500 - \$9,000 range but he thinks there will still be an issue with the availability of the classes offered through the academy and other programs so he dropped this line.

Uniforms – (2021-\$3,600 budgeted, \$2,965 spent; 2022 request-\$4,500) – Chief Reinert said the cost of uniform shirts and job shirts has gone up so that is why this line has gone up almost

\$900 and that should outfit the dept.

Protective Clothing- (2021-\$8,000 budgeted, \$2,458 spent; 2022 request-\$4,200) – He said this line was under spent because some of the turnout gear sets they were supposed to replace were for people that have since moved on so they didn't have to replace it. He said they are in line to replace one set of turnout gear and some helmets, gloves and structural boots this year.

Chemicals – (2021-\$100, \$0 spent; 2022 request-\$100) – Chief Reinert said \$100 is what they pay to purchase more foam. He said they keep a 5 gallon bucket on each truck and thankfully they don't have to use it that often but when they do it's about \$98 per 5 gallon pail they get through the Division of Forests and Lands.

Medical Supplies – (2021-\$11,000 budgeted, \$11,038 spent; 2022 request-\$12,000) – The Chief asked if the board wanted to talk about potentially increasing this line. He said the big ticket item is oxygen and because of the pandemic they are going through a lot of oxygen and it can be costly when you use a lot and keep replenishing it.

He said that typically they use about \$1,000 a month for medical supplies and the only area he could foresee potentially over spending is the continuation of oxygen supply and he is comfortable with leaving it as is and if needed digging into something else next year just so the board is aware of that's where that money is going.

Chairman Proulx asked how much they are using and what he would expect to use next year.

Chief Reinert said during the spring the cases were dropping so they weren't using as much and now they are getting hit so he had to have 2 back to back deliveries. He said typically they go through 1 or 2 of the large on board tanks in each ambulance and they have 2 spares on hand. He said it's the small portable tanks they're burning through while getting patients out of the house and transferring them to the on board tank on the ambulance. The last 3- 4 months we've seen quite an uptick and I just turned in 3 PO's in the last 2 days for oxygen he said.

Chairman Proulx asked for the price range for oxygen.

Chief Reinert said they are as low as \$40 depending on the number of empty cylinders they have at the time up to \$250. He said the other issue is the vendor is now having a supply issue.

Mr. Capello said they could go to Town Meeting and say they need more in this line and they have until March to adjust it.

Equipment Expense – (2021-\$5,000 budgeted, \$4,171 spent; 2022 request- \$7,500) – The Chief said this is their catch-all line for when they have to go to Cameron's, Lowe's, etc. and there was an increase over last year because he needs to purchase a multi-gas meter and he can get a kit that will save a couple hundred dollars. He said the new meter would go on car 1 because that meter went on engine 1 because it was mistakenly omitted from the specs for the truck.

Preventative Maintenance- (2021-\$7,000 budgeted, \$3,463 spent; 2022 request-\$7,000) – He said this line is for hose testing, ladder testing, yearly maintenance on the hydraulic extrication equipment and pump testing. He said this line is down because they were unable to get hose testing done this year because of the vendor's ability to retain people so it is scheduled for next

April and it is usually around \$2,600 to \$2,800 for hose testing.

Forestry Equipment – (2021 - \$3,250 budgeted, \$3,525 spent; 2022 request- \$3,100) – Chief Reinert said the \$3,100 is for the 50/50 matching grant for the new Smokey Bear fire danger level sign so they will get 50% of that back as a matching grant.

Mr. Capello said the board would see that on the revenue sheet when they get it.

Fire/EMS Prevention – (2021-\$1 budgeted, \$0 spent; 2022 request- \$750) – He said they pre-bought everything the prior year because of the pandemic and that's why there is \$1 in this line. He said this year they only went through half of the materials so they still have half of it on hand and dropped they request by 50% of the 2020 budget for this line.

Mr. Staples asked if on account of the shortages if they should keep the line as it was and keep the stock.

Chief Reinert said these are the fire prevention materials (helmets, stickers, etc) for when they do their fire safety presentations at the station or at school.

