

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, December 5, 2016

Board Members Present:

Charlie King, Chairman
Neil Johnson, Vice Chairman
Jim Horgan
Paula Proulx
Ann Titus

Others Present:

Town Administrator Arthur Capello
DPW Director Dale Sprague
DPW Deputy Director Jason Gagnon
Tom DeJulio
Karen Warburton
Members of the Farmington Preservation
and Improvements Organization

1). Non-Public Session A:

Motion: (King, second Titus) to enter non-public session under RSA 91-A: 3 II (b) Hiring passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 5:30 p.m.

Motion: (King, second Horgan) to come out of non-public session passed 5-0 at 6:10 p.m.

Motion: (King, second Johnson) to seal the minutes passed 5-0.

2). Non-Public Session B:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (b) Hiring passed by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 6:10 p.m.

Motion: (King, second Johnson) to come out of non-public session passed 5-0 at 6:50 p.m.

Motion: (King, second Titus) to seal the minutes passed 5-0.

3). Non-Public Session C:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (a) Compensation passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 6:50 p.m.

Motion: (King, second Johnson) to come out of non-public session passed 5-0 at 6:58 p.m.

4). Call to Order/Pledge of Allegiance:

Chairman King called the public meeting to order at 7:05 p.m. All present stood for the Pledge of Allegiance.

5). Public Input:

Farmington Preservation and Improvements Organization member Tom DeJulio told the board the organization provided the Town with a Christmas present with the installation and lighting of the Christmas lights on Friday night and that he came to present the board with a second present. He presented a book to Chairman King containing the deeds/information on the Town roads compiled during the research of properties/easements for the installation of the new poles.

FPIO member Karen Warburton said the second reason the group came before the board was to present a token of appreciation for their support of the group's efforts to preserve the Christmas lights to the Board of Selectmen, Mr. Capello, Recording Secretary Kathie Magoon and Farmington Cable TV Coordinator Robert Hall. She gave each person a 2016 edition

Christmas ornament constructed with one of the original bulbs used to light the strings for many years. She said they would also like to present an ornament to Jackie Capello in recognition of her efforts to save the Christmas lights at Town Meeting last year. One voice can make a difference she said. She thanked everyone and wished everyone a Merry Christmas.

All of the recipients thanked the organization for their generous gifts.

Mrs. Titus thanked Mr. DeJulio and the other volunteers for the great job putting up the lights and making everyone happy who attended the tree lighting ceremony Friday night.

Mr. DeJulio then said he had one last gift for a special person who probably has as many hours as he has working on the lights. He said that any time he needed something done concerning the lights all he had to do was ask and he felt as if he got the "red hot priority treatment". He said the gentleman goes way above the call of duty to help out and then presented an ornament to DPW Director Dale Sprague.

Mr. Johnson asked how many strings of the new LED lights were put up.

Mr. DeJulio 7 new strings were installed from the pizza shop to the Opera House.

6). Review of Minutes:

November 28, 2016, Public Meeting Minutes- Page 3,item #6 Police Dept. Budget, 11th line- amend "West" to "WEX" card. Page 4, item #6, 11th line- add the heading "New Canine Unit" and underline it to make it easier to find. Page 5, Animal Control- add "The Chief will delete the funds for the ACO position" to the end of the paragraph. Page 6, item C, Contract for Ambulance Service for New Durham- line 7, change "Farmington" to "they" collected some revenue.

Motion: (Johnson, second Titus) to approve the minutes as amended passed 4-0-1 (Horgan abstained).

Nov. 28, 2016, Non-Public Sessions A and B- No corrections or omissions were found.

Motion: (Johnson, second Titus) to approve the minutes as written passed 4-0-1 (Horgan abstained).

7). DPW Budgets:

Deputy DPW Director Jason Gagnon presented the 2017 Public Works Budget Memorandum to the board as an explanation of the proposed budgets for the landfill/Transfer Station, Highway, Water and Wastewater depts. He said he attempted to shed some light on some of the increases and decreases for the line items and where those numbers came from.

