

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, December 19, 2016

Board Members Present:

Charlie King, Chairman
Neil Johnson
Paula Proulx
Ann Titus

Board Members Absent:

Jim Horgan

Others Present:

Town Administrator Arthur Capello
Library Director Tami LaRock
Library Trustees Linda McElhinney
Bill Fisher
Coast Executive Director Rad Nichols
Residents Heidi Mitchell
Patience Taylor

1). Call to Order/Pledge of Allegiance:

Chairman King called the meeting to order at 6 p.m. All present stood for the Pledge of Allegiance.

2). Non-Public Session A:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 4-0 by a roll call vote (King, Johnson, Proulx, Titus – yes) at 6:05 p.m.

Motion: (King, second Titus) to come out of non-public session passed 4-0 at 6:30 p.m.

Motion: (King, second Johnson) to seal the minutes passed 4-0.

Chairman King reconvened the public meeting at 6:30 p.m.

3). Public Input:

Goodwin Library Budget Proposal- Trustee Linda McElhinney came forward and told the board that an update to the previous budget proposal has been submitted and asked when Selectmen would respond.

Chairman King said the library budget was not on the meeting agenda and board members did not come prepared to discuss their budget. He then asked the library representatives to hold off any budget discussions until Mr. Horgan arrived.

4). Review of Minutes:

Dec. 5, 2016- Public meeting minutes - No errors or omissions found.

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

Dec. 12, 2016 – Public meeting minutes- No errors or omissions found.

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

Non-Public Session meeting minutes A- F – No errors or omissions found.

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

5). Coast Budget:

Coast Bus Executive Director Rad Nichols came before the board to discuss answers to questions raised at a previous meeting regarding the bus company's 2017 budget, the funding

formula and Farmington's contribution requested for 2017. He gave the board copies of the presentation for a proposed funding formula for 2018, a breakdown of Farmington's ridership and service miles compared to other communities and budget questions raised by the board. Mr. Nichols said Coast runs 8 southbound and 8 northbound trips daily Mon.-Fri. on their Route 6 service between Farmington and Rochester. They also offer ADA paratransit services he said. He said the number of daily riders from Oct. 2015 to Sept. 2016 was 88.5 which represents an 11.4 % increase over the number of riders in FY 2015. The average daily ridership for the paratransit service was 1.28 which is a 1.9% increase over FY 2015.

Mrs. Titus asked if there is a fee for the door-to-door paratransit service.

Mr. Nichols said the fee is \$3 plus additional fees for each service route traveled.

Mr. Nichols said the historical ridership has been fairly consistent over the last 5 years with a 3.7% increase between FY2012 and FY 2016.

In the last 10 years, ridership has grown by 111% between 2007 and 2016.

The paratransit service has grown 218.1% between 2012 and 2016 he said.

Mr. Nichols broke down the passenger fares as follows:

Route 6 - \$1.50 each way (\$3 round trip), 15 punch ticket- \$20, unlimited rides monthly pass- \$52, round trip drop tickets sold to businesses and non-profits (50% discount) to distribute to customers/clients as they see fit, aged 65 and older/disabled/Medicare ID- half fare, children under 4/UNH/GBCC ID- free.

Mr. Nichols said the fares were reviewed in 2012-2013 and no adjustment was made to the rates. The fares were last raised in 2009 by 50% from \$1 to \$1.50. He said in 2016 12.2% of the operating costs were covered by the fares. The fares for the ADA paratransit services do not cover the operating cost for the service but the company is restricted in what they can charge these riders he said.

Mr. King asked about Farmington's percentage of the cost for ADA paratransit service and how that is reflected in the town's contribution.

Mr. Nichols said he will provide the information to the board.

Discussion also included the town's contribution for 2016 (\$22,530), the requested 2017 contribution (\$24,000) and revenues received for advertising sales in Farmington.

Mr. Nichols said the town is eligible for 50% of the ad revenues raised during their fiscal year that runs from October through February. He said the company has collected \$6,125 in ad revenues from Farmington and the Town would receive \$3,062.50 as its share of the revenues.