Dispatch – (2021-\$7,500 budgeted, \$7,380 spent; 2022 request- \$7,500) – The Chief said he kept this line the same as there was no increase and it is where the pay for the pagers and the app software for who is responding.

Radio Repairs – (2021-\$250 budgeted, \$215 spent; 2022 request- \$500) – He said this line is primarily for the mobile radios and the radios in the vehicles have exceeded their life expectancy so if they can obtain parts this is where it would come from. He said he applied for a \$144,000 AFG grant to replace all of their mobile radios in the trucks. They are still functional but if they break we will have to replace them because there is no availability for parts unless it's something a vendor happens to have in stock and no one services them anymore he said.

Mr. Capello said they could potentially take money from the ARP funds for the radios but they can't do anything until the Chief finds out if they got the grant because it's not reimbursable. The Chief said the grant closes this Friday and at the last update meeting they said they hope to start awarding the grants in March so they would have that information for Town Meeting. The federal government put another \$150 million into the program because of COVID and I asked for a separate grant to buy a new tanker truck. Hopefully the inter-state, inter-community mutual aid aspect will have an impact (on their grant application) he said.

Repair Air Packs – (2021-\$4,530 budgeted, \$3,598 spent; 2022 request- \$4,500) – Chief Reinert said this is for their quarterly air testing for their fill station, their yearly PM maintenance for the fill station and their fit testing which was not done this year due to the pandemic. It also includes the annual flow test for the individual air packs he said.

Gas – (2021- \$2,000 budgeted, \$2,187 spent; 2022 request- \$2,500) – The Chief said this line is for the gas for the power equipment and for car 1 and he increased it by \$500 because of the instability in the economy.

Diesel – (2021-\$8,000 budgeted, \$6,819 spent; 2022 request - \$8,500) – He said he did the same thing for this line and he did not know if this was updated for the actual expenses but he

felt sure they would meet/exceed the \$8,000 budgeted for this year with the higher fuel prices.
Truck Expense – (2021-\$10,000 budgeted, \$10,897 spent; 2022 request- \$10,000) – Chief Reinert said he level funded this line and that this year they will over expend the line due to some repairs to car 1 and tires for the ambulances. He said he didn't get any recommendations from the Highway Dept. suggesting they need to plan for any upcoming expenses as a result of the inspections done in Sept. other than for car 1 and hopefully there would only be routine maintenance needed for the vehicles as they go through the year.

Wage Adjustment – (2021-\$12,926 budgeted, \$0 spent; 2022 request-\$18,637) – The Chief said this line is in anticipation of the annual raises of up to 3% and that number could fluctuate depending on what the board wished to do at the annual review and what each person earns.

Longevity – (2021-\$3,660 budgeted, \$3,278 spent; 2022 request-\$4,195) – He said this line went up because some people went to the next level in the longevity scale and there is one person who just entered the longevity scale.

Health (Insurance) – (2021-\$7,000 budgeted, \$3,497 spent; 2022 request- \$6,440) – Chief Reinert said this line is the buyout for his insurance and the premiums went down saving the Town some money.

Chief Reinert said the rest of lines on the budget worksheet were for deductions and benefits that were filled in by the Finance Administrator depending on the fixed costs.

Mr. Johnson asked Mr. Capello to double check the amount shown for the FICA deductions (2021-\$21,666 spent; 2022 request-\$35,255) as it seems high for the amount of salary increases they're getting.

He then asked about the existing radio repeater.

Chief Reinert said he hoped to get the quote to replace it this week that could potentially be paid for from the ARP funds. He said he is still awaiting a response from the Sherriff's Office about the language for the Memorandum of Understanding.

He said they might see a savings on that because the county just signed a contract with Motorola and the numbers should be released imminently. He guessed in the worst case scenario it would cost about \$25,000 or \$30,000 and hopefully it will be lower than that.

Mr. Johnson asked if that cost would be incurred this year or next year.

Mr. Capello said it depends on the cost and it may be next year. He said they have some other things they are looking at also and they have approx. \$160,000 left in this year's ARP allocation. The Chief said they are waiting on the county for the numbers from Motorola as they are supposed to offer a significant discount to anybody would purchases through the agreement.

Mr. Capello said that would most likely come out of this year.