Ms. Proulx noted that the percent change in some the items in the memo did not agree with the amounts in the budget report.

Mr. Capello said this is due to Mr. Gagnon's use of historic trends in compiling the memo so there may be some differences from the amounts in the actual budget report.

Chairman King suggested the board ask any questions they have on each page instead of hashing out each budget line item.

Sanitation Dept.:

Page 2, Line 01-4324-10-620 Landfill Stickers (up \$3,975) - Mr. Capello said this was due to nothing being budgeted for bag stickers in 2016.

Mr. Sprague said this includes the purchase of 50,000 stickers at a cost of \$1,317.

Mr. Capello added that the vehicle stickers will expire next year so the Town will also need to purchase new vehicle stickers.

Page 3, Line 01-4324-20-837 Solid Waste Tipping Fees (up 12.98% to \$64,664) Mr. Gagnon said the increase in tipping fees reflects that waste amounts tend to pick up later in the year. He said the municipal solid waste pick-up is one per week and they have been working on reducing the bulky/demolition pick-ups by crushing and compacting the items to reduce the number of hauls needed. He said the number of hauls depends on how much trash is collected. Mr. Capello said some of the increase is also contract related as there are scheduled increases for hauling and tipping fees in the Waste Management contract.

Mr. Gagnon said he used a full year (Aug. to Aug.) for the 2017 projection to capture the year end increased collections and that is how they came up with the higher number.

Mr. Capello said the amount spent is currently \$56,565 for tipping fees.

Mr. Gagnon said that figure may not include the bill for the second half of November which comes out early in December. Last year's total expenditure was \$63,273 so the proposed increase is approx. \$1,500 more he said.

Line 01-4324-40-391 Landfill Recycling (decreased 20.05 % to \$7,875). Mr. King asked if the Town is getting more money for recyclables or if there less than projected being collected.

Mr. Gagnon said recycling has a hauling fee and is done twice a week. He said we may not need 2 hauls with the change to being open 4 days in a row depending on what is brought in.

Mr. Sprague said this line does not reflect hauling costs and only contains the processing fee Waste Management charges per ton of recyclables. He suggested the Town was getting charged less for the recyclables because the market for recyclable materials is better than it was 1 year ago.

Mr. Capello said the actual current expenditure for this line is \$6,079.

Mr. King noted that the recyclables were not being put in the Town's waste stream which is about \$70 a ton. He asked for the total tonnage of recycles per year.

Mr. Gagnon said he estimated about 350 tons of recyclables would be collected per year. He said that is about a \$50 per ton difference in what is paid for recyclable removal and what is paid per ton to haul it with the waste stream as trash.

Mr. Johnson said the Town is saving about \$18,000 per year by not including recyclables in the waste stream.

Line 01-4324-60-347 Regional Solid Waste (no change, \$1,200) Mr. King asked if this line represents the Town's contribution to the waste collection facility in Rochester.

Mr. Capello said this line item is based on the volume of hazardous waste collected from Farmington residents which totaled \$1,084.46 for 2016.

Page 4- Line 01-2324-80-312 TVs and Monitors (no change, \$2,000) Ms. Proulx said there is a change from the \$1,500 requested in the proposed budget to the \$2,000 requested in Mr. Gagnon's budget memo. Mr. Capello will update the proposed 2017 budget.

Uniforms- Sanitation Personnel (\$730 proposed) Mr. Gagnon recommended adding this line to the Sanitation budget to include a full uniform allowance for the new full time employee (\$350) and a half uniform allowance for 2 new part time employees (\$175 each).

Mr. Capello said the line was not funded previously as uniform costs were included in the contract agreements.

Mr. Gagnon said it was included in the Sanitation Administration budget and that he pulled it out into a separate line so the board would be aware of the change.