Mr. Capello said the board had previously agreed to pay \$22,530 for the Town's 2016 contribution and he received an invoice for the remaining balance of \$5,632.50. He said Coast had proposed the Town pay the remaining balance of the contribution and they would send a check back for the Town's share of the revenues to offset the invoice. He said he asked the company rep. to credit the Town for \$3,062.50 and the Town would pay the remainder of the balance (\$2,570) for 2016.

Mr. Capello asked if the Coast Board of Directors has voted to approve a new funding formula.

Mr. Nichols said his board has been meeting to discuss different funding formula proposals and to receive feedback but has yet to make a decision. He said he will send the minutes of the last meeting to Selectmen for review.

Additional discussion included the effect on all communities in the service area by

Somerset's under funding their contribution and not including Exeter and Newmarket in the

proposed operating budget, federal grants and other funding sources to Coast and using ad revenues to keep the Town's contribution closer to level funding each year.

Mr. Johnson asked if there any fare increases planned.

Mr. Nichols said no increases are planned now but an increase is being considered for next summer.

Mr. Johnson then noted that the taxpayers are subsidizing the users \$1.50 each way on every trip.

Mr. King asked if the Coast board is leaning in any direction for the new funding formula.

Mr. Nichols said they are considering a formula using weekly service miles and ridership levels but don't have an estimate of the potential impact to communities at this time.

Mr. Nichols said he will provide updated budget numbers, confirmation of ad sales and revenues, and a breakdown of the paratransit and fixed route percentage increases to the board.

6). Outstanding Budgets:

A). Coast Bus(\$24,000 requested)- Mr. Johnson said the Town has to agree to fully fund the 2017 contribution request in order to receive the ad revenues. He said the Town would have to pay \$24,000 to get about \$3,000 in ad revenues which would bring the total amount paid to about \$21,000.

Consensus of the board was to recommend fully funding the Coast Bus request and to offset the cost with advertising revenues.

B). Goodwin Library Budget (\$291,450 requested)- Selectmen reviewed an update to the previous draft 2017 budget proposal which included additional information on income, personnel, materials and facility expenses.

Mr. King said he appreciated their cost saving efforts and said he would like to see the library return to being open on Wednesday but he didn't know if it is good idea at a cost of \$20,000 and ask the Town to be the major funding source for the additional day. He added that a lot of the cost is due to staffing and suggested there may be other ways to staff the building and reduce staff costs.

Discussion included total weekly hours for the library staff, all depts. and outside agencies were requested to level fund their budget proposals, the total revenues and bottom line of the Town budget are not yet finalized, the Town portion of library funding for recent years and the need to get the Selectmen's recommended budget to the Bud Com by the end of January.

Consensus of the board was to propose the Town payment to the library budget be level funded at \$260,000.

7). Committee Appointments:

A). Cons. Com. - Selectmen reviewed an application for appointment as regular member to the Conservation Commission from resident Patience Taylor. Mr. King explained that currently there is no regular seat open on the Commission and suggested Ms. Taylor be appointed as an alternate member.

Motion: (King, second Johnson) to appoint Patience Taylor as an alternate member to the Conservation Commission until such time as a regular member seat becomes available passed 4-0.

Mr. King asked Ms. Taylor to see the Town Clerk during regular business hours to be sworn in.

B). Bud Com – Resident Heidi Mitchell was in attendance and asked about the process to become a member of the Budget Committee.

Mr. King advised her to contact Budget Committee Chairman Steve Henry to discuss her appointment to the committee. He said an elected board has the authority to approve the appointment of a replacement to an elected position until the next election.

Recess- Motion: (King, second Johnson) to take a 5 minute recess passed 4-0 at 7:55 p.m. The meeting reconvened at 8:05 p.m.

8). Non-Meeting:

The board then had a brief non-meeting with Attorney Keriann Roman to discuss a legal matter.

9). Warrant Discussion:

Selectmen discussed whether to deposit funds in the Wastewater Capital Reserve Fund to cover depreciation of sewer system.