Mr. Johnson said then they would not have to put it in a line item for next year.

Civil Defense – (2021-\$2,000 budgeted, \$2,073 spent; 2022 request- \$2,000) – The Chief said these costs are split between the DPW, Fire Dept. and the administration depts. He said the Emergency Management Director's stipend comes from this line and he planned to request

funds for the Emergency Operations Center upgrades from another source.

Civil Defense Grants- (2021-\$16,500 budgeted, \$19,250 spent; 2022 requested-\$58,100) - Mr. Capello said this line accounts for the grant if the Chief gets a grant for a new command vehicle. He said the \$58,100 includes the grant for the Smokey Bear sign and the potential grant for the command vehicle. That will be offset on the revenue side of the budget he said.

Chairman Proulx said the Smokey Bear sign was in another line so he counted it twice.

Mr. Capello said he would remove the amount for the Smokey Bear sign from this line reducing it to \$55,000 which is the grant for the command vehicle.

River Maintenance – (2021-\$54,740 budgeted, \$26,057 spent; 2022 request- \$55,000) – Mr. Staples asked for the purpose of this line.

Mr. Capello said this will be discussed next week and it is for the items that FEMA and the engineers said the Town should do to the levy.

Full Time Firefighters – Mr. Capello said they had previously discussed the possible need for full time employees for the Fire Dept. and they planned to revisit it during budget season. He said Chief Reinert gave the board some ideas in his memo and suggested that if this is something the board is willing to consider that they do a warrant article and let the legislative body decide. He said if the article passes anything they hire for full time would reduce the per diem line but wouldn't completely wipe it out because they still have to staff the dept. 24 hours a day seven days a week and would still have to use per diem personnel.

Mr. Johnson asked for the total cost.

Chief Reinert said the total cost if they were to get the 6 positions he would like to put on for a full calendar year the maximum would be \$560,000 which includes all benefits, retirement and payroll with the caveat that it would depend on new employee's health insurance plan. He said the figures on the sheet provided with his memo accounts for 6 full time employees utilizing a family plan and if any of them chose a single plan that cost would drop.

He said the other caveat to this would be when they started this and that would also affect how much money would be saved in the per diem line. He said a ballpark figure on how much they would save would be between \$200,000 and \$300,000 depending on the start date.

He said his ultimate goal if they hire 6 people is to have 3 shifts of 2 who would work two 24 hour shifts for 48 hours straight time. He said shift 1 would work Sunday, Wednesday, Tuesday, and shift 2 would work Tuesday, Thursday and to keep the minimum 3-4 people during the day and 3 on the overnight would be made up of per diem members.

Mr. Johnson said in preparation for Town Meeting the Chief should assume a start date of July 1, 2022 and come up with cost for those 6 positions for the remainder of the year, the offsetting savings on the per diems and an estimated cost for an entire year for 2023. The warrant article would be based on completing the 2022 year he said.

Chairman Proulx asked if the voters thought the 6 positions were too much to start with and they said 3 positions if the Chief could go with that.

Chief Reinert said it would help ensure they have staffing and if they only have 3 positions it would be the same scheduling but they would keep a larger number of per diems to backfill. Chairman Proulx advised the Chief to have the same numbers for 3 full time positions because sometimes people don't want to jump all the way in but they might meet him half way. Chief Reinert said a lot of the public is surprised that the dept. is not currently full time which he is grateful for in the sense that they are fulfilling their mission and he wanted to continue to be able to provide that service.

Mr. Johnson asked when those numbers would be available because they will have to make this pitch to the Budget Committee.

The Chief said it would be relatively soon as he has most of it done.

Mr. Capello said if the board is in favor of doing a warrant article he would get it written and have the numbers to the board by Jan. 3.

Mr. Johnson said the Bud Com will ask questions and it is their budget so they are the ones they will have to convince. He said a warrant article is a little different but they can also support it in addition to the Selectmen.

Chief Reinert said the SAFER grant opens in Jan. and he will be applying for that as well. He said it is equivalent to the AFG grant but it is for personnel and staffing. He said \$230 million more was put into the grant because of COVID for recruitment and retention for the upcoming grant cycle and if there is more money in the pot they may get to the funding portion of it.