Ms. Proulx asked if the Transfer Station employees currently have uniforms and what the new

uniforms will consist of.

Mr. Gagnon said they have had uniforms which were funded out of the Highway budget.

Mr. Sprague said they will receive an allowance for shirts, dungarees and steel toed boots which are required.

Highway and Streets:

Line 01-4312-10-630 Rebuild /Repave Roads (up 2.86 % to \$360,000) - Mr. King said in recent years this line has been funded at \$350,000 and asked about the reason for the increase.

Mr. Gagnon said major projects for next year include reconstruction, drainage work and base course paving of Silver Street and Waldron Road, pavement shim on Bay Road and Ten Rod Road and crack sealing and chip sealing to keep existing roads in good shape.

Mr. King asked Mr. Gagnon to provide the board with a copy of the road maintenance/repair plan.

Page 5- Line 01-4312-10-632 Erosion Control- (up from \$1,000 to \$1,000) - Mr. Johnson asked if this item is related to the erosion work needed for the Cocheco River area.

Mr. Capello said this line represents re-stocking of supplies for general erosion control such as matting and silt fencing in areas where the highway crew is working.

Line 01-4312-10-633 Calcium Chloride (decreased 72.02% to \$5,000) – Mr. King asked if the request is due to encumbering funds not used in 2016 which will be added to the \$5,000 requested for 2017.

Mr. Gagnon said a combination of factors resulted in no calcium chloride applications in 2016 so \$17,000 of the 2016 funds will be encumbered with the \$5,000 for 2017 to secure 2017 calcium chloride purchases.

Line 01-4312-10-631 Sidewalks (no change, \$21,000) –Mr. Capello said the Safe Routes to School project has been on the books since 2004 and the engineering firm for the project was changed causing further delay in completing the work. The easements from the property owners have been obtained and the project is scheduled to go out to bid this spring he said.

Mr. Sprague said the Town has been assured that the project is a “go” for 2017. He advised the board not to deplete the line and to keep it for other potential future sidewalk projects

Page 7, Line 01-4312-20-432 Highway Radio Repairs (no change, \$1,500) Mr. Sprague said this amount was an estimate based on the average yearly expenditure for radio repairs included in the 2015 budget. He said the dept. has been able to do most of the repairs in-house.

Mr. Gagnon added there will also be some expenses to renew the radio registration and certifications.

Line 01-4312-20-440 Rental Mower (up 120 % to \$5,500) Mr. Sprague said the proposed amount is doubled is because he was requested to trim the budget in 2016 and he reduced the mower rental to 1 week from 2 weeks. He recommended the Town return to a 2 week rental so as not to fall behind in addressing the overgrowth in Town. The commercial tractor mower is occasionally used at the landfill and the levy but this is not the norm so the solar project will not impact the proposed expenditures for mowing he said.

Line 01-4312-20-636 Highway Diesel Fuel (up 16.67% to \$28,350) Mr. Gagnon said the amount is based on the historic average use and depends on the severity of the winter weather and the amount of snow removal required. He said he budgeted for 13,500 gallons at a cost of \$2.10 a gallon. He added the budget could be under/ over spent depending on the weather.

Mr. Johnson asked what the Town's contract price is for diesel fuel.

Mr. Capello said the Town does not have a contract for diesel fuel as there is not enough volume used for a contracted price.

Ms. Proulx asked about the difference between the price for diesel fuel for the Highway Dept. and the diesel fuel used at the Water Dept. which is budgeted at \$2.00 a gallon.

Mr. Gagnon said that was an oversight and he will adjust the Water Dept. diesel fuel calculation to \$2.10 a gallon.

The board also discussed cost savings through the use of the WEX card, bulk gasoline purchasing and to continue to store gas at the highway garage in case of emergency or when fuel is unavailable from local suppliers.

