

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, December 20, 2021
Selectmen's Chambers

Board Members Present:

Paula Proulx, Chairman
Neil Johnson, Vice Chairman (remotely)
Ken Dickie
Doug Staples
Gerry Vachon

Others Present:

Arthur Capello, Town Administrator
Gary Rogers, DPW Director
John Radcliffe, Highway Dept.
Chuck Tiffany, Water Dept. Supervisor
Goodwin Library Reps: Brian
Beaverstock, Trustees Chair
Joyce White, Assistant Director
Kayla Morin-Riordan, Children's
Services 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:

Chairman Proulx said Mr. Johnson has requested to participate in the meeting by phone and asked for a motion to allow him to do so.

Motion: (Staples, second Proulx) to let Neil Johnson call in and be part of the meeting passed 4-1 (Proulx, Johnson, Dickie, Staples-aye; Vachon-opposed).

Mr. Capello informed Mr. Johnson that he was now on the speaker phone at the meeting.

Chairman Proulx asked Mr. Johnson who else was there with him.

Mr. Johnson said Elizabeth Johnson was in the room with him.

4). Review of Minutes:

December 6, 2021 – Public Meeting Minutes – No errors or omissions

Motion: (Staples, second Vachon) to accept the minutes as written passed 5-0 by a roll call vote (Proulx, Johnson, Dickie, Staples, Vachon-aye).

December 13, 2021 – Non-Public Sessions A-C – No errors or omissions

Motion: (Dickie, second Johnson) to accept the minutes as written passed 4-0-1 by a roll call vote (Proulx, Johnson, Dickie, Staples-aye; Vachon-abstained).

Motion: (Dickie, second Staples) to unseal Non-Public Session A passed 5-0 by a roll call vote (Proulx, Johnson, Dickie, Staples, Vachon-aye).

5). Goodwin Library Budget:

Library Trustees Chair Brian Beaverstock said Treasurer Linda McElhinney put together the information the board received tonight on the expenses through Oct. 2021 and a proposed budget for 2022. He said the expense tracking through Oct. is good to look at and this was a different year so they didn't expend everything as they normally would. He said as a board they looked at things like books where they didn't purchase nearly as many new books as they normally would and that is a line where they are still waiting on invoices to come in as shipping has been delayed for some items.

He said their expenses are not indicative of them being three quarters through the year and they didn't spend three quarters of their budget. He said like last year they are projecting they are going to be under budget from this past year and like last year when they came forward to the town and said they did not expend this much so we're going to budget this for next year but we're asking for less. He said they have come up with \$25,000 based on what they are projecting to come in for expenses and that they feel comfortable with that.

Mr. Beaverstock said they tried to keep most everything in line with what they have been doing for a number of years and this budget was put together in the hopes that we are going to have a more normal year next year and be open more than they were the last 2 years.

He said the main difference would be in salaries and the result of a wage study showed they are significantly below other libraries and coupled with inflation and other things going up they proposed a 3% increase for next year.

He said the Town payments would be in the plan more than what they've asked but they are going to take that \$25,000 and taking that off of that. Everything else is pretty much still in line with what we hope to do in a normal operating year he said.

Mr. Staples asked for the number of people who work for the library.

Mr. Beaverstock said there have been a lot of transitions this year with people leaving.

Asst. Director Joyce White said there are a total of 9 library employees.

Mr. Staples asked if they are all full time employees.

Mr. Beaverstock said the Director is full time, a few staff members are around 28-30 hours and some are 12 hours a week. We don't offer a benefit plan but we do offer a health stipend to help pay for help insurance for those that work over a certain amount of hours he said.

Mr. Capello asked for the number the library is requesting from the Town because it is confusing trying to follow everything.

Mr. Beaverstock said it should be the \$298,321 minus \$25,000 which comes to \$273,321 and that is back to more like what the Town was contributing a few years ago.

Chairman Proulx noted that is less than what they asked for last year (\$280,837).

Mr. Beaverstock said the budget line is actually \$298,321 which is confusing.

Mr. Capello said last year it was actually \$181,837 that the Town gave to the library because of the undesignated fund balance they had left over. I need a number to plug in for the board

when I give them their spreadsheets he said.

Mr. Beaverstock said that would be the \$273,321.

Mr. Staples asked how many hours a week the library is open.

Mr. Beaverstock said it is normally open 30 hours a week but this year it ranged up and down and currently it is open 26 hours a week. He said some of that also has to do with having enough staffing and they are trying to prepare for full staffing and being fully open.

Mr. Johnson asked for a list of the total positions and how many they are looking to fill.

Ms. White said there is going to be a transition in the directorship so that is going to cause a space further down. She said they are looking to add a Director so then they will need an Asst. Director and they will also be adding one other 27 hour position.

Mr. Beaverstock clarified there will be some shifting of staff but there is one position that is still open right now.

Mr. Johnson asked for a list of the 10 positions and how many hours each person will be working.

Ms. White said she did not have that information with her and she will do that.

Chairman Proulx asked if what they ended up giving back was part of what they didn't have to request and if that is how that works.

Mr. Capello said until last year anything left over went into the **Capital Reserve Fund** and last year was the first year that anything left over was used to offset the following year's budget.

Mr. Beaverstock said that is the \$25,000 they were trying to budget based on expenses for next year.

Mr. Capello said the board will do their potential final review the library budget and make recommendations for any changes on Jan. 3. He asked to have the requested staffing information e-mailed to him and he will distribute it to the board.

6). Highway Dept. Grader Repairs:

DPW Director Gary Rogers said the grader needs some work and they got as much information as they could to try to get it into the budget for next year. He said what needs to be done is very little cost in the parts needed and it's the labor that is costly. It needs to be done and we are looking for how you want to proceed and it is nothing we can do in-house. You have to pull the motor and the rear end out of a piece of equipment so you need a crane he said.