Mr. Johnson said he didn't like using grants to fund an on-going expense but it may help us to phase this in.

The Chief said if awarded it's now a 3 year 100% funded grant and previously it was tiered system with a matching portion each year.

Mr. Capello asked if the board was in favor of doing a warrant article for this.

Consensus of the board was to ask Mr. Capello to draft a warrant article seeking voter approval to add 6 full time Firefighters to the Fire Dept. staff.

Mr. Dickie asked if the additional manpower would offset anything like having to call on surrounding communities to back us up or to come cover the station.

Chief Reinert said this would bring them to their current staffing minimum and he based it on an average of around 25,000-26,000 scheduled man hours a year and about 500-525 hours per week just for the staff and this would ensure they are maintaining their current staffing level to have coverage for the ambulances. It's not going to add to our scheduling he said.

Mr. Dickie said he was referring to mutual aid and asked if there was a cost for that.

Mr. Capello said the only cost to that is the Town loses the revenue from the ambulance billing. Chairman Proulx said it could potentially affect the wait time for a response from another town. Chief Reinert said those instances where they would call for mutual aid would still happen until we can afford to staff a larger number of people per shift.

Mr. Staples asked who the closest responding town is if there was a fire and he didn't have

enough guys on duty.

Chief Reinert said if they get a report of any smoke or fire in a building our on duty crew goes and there is an automatic response from Milton and Rochester and it may take them a little longer to respond but those 2 communities are more available 24/7 to provide assistance.

He said it goes out like a bulls-eye with Milton and Rochester automatic and if they go to the next alarm they bring in New Durham, Alton, Middleton, Strafford and Barnstead.

Mr. Capello asked if Rochester has a structure fire we are automatically dispatched to them.

Chief Reinert said they have a weird setup where depending on which side of North Main Street the fire is located they will go to the scene or bypass it and go directly to station coverage and they also have an automatic response from Somersworth and Dover.

Mr. Staples said he couldn't believe that there are communities that gamble by not having anybody on duty at their fire stations.

Mr. Johnson said they can't afford it, it's not cheap.

Mr. Staples said it's not cheap but they don't want to risk resident's lives.

Chairman Proulx asked for clarification on them not having anybody on.

Mr. Staples said he was referring to New Durham and Middleton.

Mr. Johnson said they only have 2,000 residents.

Chairman Proulx said they have people on call but she didn't know how that works.

Mr. Staples said he believes they get paid per call.

9). Bridge Funding Possibilities: No update at this time

10). Warrant Articles:

Mr. Capello said he hoped to determine the amounts that the board wants to do and the funding source for the warrant articles because he would like to get them into the online portal and start working on them as time is running short. He said these are the articles he brought to them the last time plus the elderly exemption and he will add the one for the Firefighters. He said the only numbers they should see there are the actual numbers they did in the past.

Mr. Johnson asked how much they have to spend.

Mr. Capello said there is \$200,000 in the undesignated fund balance. He said the board didn't buy down the tax rate at all this year so they could use it for the warrant articles or use it to buy down the tax rate next year and he wasn't looking to purchase anything out of it.

Bridges and Road Design Capital Reserve Fund: Mr. Johnson recommended asking if the town would vote to raise and appropriate \$200,000 to be added to the CRF with \$100,000 to come from the undesignated fund balance and \$100,000 to come from taxation. He then said he would make this 2 warrant articles because if it failed nothing would be added to the CRF.

Town Employee Financial Obligation CRF: Mr. Capello said they could eliminate this article this year because they have so many new employees and they don't have anybody that is retiring where they would have to pull a large sum of money out of the CRF. He said they are looking at

some significant increases so he would rather not put money in this CRF this year. He said there is about \$3,000 or \$4,000 left in it and they pretty much drained it when everybody retired. Mr. Johnson said there is \$5,000 in the CRF now.

Chairman Proulx asked if anybody was planning to “duck out” this year.

Mr. Capello said there isn’t anybody that they wouldn’t pay out of the operating budget or anybody that has been here long term and is planning on retiring.