Page 9- Line 01-4312-20-690 DPW Waste Disposal (decreased 61.82% to \$840) Mr. King said the Town has finally received the correct rate for the dumpsters and thanked Mr. Capello for his efforts.

Line 01-4312-20-740 Highway New Equipment (up 250% to \$12,500) Mr. King asked why the Town should spend \$5,100 for a new diagnostic tool when you can get one at Wal Mart for \$39. Mr. Sprague said the current tool needs to be updated each year with a \$1,200 fee and it can't diagnose problems with the newer equipment.

Mr. Gagnon said when the existing tool can't determine the problem with a large vehicle it is sent to Dipresio's which costs the Town a diagnostic fee, travel time and one day of down time just to find out what is wrong with it. He added this happens frequently with the fire trucks and the 2 International trucks and usually turns out to be something that could be fixed in-house.

Heavy Duty Tire Changer (\$7,400) Mr. Sprague said the current changer can accommodate rims up to 16 inches and has been in use for many years.

Mr. King said some the new vehicles come with tires with 19 inch rims and asked how changing tires on the 10 wheeled trucks is handled.

Mr. Sprague said they have someone come into the garage and change the tires.

Mr. Gagnon said they could consider "farming out" the tire changing work.

Mr. Sprague said the dept. is also in need of a Tire balancer and both the changer and balancer are safety issues.

Mr. King asked if Mr. Gagnon for a price quote, make and model of a tire changer.

Mr. Gagnon agreed to supply the specific information to the board.

Mr. Sprague said he would supply more information to the board regarding tire sizes and the type of tire balancing done at the highway garage.

Page 10, Line 01-4312-30-740 Culverts and Catch Basins (up 233.33% to \$5,000) Mr.

Capello said this is a similar situation to the erosion control materials where the existing stock has been used up and needs replacement.

Ms. Proulx asked why the dept. is not purchasing a little bit of material at a time instead of taking a "big whack" at the budget all at one time.

Mr. Capello said that was done in the past but now the materials are out of stock.

Mr. Gagnon said this number also includes replacement of one "barrel block" catch basin with a new catch basin each year and drainage work on Silver Street prior to its reconstruction.

Page 11, Line 01-4311-10-431 Highway Uniforms (up 59.52% to \$3,350) Mr. Gagnon said the amount is based on the current cost for 7 full time employees at \$350 each and 1 part time employee at \$200.

Mr. Johnson asked if the Town is providing the employees with jackets and if that cost is included in the price.

Mr. Gagnon explained the safety jackets are reflective weatherproof shells that cost about \$80 each and can be worn year-round for about 4 or 5 years.

Mr. Horgan suggested this line be moved to the safety equipment line under shop expenses to avoid confusion with contract requirements for uniform allowances.

Highway Capital Reserve Fund – (\$ 100,000 a year proposed) Mr. Gagnon said he reviewed the existing fleet and calculated its remaining useful life resulting in the replacement cost averaged out over the lifespan of the equipment. When you add up the yearly cost for each piece of equipment you come out with what you need to set aside each year. He recommended the account be set up to fund new equipment over a 20 year period to maintain the level of service that we have right now.

Mr. Johnson asked what amount the CIP Committee recommended to be set aside for new equipment

Ms. Proulx said the CIP Committee voted to recommend that \$25,000 be put into the Highway Motorized Equipment Capital Reserve Fund.

Mr. Johnson said the taxpayers put \$25,000 in the CRF in 2016 and the account has a total of \$51,000 currently.

The board also discussed the benefits and drawbacks of fully funding or “reasonably” funding future equipment purchases, anticipated revenue increases, budget/tax rate stability, debt financing and interest costs, lease purchase plans, using the undesignated fund balance and possibly blending options to the benefit of the Town.

Mr. Sprague asked if there is a possibility of a lease purchase of a new piece of equipment next year.

Mr. King requested information about the age and condition of the vehicles including the repairs/replacement needed be provided with a proposal to the board.