Mr. Capello added they couldn't take on that big a project during the winter.

Chairman Proulx said when you tear apart something and put it back together you would want some guarantees with it.

Mr. Rogers said brand new a grader is a \$300,000 piece of equipment and putting \$20,000 into it is not a surprise.

Mr. Capello said it is a routine repair but because it is so labor intensive is why it costs so much. Highway Dept. mechanic John Radcliffe said a blown seal is involved and because of the way it's designed the pins are in the way of the engine and they have to take the engine out and the

holes that hold the pins have to be cut off and re-welded. The parts are about \$400 he said. Chairman Proulx asked if the rest of the grader was in decent shape.

Mr. Rogers said it needs the normal maintenance and a set of front tires maybe in a year. He said it's normal wear and tear stuff and anything else is hard to tell with an older piece of equipment and it seems to run fine.

Chairman Proulx asked how soon they intend to do this.

Mr. Rogers said it can be done over the winter and there is no dire need for it as they are not going to do any grading at this point. He said they have the old blue truck as a back-up.

Chairman Proulx asked if this would come from this year's or next year's budget.

Mr. Capello said it would come from next year's budget.

Mr. Rogers said the Chadwick-Baross, Inc. quote was just to do the articulating cylinders (\$18,928.60). He said the piece of steel on the front of the grader that holds the front end parts together which is referred to as an axle is no longer available but Chadwick-Baross is trying to find a used one because they don't want to rework it and have that liability.

He said the quote from the other vendor (DC Fabrication-\$17,539.60) is to rework the axle in the front as well as the articulating cylinders.

Mr. Dickie asked if they weld it if they will stand behind it if something goes wrong.

Mr. Rogers said yes and that it's all certified and workmanship guaranteed.

Mr. Vachon asked if all it needs at this point is what's on this list.

Mr. Rogers said yes except for the pins and bushings which is stuff they do every few years.

Mr. Dickie asked if that can be done in-house and not something they need these guys to do.

Mr. Rogers said they can do that in-house.

Mr. Vachon asked roughly what that additional cost that would be.

Mr. Radcliffe said the cost for the parts would be around \$2,000-\$3,000.

Mr. Rogers said that's if they can get the parts and they may have to find some used ones.

Mr. Vachon suggested having the pins made at a machine shop as that is usually cheaper than it is to buy them.

Consensus of the board was to keep this in next year's budget so they can have it done.

Mr. Capello said they will wait until Jan. to do this because until the board finalizes the budget they don't have a budget. He then asked if they wanted it to be scheduled to go out now.

Mr. Vachon said the Town won't get billed for until after Jan. 1 and there will be shutdowns around the holidays.

Chairman Proulx said they should at least get it on their list or it might be put further out than they want to be if they don't.

Motion: (Vachon, second Staples) to use DC Fabrication in the amount of \$17,539.60 to fix the grader for the Public Works Dept. passed 5-0 by a roll call vote (Proulx, Johnson, Dickie, Staples, Vachon-aye).

Motion: (Vachon, second Dickie) to waive the bid policy due to the fact that we only received

two quotes to repair the grader after multiple attempts passed 5-0 by a roll call vote (Proulx, Johnson, Dickie, Staples, Vachon-aye).

7). Water/Wastewater Budgets:

Sewer Budget -Water/Wastewater Dept. Supervisor Chuck Tiffany gave the following review of his proposed 2022 budget:

Safety Equipment- 2021 - \$619 spent; level funded at \$500

Janitorial Supplies- 2021-\$228 spent; level funded at \$350

General Plant Maintenance- 2021- \$16,560 spent; level funded at \$30,000) –Mr. Tiffany said he has \$5,600 left in this line but he didn't reduce it because of how costly things are when something breaks in wastewater plants.

Mainline Maintenance- 2021-\$6,325 spent; level funded at \$8,000

Service Line Maintenance-2021-\$0 spent; level funded at \$1

Gasoline – 2021- \$600, \$1,493 spent; 2022 request-\$1,800- Mr. Tiffany said he increased this line and he severely under budgeted it for this year.

Diesel – 2021- \$300 budgeted, \$493 spent; 2022 request-\$800- He said he did the same thing with this line as with the gasoline.

Propane – 2021-\$5,000 budgeted, \$5,421 spent; 2022 request-\$6,500- He said this line went up a little bit because the Town's price changed.

Vehicle Maintenance- 2021-\$3,000 budgeted, \$1,676 spent; 2022 request-\$2,000

Tools Misc. – 2021-\$1,718 spent; 2022 request-level funded at \$1,700

Grease & Oil – 2021-\$200 spent; 2022 request-level funded at \$200- Mr. Tiffany said there is \$0 left in this line.

Specialized Labor- 2021- \$2,584 spent; 2022 request- level funded at \$6,000- Mr. Tiffany said this line is for things such IT, SCADA and EII electronics services and there is \$2,632 left in this line. He said he didn't drop this line because these services are pretty expensive.

Telephone- 2021-\$2,375 budgeted, \$2,502 spent; 2022 request-\$2,400 – Mr. Capello said this line also includes the modems at the tank sites and the stipend for Mr. Tiffany.

Mr. Tiffany said they overspent this line a little bit because they changed to Atlantic Broadband and they charged him a penalty for it.

Mr. Capello said they were carrying 2 providers while the changeover was being conducted.

Electricity- 2021-\$77,104 spent; 2022 request – level funded at \$83,000 – Mr. Tiffany said he expected the total expenditure would be about \$83,000 by the time they get all the final bills in.

Water – 2021-\$200 budgeted, \$250 spent; 2022 request-\$250 – He said this line went up due to the water meter fees.

Uniforms- 2021-\$582 spent; 2022 request-level funded at \$1,000- Mr. Tiffany said this expense is contractual.