Mr. Johnson suggested they put \$500 or \$1,000 from the undesignated fund balance in this CRF. He said he was afraid that if it drops off the list they’ll forget about it and it would never be put back on.

Recreation Equipment CRF: Mr. Capello said he would probably do the same thing for this CRF because until they get the grant it will be difficult to know exactly what they are going to do. He said if they want to keep it on the books they could put \$500 in there.

Mr. Johnson said this CRF currently has \$20,600 in it.

Consensus of the board was to put \$500 from the undesignated fund balance in this CRF.

Reevaluation CRF: Mr. Capello said he put \$25,000 in this article because that is what they had planned on for each year for the contract they already signed.

Chairman Proulx asked if they did the same amount last year.

Mr. Capello said the amount is typically \$20,000 but they lowered the amount by \$5,000 because of the bridge so he bumped it up to \$25,000 to get back on track because the reevaluation will be done in two years.

Consensus of the board was to agree with Mr. Capello’s recommendation.

Landfill Closure CRF: Mr. Capello said this would be for a withdrawal from this CRF and the amount shown (\$31,429) is typically what is withdrawn.

Chairman Proulx asked if the payment for the testing had been made for this year.

Mr. Capello said the payments are made throughout the year not in one lump sum. He said some of it has been paid but he didn’t know if they have received all of the bills yet. He said he would ask the Trustees of the Trust Funds to provide an update on the balance.

Mr. Johnson said the cost may have gone up and that number may have to be changed.

Mr. Capello said he would contact CMA and see what the price will be.

Highway Dept. Motorized Equipment CRF: Mr. Johnson said there is \$88,000 in this CRF and that they put \$5,000 in it last year. He asked if they should put \$5,000 in it again this year.

Mr. Capello suggested that they put \$10,000 in the CRF because the fleet is aging.

Mr. Johnson said that is a good place to start the discussion until they get a better idea.

Consensus of the board was to put \$10,000 from the undesignated fund balance in this CRF.

Equipment Purchases and Repair: Mr. Capello said this was started a couple of years ago for the equipment at the Transfer Station.

Mr. Johnson said there is \$6,000 in this fund.

Mr. Capello said they have been putting in \$3,000 a year and recommended they continue

doing that because if one of the pumps on one of the compactors goes that's about \$25,000.

Mr. Johnson suggested they put \$5,000 in the fund.

Consensus of the board was to agree with Mr. Johnson's suggestion.

Replacement of HVAC Units at Municipal Office: Mr. Johnson said there is \$18,000 in this fund.

Mr. Capello said he would put \$500 or \$1,000 to keep it open because this is something where if he can get an actual quote it could come from the ARP funds.

Consensus of the board was to recommend putting \$1,000 in this fund.

Farmington Cable TV Special Reserve Fund: Mr. Johnson said this article would remain unchanged from last year as the funds (for payroll, programming, equipment purchase and repairs) would come from the Community Television SRF and has no impact on taxes.

Chairman Proulx asked if the amount from last year (\$60,000) would be enough.

Mr. Capello said that last year they bumped it up to \$100,000 because they wanted to do the upgrades and the live streaming. He said that stuff has been done so this would bring it back to the normal amount which includes the cable TV Coordinator's salary and other expenses.

Chairman Proulx asked if there was anything else needed for this set up or any other further improvements they are thinking about doing.

Mr. Capello said he didn't think so at this point and there is approx. \$125,000 in this fund.

Mr. Johnson asked if that was the amount in the fund before they made the latest improvements.

Mr. Capello said the fund gets replenished every time they receive the Cable TV franchise fees. He said he would find out about the fees and the balance in the SRF.

Future Technology Improvements CRF: Mr. Johnson said this article asked that \$7,000 be added to this CRF with the funds to come from the TDS franchise fees and asked if \$7,000 was still a good number.

Mr. Capello said yes.

Mr. Johnson said this article would remain the same.

Building Inspector Position SRF: Mr. Johnson said this article asks for \$95,000 for the Building Inspector's expenses.

Chairman Proulx asked if that is still a good number.

Mr. Capello said that is the actual number.

Mr. Johnson asked for the balance in this account and how much was put in this year.