Mr. Capello said the initial year of the lease purchase plan would require voter approval of a warrant article at the Town Meeting in March.

Mr. King suggested funding the lease with the funds in the Highway Capital Reserve Fund.

Mr. Capello said you would still need a warrant article to approve the expenditure and to fund the remainder of the lease.

Mr. Gagnon said he is also looking at changing some of the historic uses of some of the equipment and considering what uses may give the dept. more flexibility.

Water Dept.

Page 12, Line 02-4335-10-430 Hydrant Maintenance (up 99.57% to \$5,987) Mr. King noted the budget includes replacement of 2 hydrants and asked what the cost is to replace a hydrant. Mr. Gagnon said the hydrants are \$2,200 each just for the parts. He said the remaining \$1,500 in this line would be used to replace gate valves if needed and for repair of existing difficult to operate or damaged hydrants.

Line 02-4335-10-630 Pump Repair (up 212.29% to \$31,229) Mr. Gagnon said most of the expense is related to well 5 which has an issue with the piping connection coming out of the well.

Mr. Gagnon said the cost would be \$5,200 if the repair is done at same time as the cleaning of the well. He said well 5 has lost about 20% of its capacity since the last cleaning in 2014 and it

is hoped they can determine the cause of the lost capacity during the cleaning process. Mr. Sprague said there is on-going exploration for a possible new well site to replace well 4 which is currently offline due to coloration and bacteria issues. The water exploration company is also looking farther south toward Paulson Road and plans to bring information to the board regarding additional water sources in the well 6 area he said.

Page 13, Line 02-4335-10-635 Gasoline (up 4.86% to \$3,450) Mr. Johnson asked if the WEX card was being used for purchase of gasoline for the dept.

Mr. Sprague said the dept. uses the bulk discount gas from the highway tank.

Mr. Johnson said the price would then be about \$1.80 a gallon for gasoline.

Mr. Capello said he would obtain a card for those vehicles.

Mr. Gagnon said the budget line was figured at \$2.06 a gallon. He recommended the Town keep using the bulk gas purchase so the contents of the tank is turned over regularly as the quality of gas is not what it used to be.

Mr. Sprague said the tank is filled about twice a year.

Mr. Johnson said it may not be worth it to change to using the WEX card at a gas station if it affects the turnover of the bulk storage tank and asked Mr. Sprague to look into the matter before switching to the WEX card.

Page 14, Line 02-4335-10-740 Meter & Equipment (no change, \$0 proposed) Mr. Gagnon said the Town's meters are about 12 years old with an expected lifespan of 10-12 years for mechanical meters. He said the brand the Town uses is not made any more and recommended the Town begin to phase in a new meter system instead of complete replacement of the system in a single year. He said he is researching options for new meters and plans to bring forth a proposal for the 2018 budget.

Mr. King asked for the cost per meter and how many meters are at the end of their recommended lifespan.

Mr. Sprague said there are about 1150 mechanical meters in use which cost approx. \$150 each and the new ultrasonic meters which have a lifespan of more than 20 years are in the \$200 to \$225 each range.

Mr. Johnson said if all the meters had to be replaced today the cost would be more than \$172,543.

Mr. King asked how one would know when a meter has gone bad.

Mr. Gagnon said they stop reading efficiently and the dept. loses revenue because the user may use a large amount of water but the meter would only show a few gallons used. He said short of testing each meter individually there is no way of knowing if the meter has gone bad.

Mr. King asked how long the ultrasonic meters have been available and if they have been proven to work effectively.

Mr. Gagnon said the technology has been available for several years but has only been available for residential use for about 5-7 years.

Page 15, Line 02-4335-20-630 Meter Maintenance (up 45.70% to \$6,265) Mr. Johnson asked if it is required to update the software for the existing meters each year.

Mr. Sprague said the hand held readers and billing software must be updated each year.