Equipment Rental – 2021-\$1 budgeted, \$0 spent; 2022 request- \$1 to keep the line open

Sludge Processing- 2021-\$37,082 spent; 2022 request-level funded at \$47,500- Mr. Tiffany said

there would be zero left in this line when the all the final bills are paid.

Lab Supplies – 2021-\$13,982 spent; 2022 request-level funded at \$15,000 –He said there will be zero left in this line also.

Chemicals – 2021-\$37,000 budgeted, \$28,313 spent; 2022 request- \$32,000- Mr. Tiffany said he reduced this line because he found a new polymer dealer who charges \$3,000 for a 2,300 lb. tote vs. the \$6,000 they were paying the other dealer. He said he cut that cost in half but he couldn't go down too much because the price for alum went up at the same time.

Personnel – 2021-\$125,210 budgeted, \$126,521 spent; 2022 request-\$147,808- Mr. Tiffany said this line went up \$22,598 for the wage increases.

Mr. Capello said for the Water, Wastewater, Transfer Station and Highway Depts. this includes the increases the board recently approved plus the 2.5% that is contractual as of March.

Longevity- 2021-\$1,168 budgeted, \$1,209 spent; 2022 request- \$1,209

Training- 2021- \$1,197 spent; 2022 request – level funded at \$1,000- Mr. Tiffany said they went a little over on this line due to an employee being trained and trying to get all his licenses.

Health – 2021-\$23,272 budgeted, \$24,214 spent; 2022 request-\$25,151 – Mr. Capello said this line went up because the Teamster's insurance went up on average by 6%.

Office Supplies- 2021-\$700 budgeted, \$970 spent; 2022 request-\$900- Mr. Tiffany said this line went up because the cost for their Google account went up.

Postage – 2021-\$1,134 budgeted, \$892 spent; 2022 request-\$1,100

He said the overall budget went up \$26,334 (2021-\$622,972; proposed 2022-\$649,306).

Water Dept. Budget:

Personnel – 2021-\$132,660 budgeted, \$122,957 spent; 2022 request-\$152,072 – Mr. Tiffany said this line went up \$19,412.

Overtime- 2021-\$7,000 budgeted, \$3,670; 2022 request-\$5,000- He said they never made it to spending \$7,000 so he cut this line to \$5,000.

Additional Labor – 2021-\$0 budgeted or spent; 2022 request- \$1 to keep the line open

Longevity- \$1,375 budgeted and spent in 2021 and requested for 2022

Training- 2021- \$1,400 budgeted, \$1,623 spent; 2022 request- \$1,400

Uniforms- 2021-\$1,000 budgeted, \$929 spent; 2022 request-\$1,000-This expense is contractual.

Printing- 2021-\$300 budgeted, \$229 spent; 2022 request-\$300

Dues- 2021-\$245 budgeted, \$709 spent; 2022 request- \$1- Mr. Tiffany said he bought a 4 year contract for their licenses, etc. and that's why this line increased so much this year but it saved us some money there.

Advertising- 2021-\$1 budgeted, \$0 spent; 2022 request-\$1

Office Supplies- 2021-\$550 budgeted, \$608 spent; 2022 request-\$550

Postage- 2021-\$2,100 budgeted, \$927 spent; 2022 request- \$2,100

New Equipment – 2021-\$11,000 budgeted, \$11,057 spent; 2022 request-\$7,600- Mr. Tiffany said that is for a new CL2 pump and PH pump down at the well, a new tapping machine and a

soil cutter.

Mr. Staples asked if any of that could come out of the federal grant money.

Mr. Capello said some of it may be able to come out of the fed money and they could talk about it as they go through this.

Safety Equipment -2021-\$500 budgeted, \$461 spent; 2022 request- \$500

Telephone- 2021-\$2,850 budgeted, \$2,388 spent; 2022 request-\$2,850

Telemetering – 2021-\$2,000 budgeted, \$1,880 spent; 2022 request-\$2,000

Electricity- 2021-\$32,000 budgeted, \$28,772 spent; 2022 request-\$32,000

Hydrant Maintenance- 2021-\$6,000 budgeted, \$3,194 spent; 2022 request-\$6,000- Mr. Tiffany said there is zero left in this line and he kept it the same for next year. That will give us 3 brand new hydrants for next year he said.

Chairman Proulx asked how they making out with the hydrant replacements.

Mr. Tiffany said they do 3 a year and there are quite a few old ones left.

Mr. Capello said they also lose a couple of hydrants a year due to accidents. He said if they know who it is they go after their insurance company to pay for it which drags them to a stop and they have to order new ones.

Mr. Vachon asked for the total number of hydrants in town and the kind of hydrants that are being put in.

Mr. Tiffany said there are over 300 hydrants and they are putting in Rensselaer hydrants.

Pump/Pump House Repair- 2021- \$20,000 budgeted, \$7,117 spent; 2022 request-\$15,000- Mr. Tiffany said they didn't clean the well with the money they budgeted for it last year and used the ARP grant funds to pay for the cleaning which saved that money so he dropped the line by \$5,000.

Gasoline – 2021-\$1,500 budgeted, \$1,815 spent; 2022 request-\$2,200 –He said he increased this line for same reason as he did with the Sewer Dept. gasoline line.

Diesel- 2021-\$300 budgeted, \$509 spent; 2022 request-\$800- Mr. Tiffany said the water treatment plant generator runs on diesel fuel and runs every Monday.

Vehicle Maintenance- 2021-\$3,000 budgeted, \$2,611 spent; 2022 request-\$3,500

Lab Supplies & Testing- 2021-\$4,000 budgeted, \$2,617 spent; 2022 request-\$4,000- Mr. Tiffany said this line has \$898.32 left in it and that will be gone by the end of the year.