Self-Contained Breathing Apparatus CRF: Mr. Johnson said this CRF has \$60,000 in it and they put \$5,000 in it last year.

Mr. Capello said he would bump this back up to \$15,000 as they had planned for the 10 years to build it up so they would be able to replace them.

Elderly Tax Exemption: to see if the town will vote to raise the elderly exemption for a single person from \$30,000 to \$40,000.

Mr. Johnson said they "spent" \$157,500 from the \$200,000 in the undesignated fund balance.

He recommended they keep it like this and keep the \$52,500 in the undesignated fund balance. The board agreed with Mr. Johnson.

Mr. Capello said it can change as they go through the process and as they get further into it he can give them the projected revenues, budgets and tax impact. He said he can now start getting this stuff in to the portal so they can start the NH Dept. of Revenue Administration review.

11). COVID-19 Update: None

a). Several Approvals for Funding – Mr. Capello drew the board's attention to the highlighted section for Police Radios on the spread sheet detailing the ARP fund expenditures. He said the radios were 5 for \$13,885 and he originally put this under the revenue piece of it but after further research he found it falls under the actual ARP funding for communication with emergency personnel so he moved it over there.

He said he also put the Police and Fire Depts. server (\$5,750) under the actual ARP funding and not under the lost revenue section.

Mr. Johnson said they have \$22,600 left of the \$71,000 in lost revenue funds and \$160,000 left from this year's ARP funds.

Mr. Capello said there is \$330,000 coming next year and they have until 2026 to spend it all. He asked the board to approve the server for the Fire and Police Depts. and the reason why it is for both of them is because currently they each have their own server and with the new server they can eliminate the Fire Dept. server because there are ways to put firewalls between the 2 depts. that are required by the law enforcement agencies to prevent intermingling.

Mr. Johnson said they take 1 machine and make it look like 2 and it has 2 network cards with one network for each dept. and never the twain shall meet. It's virtually two servers he said. Chairman Proulx asked Chief Drury to run through the proposed expenditure with the board. Chief Drury said they received 3 quotes and all of the company's servers can be partitioned. He said they requested authorization to spend \$5,750 which would give a little buffer in case the hardware costs have changed since Dec. 2. He said this price is to purchase the server and have it completely installed and it will run everything the Fire and Police Depts. need.

He said they would keep whichever of the current servers is the best or maybe both as a back up and hopefully they won't need it.

Mr. Johnson said if they are still working they could turn them into desktop computers.

Chief Drury said Lt. Matt Embrey has been working with IT technician Erik Miles to make sure what they are asking for will work at the cost proposed.

Chairman Proulx said they haven't narrowed it down to 1 particular server they're looking at.

Chief Drury said it's the one for \$2,677 from CDW-G plus the cost to set it up.

Mr. Johnson said CDW is a reseller and they sell Dell equipment so they probably got a quote from Dell and another quote from CDW and they compete for the business.

Mr. Capello asked for a vote of the board because this is coming out of the ARP funds.

Motion: (Johnson, second Dickie) to purchase a joint use between the Fire and the Police

Depts. server to replace the two servers currently installed for the amount not to exceed \$5,750 which includes the purchase of qualifying hardware and software installation and configuration with the money to come from the ARP funds passed 4-0.

Mr. Capello said before moving on he had some answers to Mr. Johnson's questions. He said the cable franchise fund has \$140,000 in it, the building inspector fund has \$31,000 and they have taken \$94,000 so far this year and the FICA amount in the Fire Dept. budget was verified. He asked if the requested information he provided on staffing by dept. and the Police Dept. vehicles was what they were looking for and if there was anything different that they wanted. Mr. Johnson said he needed to review it in more detail but at first blush it was fine. Chairman Proulx said it is good information for the board to have.

12). Town Administrator's Business:

a).PILOT Extensions for the Sandpit and for Cardinal – Mr. Capello said the board received the updated Payment In Lieu Of Taxes agreements from the Town Attorney in regard to the non-Town solar power facilities for the board to sign if they choose to do so. He said the only thing she really changed was the completion date and when this expires which is December 31, 2022. He said he has not included any revenue from the PILOTS in the revenue projections as he didn't have a lot of confidence in it and would like to discuss that later.