Ms. Proulx asked what would be the anticipated cost for the new/replacement meters.

Mr. Gagnon said he budgeted \$225 for 8 meters and suggested that a small number of replacements may give the Town an opportunity to try out different meters and see which are

compatible with the existing system and most effective for the Town.

Page 16, Line 02-4335-20-960 Transfer to Capital Reserve (up 400% to \$25,000)

Mr. Capello said this account is referred to as a Capital Reserve Fund although it is more of a Special Revenue Fund as it paid for by the water and sewer users and doesn't affect the tax rate.

Mr. Gagnon said this line is similar to the highway equipment fund in that it is away to save for large purchases such as additional wells and infrastructure improvements.

Mr. Sprague said there is approx. \$322,167 currently in the account.

Mr. Capello noted that payment for the bridge project (\$60,000) and the well exploration (\$80,000) will also come from this fund.

Consensus of the board was to continue the discussion about increasing the transfer to the Capital Reserve Fund to when the board can engage in a more in-depth discussion on improvements to the water system.

Enterprise Funds Transfer- Motion: (Johnson, second Horgan) to transfer \$5,000 out of the 2016 operating budget to the Water Enterprise Fund passed 5-0.

Line 02-4331-10-620 Office Supplies (up 20% to \$600) Mr. Johnson asked what Mr. Gagnon plans to do with one-third of a desk as stated in his memo.

Mr. Gagnon said he planned to put it together with the other two thirds of a desk in the sewer and highway office supplies lines and purchase a used desk for \$300.

Mr. Johnson suggested the Police Dept. may have some extra desks as they will receive new desks when they move to the new Public Safety Building.

Sewer Dept.

Page 18, Line 03-4326-10-684 Grease & Oil (up 50% to \$750) Ms. Proulx asked if this line is for grease and oil for vehicle use.

Mr. Gagnon explained it is for the pumps and equipment in the wastewater treatment plant and that the supply needs to be replenished.

Meaderboro Road-Mrs. Titus said she received 2 phone calls from residents reporting that the section of Meaderboro Road where it changes from tar to gravel has 2 large potholes and asked when the holes in the gravel section might be filled.

Mr. Gagnon said it may be challenging to fix the gravel portion as they were unable to plow the dirt area of the road following the recent snow fall as it has not yet frozen. He said it will depend on when the snow pack melts to determine when they can fill the holes and said the best answer he could give for now would be when weather permits.

Page 21, Line 03-4326-60-960 Transfer to Capital Reserve Fund (no change, \$50,000)

Selectmen discussed whether to fund the CRF that would be used for large expenditures for equipment maintenance or replacement of the sewer system. Discussion included anticipated income in 2017 is \$524,100, proposed 2017 budget is \$570,000, current total of \$378,000 in the CRF, reduce the sewer budget, potential rate increases, take the funds from the sewer checking account, the ratepayers have contributed to the CRF, the Town has not contributed to the fund, choose a different amount to be placed in the fund and plan to fund the CRF out of the 2017 budget.

Motion: (King, second Proulx) not to transfer \$50,000 to the Wastewater Capital Reserve Fund for depreciation for 2016

After a brief discussion Mr. King withdrew his motion and Ms. Proulx withdrew her second.

Recess- Motion: (King, second Horgan) to take a 5 minute recess passed 5-0 at 9:35 p.m. The meeting reconvened at 9:45 p.m.

Motion: (King, second Proulx) not to transfer \$50,000 from the 2016 budget to the Wastewater Capital Reserve Fund passed 5-0.

Consensus of the board was to table further discussion on the matter.

General Government Buildings

Line 01-4194-10-430 Repairs/Maint. Town Hall Bldgs. (decreased to \$35,000) - Mr. Capello said this line was decreased by \$5,000 for 2017 due all of the repair work that has already been completed on the municipal buildings.

Mr. Sprague said he felt this will be enough to cover the maintenance work needed for next year.