Sodium Hydroxide – 2021-\$14,000 budgeted, \$10,032 spent; 2022 request-\$13,000

Chlorine- 2021-\$2,192 budgeted, \$2,147 spent; 2022 request-\$2,192

Propane- 2021-\$3,100 budgeted, \$1,902 spent; 2022 request-\$3,500- He said this is because the Town has a higher per gallon rate this year.

Paving- 2021-\$800 budgeted, \$659 spent; 2022 request-\$800

Meter Maintenance- 2021-\$1,200 budgeted, \$1,462 spent; 2022 request-\$1,400 – Mr. Tiffany said this line was increased because this is where the money comes from for brass fittings and the price of brass has increased.

Mr. Staples asked how he did with finding chlorine.

Mr. Tiffany said he didn't have any problems with it and they purchase liquid chlorine in 50 gallon drums and they don't use the tablets (pool owners had trouble finding).

He said this overall budget went up \$41,497 (2021-\$370,991; proposed 2022-\$412,488).

8). DPW Budget:

Bridges/Railings- 2021-\$19,500 budgeted, \$18,112 spent; 2022 requested-\$105,500- DPW Director Gary Rogers said he increased this based on the Hoyle Tanner & Assoc.'s 10 year plan. He said originally the first year they were looking at \$123,500 and lot of that is labor on some things they could do in-house depending on what's going at the time, the weather and having adequate staffing.

Chairman Proulx said the engineer said that was their estimate based on what it would be if they put the work out to bid. She asked if this number covers all of their suggestions.

Mr. Capello said this covers everything in the first year of their suggestions.

Mr. Johnson asked if this includes the 20% contingency fee that was added in.

Mr. Rogers said that is correct.

Chairman Proulx said it may be less but they don't know if they might end up in a situation where they may have to farm out one of these things.

Mr. Capello said he was also concerned about the costs going up next year.

Town Buildings – Custodial Services- 2021-\$14,186 budgeted, \$7,059 spent; 2022 request-\$7,271.68. Mr. Rogers said this number came from the Finance Administrator.

Elevator-Telephone- level funded at \$430. Mr. Rogers said this amount is contractual.

Mr. Johnson asked if there was a reason this wasn't extended this year and he thought this was usually invoiced in Feb. or March.

Mr. Capello said last year they put everything into administration while they were switching companies and they were going to start breaking it out again this year. He said they pulled it out of the budgets and put it all in one line so they could figure it out going into this year with the new company. We were carrying 2 companies for 3 or 4 months he said.

Mr. Johnson said that didn't answer his question but he would get to the bottom of it.

Lights/Town Buildings- 2021 spent-\$38,590; 2022 request-level funded at \$40,000- Mr. Rogers said this is based on the historic average and the increases and they are close to being on track.

Fuel-Town Buildings- 2021 spent-\$21,638; 2022 request-level funded at \$28,000- Mr. Rogers said this line is also based on the yearly average and the price increases on what they use.

Water/Sewer- 2021-\$4,700 budgeted, \$3,569 spent; 2022 request-\$3,000- He said this is the bill with the rates for use just like everybody gets.

Repairs/Maintenance- 2021-\$43,000 budgeted, \$29,134 spent; 2022 request-\$73,000- He said the \$30,000 increase is for the handicapped ramp at the Rec. Dept. building.

Mr. Capello said this may come back to the board for approval to take it out of the ARP funds and he is still trying to get clarity on it to make sure they won't get in trouble doing that.

Mr. Vachon asked if this is for the ramp beside the building.

Mr. Rogers said yes. He said this includes the engineering costs with the ramp and this is a large project to make it right so it will be there for a while and not have to do much work to it.

Mr. Capello said this is something they should not do in-house because it must be Americans with Disabilities Act compliant and the state statute does not give the Town any protection on ADA compliance unless it has an engineer's stamp on it.

Mr. Rogers said contractors won't look at it without a site plan with an engineer's stamp on it.

Supplies-2021- \$4,721 spent; 2022 requested- level funded at \$6,500.

Safety Bldg. Diesel- 2021- \$200 budgeted; 2022 request- \$1- Mr. Rogers said this line is for the generator and he put \$1 in it to hold the line open in case they need to use it.

Town Clock-2021-\$300 budgeted, \$0 spent; 2022 request-\$300-He said they had issues trying to get people to do the maintenance on the clock as not too many people want to work on it.

Capitol- 2021-\$0 budgeted or spent; 2022 request-\$0 – Chairman Proulx asked for the purpose of this line.

Mr. Capello said he didn't know and he would delete the line from the budget.

Mr. Rogers said the lines for wage, FICA, Medicare, Unemployment and Workers' Comp are filled in by the Finance Administrator.

Chairman Proulx asked for the purpose of the "Wage" line item.

Mr. Capello said that is for a potential increase for Mr. Rogers.

Mr. Johnson said they should make it match all the other budget entries and say wage increase.

DPW Admin. - Highway Personnel- 2021-\$355,543 budgeted, \$329,952 spent; 2022 request-\$392,457 – Mr. Rogers said this line increased with the raises they did.

Part Time Help- 2021-\$39,640, \$33,610 spent; 2022 request-\$25,800- Mr. Rogers said this dropped and then they put it back where it should be and he didn't know why it was so high.

Part Time Secretary – 2021-\$26,520 budgeted, \$22,657 spent; 2022 request-\$26,150 (salary)

Highway Overtime – 2021-\$30,000 budgeted, \$18,843 spent; 2022 request-\$31,000-Mr. Rogers said this is based on the average and it is hard to predict what will be needed.

Outside Services- 2021-\$3,320 budgeted, \$3,597 spent; 2022 requested-\$3,320- Mr. Rogers said this line is for things such IT services and it stayed the same.

Safety Equipment- 2021-\$2,145 budgeted, \$3,084 spent; 2022 request-\$2,145- He said this line was over spent a little because they had to purchase some new signs and they're not cheap.

Mr. Vachon asked if this is for their safety gear-gloves, hardhats, etc. as well.