Chairman Proulx said it is best to remain conservative and not to bank on it.

Mr. Johnson said it would only be a small percentage based on the implementation date for the amount that's paid for the remainder of the year. We have no control over what they do with the Cardinal and Knight locations and our location is probably \$7,000 or \$8,000 so it's not a significant amount he said.

Mr. Staples asked what the Town's interest is in the other sites.

Mr. Johnson said the Town gets revenue from the PILOT's of about \$14,000 from the 2 properties because it is an agreement to voluntarily pay taxes on the solar equipment that will be installed at those 2 sites. We already get the money from the real estate he said.

Mr. Staples said he first came on the board the Town had a deal with PSNH and paying them back for over taxing them and asked if they were going to get into anything like that with this.

Mr. Johnson said no and that this is an agreement with them (Blue Planet Funding) so we don't go to court because there are exemptions to solar even though it is a commercial site and it benefits the community as a whole they volunteer to pay a percentage of what would have been charged if it was assessed at full value. This is the agreement between us and it's based on the amount of energy produced he said.

He said Frisbie Hospital's Farmington Family Health Care is a medical site so it doesn't get taxed for property tax but they voluntarily pay...

Mr. Capello said Frisbie Hospital is now a for profit hospital so they pay taxes on the property. He said last year when they were a non-profit hospital they paid a \$12,000 PILOT to the Town and Rochester pays Farmington about \$28,000 a year for their land around the reservoir.

Mr. Johnson said it's to pay for the additional cost for municipal services (Police, Fire, etc.).

Motion: (Johnson, second Staples) to sign the amendments to the PILOT agreements for the property at Tax Map R-19, Lot 12-1, R-19, Lot 15-1, R-19, Lot 15-2 and R-19, Lot 12 and to extend the PILOT agreement until December 31, 2022 passed 4-0.

13). Next Meeting: Monday, December 20, 2021

14). Non-Public Session A:

Motion: (Johnson, second Staples) to enter non-public session under RSA 91-A: 3 II (a, c) Dismissal of a Public Employee, Reputation passed 4-0 by a roll call vote (Proulx, Johnson, Dickie, Staples-aye) at 7:44 p.m.

Motion: (Johnson, second Staples) to come out of non-public session passed 4-0 at 8:06 p.m.

Motion: (Johnson, second Staples) to seal the minutes as disclosure would adversely affect the reputation of a person other than a member of the board passed 4-0 by a roll call vote (Proulx, Johnson, Dickie, Staples-aye).

Motion: (Johnson, second Dickie) to accept the resignation of Michael James from the Farmington Police Dept. passed 4-0.

15). Non-Public Session B:

Motion: (Johnson, second Staples) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 4-0 by a roll call vote (Proulx, Johnson, Dickie, Staples-aye) at 8:06 p.m.

Motion: (Johnson, second Dickie) to come out of non-public session passed 4-0 at 8:34 p.m.

Motion: (Johnson, second Staples) due to current staffing concerns to make an exception to the Town Policy for the current DPW Director to pay overtime for hours in excess of 48 hours when required to perform road clearing duties to be eligible only when this occurs during the Town parking ban from November 1 to April 15, the Town Administrator's approval is required, a board motion is required to be renewed annually and the Town Administrator will provide a monthly report of the number of hours and the expense incurred passed 3-0-1(Staples abstained).

16). Non-Public Session C:

Motion: (Johnson, second Dickie) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 4-0 by a roll call vote (Proulx, Johnson, Dickie, Staples-aye) at 8:34 p.m.

Motion: (Staples, second Johnson) to come out of non-public session passed 4-0 at 8:53 p.m.

Motion: (Johnson, second Staples) to seal the minutes as disclosure would adversely affect the reputation of a person other than a member of the board passed 4-0 by a roll call vote (Proulx, Johnson, Dickie, Staples-aye).

17). Adjournment:

Motion: (Staples, second Johnson) to adjourn the meeting passed 4-0 at 8:53 p.m.

Respectively submitted
Kathleen Magoon
Recording Secretary

Paula Proulx, Chairman

Neil Johnson, Vice Chairman

Ken Dickie

Douglas Staples