Mr. Capello said the total budget for this section is down from \$114,972 (2016 budget) to \$108,122 (2017 requested budget).

Mr. Johnson asked if water, sewer, electrical and trash for the Public Safety Building has been added to the budget proposal.

Mr. Capello said he included those estimated amounts in the budget proposal.

Mr. Johnson asked if the utilities for the new building will be broken out into separate lines in the budget.

Mr. Capello said the utility information will be tracked separately and provided to the board on a separate worksheet.

Mr. King said he would also like to have that information to track if the building is getting the efficiency they expect.

Ms. Proulx asked if the first line in this section for Maintenance Tec should be moved to Custodial Services line so it does not appear that the town is getting rid of the custodian and hiring a Maintenance Technician.

Mr. Capello said the number is correct (\$12,480) and agreed the amount should be moved down a line to Custodial Services.

Mr. Johnson asked who is being paid out of this section for FICA, Unemployment and Workers' Compensation.

Mr. Capello said these expenses are for the part time custodian.

Line 01-4290-20-630 River Maintenance (no change, \$11,500) Mr. Sprague said there will be more funds coming out of this line for this year as he has just received a bill for the survey portion of the work that has been completed by Headwaters Technology.

Mr. Capello said the funds for the project have been encumbered in the budget proposal.

8). Coast Bus Billing:

Mr. Capello gave the board copies of the e-mails from Executive Director Rad Nichols requesting payment of \$5,632.50 as the Town's contribution to transportation services provided by Coast for the period of July 1, 2016 to December 31, 2016. He said Coast is on a different fiscal year schedule which ends on Sept. 30 and are already into their 2017 budget cycle. They proposed cutting the Town a check (\$3,062.50) for some of the 2017 bus shelter advertising revenues collected to date within the Town's calendar year 2016 budget cycle instead of crediting the Town for those revenues in the fall of 2017. This could be used to offset the billing he said.

Discussion included the town is entitled to half of the advertising revenues collected, the board authorized full payment of the requested yearly contribution(\$22,530), the advertising revenue was intended to be shared with the town following the close of the 2017 fiscal year and the Town will have the same situation next year.

Consensus of the board was there is not enough information about Mr. Nichol's proposal and to request that Mr. Nichols meet with the board to discuss the matter.

9). Signing of Assessing Contract:

Mr. Capello provided copies of the proposal for from Avitar Associates for a 3 year general assessing contract and revaluation contract in the third year (2019). In a memo to the board Assessing Clerk Kelly Heon she stated that working with Avitar has been very successful and encouraged the board to sign the proposal.

Mr. Capello said the board previously approved a 1 year contract to try working with Avitar and they have agreed to hold the assessing costs to a flat rate for an a 3 year term.

He said the Capital Improvements Plan Committee has proposed creating a Capital Reserve Fund to pay for the \$67,440 revaluation in 2019. He recommended the board approve taking the first \$25,000 payment to the fund from the undesignated fund balance so there would be no impact to the taxpayers. The last evaluation was over \$100,000 he said.

Motion: (Johnson, second Horgan) to sign the proposal from Avitar for a 3 year general assessing contract and revaluation for 2017, 2018 and 2019 passed 5-0.

The board then signed the proposal.

10). Public Safety Building Update:

Mr. Capello said there was no construction meeting held so there was not a lot to update about the project except that the siding is being installed on the front of the building. He then requested the board approve another payment for work completed thus far and said he reviewed the invoice and saw no issues with the billing.

Motion: (Horgan, second Johnson) to authorize payment of \$390,365.25 to Groen Construction, Inc passed 5-0.

The board also discussed remarks on Face Book regarding the color of the bollards in front of the building. Mrs. Titus said some people stated they didn't like the color of the bollards and asked Mr. Capello to explain why they are yellow in color.