Mr. Rogers said that is correct.

Mr. Vachon asked if they are seeing an increase in the cost of those items.

Mr. Rogers said they have increased a little bit but he thought they would be alright with this amount and what hurt them were the new bases and signs.

Highway Training- 2021-\$1,250 budgeted, \$317 spent; 2022 request-\$1,250- He said there was very little training last year as they had very little to offer. He said there is still no in-person

training and he would feel better with the staff getting hands-on training with the equipment. Mr. Vachon said virtual training doesn't work for highways and he has been fighting that battle for the past 2 years.

Telephone- 2021-\$402 budgeted, \$1,034 spent; 2022 request-\$950

Electricity- 2021-\$9,000 budgeted, \$7,151 spent; 2022 request-\$9,600- Mr. Rogers said this is up a bit due to the rate increase and what they have been using.

Heating Oil -2021-\$6,700 budgeted, \$2,909 spent; 2022 request-\$5,000- He said he is still working on how far he can safely drop this line each year by using the waste oil burner they installed last year. He said the trend is going down and it's working great so far.

Mr. Vachon asked if they are able to burn all of the waste oil throughout the winter and not have to stockpile it.

Mr. Rogers said yes.

Water- 2021-\$200 budgeted, \$137 spent; 2022 request-\$200-Mr. Rogers said the amount is contractual.

Uniforms -2021-\$4,100 budgeted, \$3,013 spent; 2022 request-\$3,450- This is also contractual.

Rental- 2021-\$1 budgeted, \$0 spent; 2022 request-\$1 placeholder

Newspaper Ads – 2021-\$500 budgeted, \$0 spent; 2022 request-\$1- Mr. Rogers said he put in a \$1 placeholder because they don't use newspaper ads anymore because they're expensive and they use other avenues.

Office Supplies- 2021-\$750 budgeted, \$551 spent; 2022 request-\$750

Building Repair- 2021-\$4,560 budgeted, \$818 spent; 2022 request-\$4,560- He said they didn't spend much out of this line because he was a little nervous about the tank inspections. He said there are a few things where they are deficient but they couldn't get to it because they were shorthanded so they did the little stuff. He said they still have some bigger things like the tank pad to do which will clean this line out when it is done.

Grounds Maintenance- 2021-\$2,319 budgeted, \$330 spent; 2022 request-\$2,319-Mr. Rogers said he wants to have another water line brought in for washing trucks, etc. and with the quote from Mr. Tiffany it is feasible with this amount.

Chairman Proulx asked if that means they will need another water meter so Mr. Tiffany can account for it.

Mr. Rogers said that is correct.

Wage Adjustments- 2021-\$2,406 budgeted, \$0 spent; 2022 request-\$2,816- He said this line reflects the 3% wage increase.

Longevity- 2021-\$1,800 budgeted, \$1,160 spent; 2022 request-\$1,275- Mr. Rogers said this line went down because of two long term employees who retired or moved on.

Health- 2021-\$124,251 budgeted, \$122,168 spent; 2022 request-\$163,941- He said this is due to the increased cost in the bargaining agreement.

He said the rest of the numbers are all the numbers worked out with the Finance Administrator

(short/long term disability, FICA, Medicare, ICMA, unemployment, worker's comp.).

Streets – **Rebuild/Repave/Repair**- 2021-\$350,000 budgeted, \$353,759 spent; 2022 request-\$350,000- Mr. Rogers said it has gone up a little but not as much as he thought it would with the cost of oil.

Mr. Vachon asked if this is just the contractor costs or if it is the cold patch and stuff done in-house.

Mr. Rogers said it is just for repaving the roads and crack sealing.

Sidewalks- 2021-\$20,000 budgeted, \$19,242 spent; 2022 request-\$20,000

Erosion Control- 2021-\$500 budgeted, \$0 spent; 2022 request-\$500-Mr. Rogers said they didn't need to purchase anything this year because they had a bulk of it but the supply (erosion mats, seed, etc.) is dwindling down.

Gravel Road Maintenance – 2021-\$24,000 budgeted, \$25,626 spent; 2022 request-\$24,000- Mr. Rogers said the vendor can't give him a contracted price and gives him the price of calcium at the time for the budget. He said he wished this line said "Dust Control" instead of Gravel Road. Mr. Capello said he could have the line renamed.

Highway Paving- 2021-\$25,000 budgeted, \$18,312 spent; 2022 request-\$25,000- He said this line is for potholes and culverts.

Crushed Gravel- 2021-\$27,500 budgeted, \$27,545 spent; 2022 request-\$16,000- Mr. Rogers said he awaiting a real number on this and he dropped it to \$16,000 because they really only need sand and there is a good stockpile of crushed gravel. He said last year they weren't able to do much because of COVID and being shorthanded and hopefully this year they can get a lot of work done.

Winter Sand- 2021-\$14,500 budgeted, \$14,545 spent; 2022 request-\$18,000- He said this went up because the price they have been getting it at is a 2019 price. He said he has a call out to the vendor and if they guarantee it, it would be up to the board if they want to use them again.

Mr. Vachon asked if they buy the winter sand.

Mr. Rogers said it's the crusher price and they come in and crush it and make it there.

Contract Sweeping- 2021-\$4,000 budgeted, \$3,360 spent; 2022 request-\$6,400- Mr. Rogers said this line increased due to Hay Day.

Mr. Vachon asked if they even made it in this year.

Mr. Rogers said yes so they will have the hours before and after Hay Day.

Removal of Trees- 2021-\$4,750 budgeted, \$3,984 spent; 2022 request-\$5,000- He said this line is up because there are a lot of trees to cut and everything is going up. He said this includes the road side cutting where they have to hire a contractor for something that is too big for them.

Painting of Lines- 2021-\$14,875 budgeted, \$20,252 spent; 2022 request-\$17,000- Mr. Rogers said the line went up because the cost of paint went up if you can even get it. He said he had to cut back what they normally do and he still went over budget. He added that the paint is DOT approved but it is not the normal color they use here.

Mr. Vachon said they have to take what they can get.

Highway Radio Repairs- 2021-\$1,300 budgeted, \$0 spent; 2022 request-\$500- Mr. Rogers said they dropped this line to \$500 because they are getting new radios via the grant funding.

Rental Equipment- 2021-\$2,000 budgeted, \$2,607 spent; 2022 request-\$2,000

Highway Gasoline- 2021-\$6,300 budgeted, \$10,438 spent; 2022 request-\$7,000- He said this amount was based on an average year use and they are starting to get a handle on tracking their usage with the new machine.

Highway Diesel- 2021-\$40,000 budgeted, \$36,267 spent; 2022 request-\$40,000- He said this is also based on their yearly average use and he could tell the board exactly what they used as he figured it out for all 12 months.

Mr. Vachon said it is all weather dependant and how often the “heavies” are rolling.

Mr. Rogers said he was able to go back 3 years and determine an average use for the budget spreadsheet with the new machine.

Highway Tires- 2021-\$6,500 budgeted, \$6,494 spent; 2022 request-\$4,269.46- He said they dropped this line a little because there were some loader and grader tires they had to get in 2021 so now that they have them they are in pretty good shape.

Mr. Vachon asked if they used the state bid for tires.

Mr. Rogers said yes and they do that for everything unless there is some way to get it cheaper.

Highway Cleaning- 2021-\$0 budgeted, \$943 spent; 2022 request-\$0- Mr. Rogers said they made this line part of the supplies line because they get it all from the supplies.

Mr. Capello said this is for things like paper towels, toilet paper, glass cleaner, etc.

Highway Parts & Repairs- 2021-\$70,000, \$97,355 spent; 2022 request-\$90,000-

Mr. Johnson asked if this \$90,000 includes the \$17,000 for the grader (repairs).

Mr. Rogers said yes.

Repainting Trucks- 2021-\$9,000 budgeted, \$0 spent; 2022 request-\$9,000- Mr. Rogers said they had so many trucks down he couldn't afford to put another truck down to have it repainted or they wouldn't have gotten much done around town.

Mr. Vachon asked if the painting is done in-house or is contracted.

Mr. Rogers said it is contracted and the dept. doesn't have a sand blaster or a paint booth or contained area to paint them in and it is illegal to do that outside.

Highway Supplies- 2021-\$3,000, \$3,596 spent; 2022 request-\$3,000

Highway Engine Oil- 2021-\$3,000 budgeted, \$2,940.79 spent; 2022 request-\$3,000-Mr. Rogers said this is the bulk hydraulic and engine oil and it has been pretty consistent.

Waste Disposal- 2021-\$1,200 budgeted, \$929 spent; 2022 request-\$1,400- this is contractual.

Highway New Equipment- 2021-\$3,000 budgeted, \$130 spent; 2022 request-\$3,000- Mr. Rogers said this amount is not correct and wasn't updated. He said they use this for things like chain saws, leaf blowers, etc. and \$1,018.99 was spent to date so \$1,981.01 should be what is left.

Traffic Signs- 2021-\$3,000 budgeted, \$3,874 spent; 2022 request-\$3,000

Cleaning Catch Basins- 2021-\$6,825 budgeted, \$6,600 spent; 2022 request-\$6,600- Mr. Rogers said this depends on who does the work and the last people they had, Eastern Pipe were great.

Culverts & Catch Basins- 2021-\$6,000 budgeted, \$8,632 spent; 2022 request-\$6,000- He said this for repairs to culverts and catch basins which is done in-house.

Guard Rails- 2021-\$10,000 budgeted, \$7,156 spent; 2022 request-\$10,000- Mr. Rogers said these people were so busy he could get them in to do some crash ends but they couldn't do any long rail. He said they used the encumbered funds (\$5,863) first so that gives the board an idea of how much crash ends cost.

Mr. Vachon asked if the crash ends are the result of a motor vehicle accident if they back charge their insurance company.

Mr. Rogers said that is correct and they get accident reports if they're not drive aways.

Highway Salt- 2021-\$67,000 budgeted, \$40,977 spent; 2022 request-\$76,956- He said this based on their yearly average use and is for 1,200 tons at the co-op price.

Cutting Edges- 2021-\$2,489 budgeted, \$2,056 spent; 2022 request-\$5,895- Mr. Vachon noted the price of steel went up.

Mr. Rogers said this line includes the cutting edges, rake tines, broom wafers and scarifying teeth (used to tear up packed ice, gravel or asphalt).

Mr. Vachon asked if they are running carbides or straight steel for the cutting edges.

Mr. Rogers said they use both and use carbides on the wings and main plows.

Emergency- River Maintenance- 2021-\$54,740 budgeted, \$26,057 spent; 2022 request-\$55,000- Mr. Rogers said last year they budgeted for some engineering and that is done. He said this is part of the Hoyle Tanner plan for the major deficiency with the Army Corps of Engineers and the state on the erosion and shore land. He said there were some issues with FEMA and the freeboard (distance between the water level and the top of something that contains or restrains it such as a dam) but if we don't fix this and lose the certification or if something happens with this being one of our biggest deficiencies the freeboard is irrelevant.

He said this just fixes the erosion and they are looking at doing some other work on the freeboard which is also in the engineering plan but not to the extent that FEMA is looking for.

Chairman Proulx asked if what FEMA was looking for is incorporated into the (Farmington Levee Improvements project description) page included with the DPW budget spreadsheets.

Mr. Rogers said no and that is just the Army Corps requirements.

Mr. Capello said the board has not seen that yet because he has not received it.

Chairman Proulx said she said that so people would understand what the price of this could potentially be. This is nothing compared to what is coming and if this happens it's going to be pretty sizable she said.