Mr. Capello said they are that color so they will stand out and people will see them. They are there to protect the building so people don't hit the building and damage it. When you are backing in a 70 foot piece of apparatus at night in the snow or rain you want something to protect the \$2.363 million investment in the building and \$700,000 investment in the apparatus.

Mr. King added that typically all bollards are "safety yellow".

Mrs. Titus said they thought the color should match the building and she wanted to get the right information out to the public.

Mr. King asked when the board would be able to walk through the building.

Mr. Capello said he would e-mail Mr. Greenhaugh and ask for a walk through date.

11). Town Administrator's Business:

A). Landfill Testing- Mr. Capello requested the board approve payment for the required testing of the wells at the landfill site.

Motion: (Horgan, second Johnson) to authorize payment of \$4,448.29 to pay for the required testing at the landfill to come from the Landfill Capital Reserve Fund passed 5-0.

B). Outsource Auto Repairs- Mr. Capello gave the board a breakdown of the proposed costs for oil changes, tire rotation, coolant flush, alignment and annual inspection for the Town's light vehicles from B & B Auto. Discussion included if this is the best pricing available, they also work on heavy equipment, they are local and can handle the potential volume, the need to perform all of the maintenance tasks each year, the Town has experience with this company and to check with the Police Chief about how often to change the "Royal Purple" in the cruisers.

Consensus of the board was to approve outsourcing the maintenance work to B & B Auto for 1 year and then to send out an RFP for the maintenance work if the board decides to continue outsourcing the work.

C). FMLA Leave- Mr. Capello requested the board approve his leave request due to foot surgery on June 6 and said he will be out of the office no more than 10 days.

Motion: (Horgan, second Johnson) to authorize FMLA Leave request for Arthur Capello and to authorize the Chairman to sign the request passed 5-0.

The board then signed the request.

D). Lancelot Shores- Mr. Capello said he met with a board member of the association board who stated the majority of the board is willing to forget the current bills for dues and never bill the Town again if the Town is willing to stop using the association beach.

Mr. Horgan said they are not in the position to tell the Town it can't use the beach or to bill the Town because they are not a legal entity.

Mr. Capello said the town attorney advised the Town is not legally obligated to pay the bills.

Mr. King asked if the association board offered the Town money for the Town lots.

Mr. Capello said that is something the board is considering. He said he told the board member he would bring the proposal to Selectmen and get back to him with their decision.

Mr. King said since the Town owns lots in the development all Town residents have a stake in Lancelot Shores. Extending use of the beaches to residents is within the Town's rights as property owners he said.

Mr. Capello said that even if the board voted to change the by-laws the Town has deeded rights which supersede any by-laws.

Selectmen said they would not favor giving away those rights.

Consensus of the board was to decline the offer and to ask Mr. Capello to inform the association board member of their decision.

12). Additional Board Business: None.

13). Non-Public Session D:

Motion: (King, second Horgan) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 10:20 p.m.

Motion (King, second Johnson) to come out of non-public session passed 5-0 at 10:35 p.m.

14). Non-Public Session E:

Motion: (King, second Titus) to enter non-public session under RSA 91-A:3 II (e) Litigation passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 10:35 p.m.

Motion: (Horgan, second King) to come out of non-public session passed 5-0 at 10:45 p.m.

15). Non-Public Session F:

Motion: (Johnson, second King) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 5-0 by a roll call vote (King, Johnson, Horgan, Proulx, Titus- yes) at 10:45 p.m.

Motion: (Johnson, second King) to come out of non-public session passed 5-0 at 10:47 p.m.

Motion: (Titus, second Horgan) to seal the minutes passed 5-0.

16). Next Meeting: Monday, December 12, 2016

17). Adjournment:

Motion: (King, second Titus) passed 5-0 at 10:48 p.m.

Respectively submitted
Kathleen Magoon
Recording Secretary

Charlie King, Chairman

Neil Johnson, Vice Chairman

Jim Horgan

Paula Proulx

Ann Titus