Mr. Capello said that is why he will be proposing to the board to start a CRF for levee repair and maintenance. He suggested they put \$1,000 in it to get it on the books and start preparing for this.

Chairman Proulx asked if they are lessening any of the requirements for the Town.

Mr. Capello said no.

Mr. Staples asked about the new bill that Congress and the President signed.

Mr. Capello said he looked into it and the new infrastructure bill would not help us with this.

Mr. Rogers said this is their biggest concern with the levee with all the reports he has read and it's a priority on their list. He said the state puts the deficiencies in order with the priority being the first one on the list. The Army Corps puts it all together in a nutshell he said.

He said their major concern is the shore land because the shore land is pushing the river over and it's eroding on the edge of the whole bank. This covers removing the shore land and coming up with something to return the bank to where it needs to be he said.

Mr. Capello said they want to keep them happy so if something happens they will get the federal funds to do the repairs. He said Mr. Rogers has worked hard to get the Town a conditional approval on the levee and they have to continue to show progress to the Army Corps so they can continue to get that conditional approval.

Chairman Proulx asked if there has been any recent mention of the other deficiencies such as the encroachments.

Mr. Rogers said they have been working on them and they have made "tons" of progress. He said some of the residents have helped by moving a lot of the stuff and part of that is in Hoyle Tanner's plan and he has quotes from some companies to remove the vegetation encroachments. He said there are a lot of invasive plants there and in order to spray that amount of herbicide you have to be licensed especially next to the water.

Mr. Vachon said he knew someone at the state who would kill the plants for free and asked to have a reminder sent to his work e-mail and he will provide his contact information. He said he will come look at it, tell them what he would do and when but he doesn't charge for it.

Mr. Capello said it would be a good idea to get on his list.

Mr. Dickie said out in the back roads areas there is something going on with the ash trees and there is a lot of bark falling off the trees. He said he didn't know if this falls under the DPW's tree removal but some of the trees are on the Town's side of the stone wall. He said it is something to be cognizant of because they are dying and they can cut them and use them or they are just going to fall and rot.

Mr. Vachon said he may have another contact to get those taken care of too. He said there is state run program that may be able to assist us with the complete removal of those ash trees.

Mr. Rogers said the state says they can't move them unless they are chipping them so if they're doing it it's on them.

Mr. Capello said he sent a second e-mail reminder to Mr. Vachon for this contact information.

Mr. Vachon said the program isn't up yet but he will be one of the first to know when it is and he will put them in contact with that person.

Mr. Rogers said that is within their realm of maintenance and tree removal.

Mr. Dickie said he thought this would be more than their normal \$5,000 worth of tree removal as there are a lot of ash trees across the back roads.

Mr. Vachon said the cost is about \$1,000-\$1,200 per tree.

Scrap Metal Money- Mr. Capello said they cleaned up the scrap metal at the DPW and it brought in about \$7,000 and asked the board for approval to spend the money from the sale of the scrap metal to buy a tire changer.

Mr. Rogers said the existing Coats tire changer is very small and old.

Mr. Johnson asked if the money from the sale of the scrap comes into the operating budget and then is paid out of the operating budget for the tire changer.

Mr. Capello said that is correct.

Mr. Vachon asked if they had that many tires over there.

Mr. Rogers said there would be one to do all the tires including the truck tires and they do truck tires by hand right now. He said he could buy a machine to do them and not have to worry about the guys hurting themselves trying to pick them up and getting them on that machine.

Mr. Capello said if this is something the board would entertain Mr. Rogers could start getting bids.

Mr. Johnson asked if he would have to get them within the week and when the budget would close.

Mr. Capello said yes and that the budget closes on Dec. 31 so they would have the bids to the board for next week's meeting.

Consensus of the board was to approve spending the scrap metal money for a tire changer.

9). COVID-19 Update:

Mr. Capello said there was no update at this time.

10). Town Administrator's Business:

a). Lost Check Policy – Mr. Capello said the policy has already gone through legal review and the reason why he wants to implement this is because they have some Town employees that have historically lost their checks.

Mr. Vachon asked if the Town offers direct deposit of checks.

Mr. Capello said yes and they encourage it but they can't force the employee to participate. He said when an employee loses their check they have to cancel it and cut them a new check so he would like to implement a lost check policy to encourage people not to lose their checks.

Chairman Proulx asked if the only fee actually assessed is the stop payment processing fee.

Mr. Capello said yes.

Mr. Staples asked for the fee amount.

Chairman Proulx asked if there is a fee for cutting the new check.

Mr. Capello said no and the stop payment fee is \$35 but he didn't put an exact amount in the policy so the policy doesn't have to be updated every time the fee goes up.

Mr. Johnson said there is also a statement in the policy that says employees who lose or destroy payroll checks will be charged a processing fee that the Town is charged per lost check so there are 2 fees.

Mr. Capello said yes but right now they don't charge the Town for a lost check and this was worded so if that fee ever came into play he wouldn't have to come back to the board to have it redone.

Mr. Johnson said section B paragraph 3 says if the check is lost due to some reason that is not the employee's fault they are still going to charge the employee the stop payment fee. That isn't right he said.

Mr. Capello said he will change it to state that no fee will be charged to the employee.

Mr. Johnson also suggested in paragraph 2 that the first line should be deleted because it is repeating what was said in paragraph 1. He said let paragraph 1 deal with the stop payment fee and paragraph 2 should deal with the processing fee.

Mr. Capello said he would make the requested changes and bring the policy back to the board.

b). Conservation Commission Appointment – Mr. Capello said Blanche Tanner is looking to join the Con Com and that she spoke with Con Com Chair Bill Fisher before she filled out the application to make sure it is something she wants to do.

He said Ms. Tanner has been coming to the municipal offices to get the blue conservation trash bags and as she goes for a walk she picks up any trash she sees and has been very helpful.

Mr. Vachon asked if she was bringing those bags to the Transfer Station.

Mr. Capello said she brings them here on her way back and they get rid of them here.

Motion: (Johnson, second Staples) to appoint Blanche Tanner to a one year term as regular member of the Conservation Commission;

Discussion: Mr. Staples said this would interfere with some of the Budget Committee meetings. (Ms. Tanner is also a member of the Bud Com and both committees meet on Wednesdays).

Mr. Capello said that would be her choice and he believes the only time it would interfere with the Bud Com is at this time of year when the Bud Com meets more frequently.

Mr. Staples said it will be good to have another as they really need more members.

Vote: The motion passed 5-0 by a roll call vote (Proulx, Johnson, Dickie, Staples, Vachon-aye).

c). School Bus Accident – Mr. Staples said it appears there was an accident involving a school bus on the Hornetown Road Bridge and that School Board Chairman Charlie King sent the board some e-mails on it last week. He said the school bus made contact with the rail on the bridge and it wasn't reported to the Police or to the Town so the state of the rail is in question and it is a huge safety concern.

He said he thinks the rail needs to be inspected. He said they know there was an incident with the rail and if they don't have an engineer inspect it the Town could potentially be liable if someone else makes contact with it and goes into the river.

Mr. Capello said he didn't disagree with Mr. Staples and he looked at it but he is not an

engineer so he was not going to (comment on the state of the rail).

Chairman Proulx asked who would do that.

Mr. Capello said he could contact Josif Bicja who is an engineer with Hoyle Tanner & Assoc. He said he has no idea what the cost would be and if the school district would be willing to pay it.

Chairman Proulx said there is a 15 year warranty on the bridge and if they don't do their due diligence in what Mr. Staples is saying it could possibly void the warranty.

Mr. Staples said it could also open up the Town to a huge lawsuit.

Chairman Proulx asked if it would be smart to at least check into the price because there could potentially be a situation they are not aware of.

Mr. Staples said it shouldn't cost the Town anything because they can get the accident report and have their insurance company cover it like they would if someone hit with their car.

Mr. Capello said unless something happened between Friday and today there is no Police report to have.

Chairman Proulx said she didn't disagree with Mr. Staples because of the warranty and it is a bridge they want to move (for future use elsewhere).

Mr. Capello said he will get the cost for an inspection and then the board can make a decision.

Mr. Staples asked if that lane of the bridge is left open and anything happens between now and then if the Town would be liable.

Mr. Capello said he didn't know.

Mr. Vachon said according to that they should shut down any section of a road where a guardrail has been hit. He said there are a lot of guardrails in town that have been whacked and have never been inspected and were pulled back with an excavator and some dirt put behind it.

Chairman Proulx said that is different than making sure a bridge has a warranty on it.

Mr. Vachon said the bridge has a 15 year life expectancy and there is no warranty on it because it is past the one year mark. He said he was curious why passing cars on a narrow bridge was necessary.

Mr. Capello said it was because the Fire Chief was responding to an active fire and the bus stopped right on the bridge.

Mr. Johnson said the bridge is as wide as the road which is 21 ft. wide.

Chairman Proulx said the bus driver did pull over and they're not disputing that.

Mr. Staples said the statements are available to the public through a RSA 91-A request and one of the names on the statements was not redacted.

Mr. Johnson said he notified the School Board Chair of that on Wed. when he spoke to him.

Consensus of the board was to have Mr. Capello get the price for an inspection and go forward from there.

Mr. Staples then asked what the policy is if anything were to happen when the Rec. Dept. Director is transporting children.

Mr. Capello said she immediately calls the Police, must notify him and if there were kids on board they would notify the parents and have the Fire Dept. come out and check them out.

11). Next Meeting: Monday, December 27, 2021

12). Non-Public Session A:

Motion: (Vachon, second Staples) to enter non-public session under RSA 91-A: 3 II (a, c) Compensation of Public Employees, Reputation passed 5-0 by a roll call vote (Proulx, Johnson, Dickie, Staples, Vachon-aye) at 7:50 p.m.

Motion: (Dickie, second Vachon) to come out of non-public session passed 5-0 by a roll call vote (Proulx, Johnson, Dickie, Staples, Vachon-aye) at 7:57 p.m.

13). Non-Public Session B:

Motion: (Vachon, second Staples) to enter non-public session under RSA 91-A: 3 II (b, c) Hiring of a Public Employee, Reputation passed 5-0 by a roll call vote (Proulx, Johnson, Dickie, Staples, Vachon-aye) at 7:57 p.m.

Motion: (Dickie, second Vachon) to come out of non-public session passed 5-0 by a roll call vote (Proulx, Johnson, Dickie, Staples, Vachon-aye) at 8 p.m.

14). Non-Public Session C:

Motion: (Vachon, second Staples) to enter non-public session under RSA 91-A: 3 II (a, c) Compensation of a Public Employee, Reputation passed 5-0 by a roll call vote (Proulx, Johnson, Dickie, Staples, Vachon-aye) at 8 p.m.

Motion: (Dickie, second Johnson) to come out of non-public session passed 5-0 by a roll call vote (Proulx, Johnson, Dickie, Staples, Vachon-aye) at 8:08 p.m.

Motion: (Vachon, second Staples) to rescind the motion 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 Nov. 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 expense incurred failed 1-3-1 (Vachon-aye; Proulx, Johnson, Dickie-opposed; Staples-abstained).

15). Adjournment:

Motion: (Johnson, second Dickie) to adjourn the meeting passed 5-0 by a roll call vote (Proulx, Johnson, Dickie, Staples, Vachon-aye) at 8:12 p.m.

Respectively submitted
Kathleen Magoon
Recording Secretary

Paula Proulx, Chairman

Neil Johnson, Vice Chairman

Ken Dickie

Doug Staples

Gerry Vachon