Discussion included the original funding agreement contained a 50/50 split between ratepayers and the Town, replacement costs for the system, bond payments, how much to put in the fund, if the sewer budget can absorb a payment to the fund and potential rate increases to cover budget expenses and a fund payment.

Selectmen also discussed the pros and cons of funding the CRF by warrant article or from the operating budget, proposing a warrant article to make a payment to the Capital Reserve Fund with funds from the undesignated fund balance and the ratepayers are already paying about 60% of costs for sewer system by paying sewer rates and taxes used to fund the sewer system operating budget.

Consensus of the board was to raise the funds through taxation.

Mr. Capello will return to board with a draft of the wording for a warrant article at the next meeting.

10). Public Safety Building Update:

Mr. Capello announced residents are invited to tour the new building on Saturday, January 7 from 9 to 10 a.m. He said some areas may be inaccessible due to the on-going work at the site and the builders have requested that all visitors be escorted throughout the tour for their safety and the safety of the workers.

Approx. \$3,900 has been spent out of the \$7,000 surplus leaving \$3,200 in the surplus account. The moving company will supply a quote for moving file cabinets, gun safes and other heavy equipment from the current Police and Fire Stations to the new location.

The interior drywall, exterior finishes and the propane tank for the temporary heating system have been installed.

Mrs. Titus asked if Mr. Capello would hold off signing the “punch list” for the project under all items were completed.

Mr. Capello said he would not sign off on the project until everything is completed.

Mr. King asked what the warranty period is for the work and if the builder has funds set aside for any work needed during the warranty period.

Mr. Capello said the work is warranted for 1 year and he will ask the builders if there are funds set aside for that purpose.

Final landscaping and paving will be held until the spring.

The Farmington Firefighters' Relief Association has donated all of the appliances needed for the second floor kitchen area of the building.

11). Town Administrator's Business:

Parking on Main Hill- Mr. Capello continued the discussion about the request for additional information from resident Stan Freeda about parking on Main Street in the Edgarly Park area. At the previous meeting Selectmen asked about any state regulations regarding that portion of the road and who is responsible for maintaining it. He provided the board with copies of the Farmington Roadway Maintenance map which depicts the areas where the DOT is responsible for summer and winter maintenance of the roads and where the DOT maintains the roads from "white line to white line only". The map showed that the portion of Main Street from Central Street to the split at Old Bay Road is a "Non- NHDOT Maintained Road".

Mr. Capello then said he is done with this issue unless otherwise directed by the board as there is no other information available.

Basketball Ball Hoop System- Mr. Capello provided a draft of a Request for Proposal for 2 portable basketball systems written by Recreation Director Rick Conway as requested by the board at a previous meeting.

Selectmen requested the draft be amended to include the sealed bids be sent to the Town Administrator and then approved the RFP for posting/publication.

TDS Agreement- Selectmen received copies of the transmittal agreement between MetroCast and TDS to allow TDS to transmit the PEG (Public, Educational, Government) channel programming to its customers. Mr. Capello said the cable TV franchise agreement is now fully signed and the programming is expected to become available in about 3 months.

CIP Update- Mr. Capello told the board that there had been a change in the request from the Recreation Dept. for items to be included in the Capital Improvements Plan. Rec. Director Rick Conway requested the purchase of a new generator be removed as the Rec. Dept. will receive the generator currently located at the Police Dept. when they move to the Public Safety Building. He also requested the previously requested truck be replaced with a request to purchase a 2 passenger "side-by-side" ATV utility vehicle.

Ms. Proulx, who is also the Chairman of CIP Committee, told Selectmen the committee gave the ATV request a Class 3 priority which classifies the item as Desirable (needed within 4-6 years to improve quality of service).

Mr. King and Mr. Johnson were unconvinced about the need for the vehicle and said the item should be removed from the Capital Improvements Plan.

Mrs. Titus who is also a CIP Committee member, voted with the CIP Committee to recommend a Class 3 classification.

Ms. Proulx explained that per state statute, the requested item must be included in the plan and the CIP Committee and Selectmen can recommend a classification for the item. Selectmen do not have the authority to remove the request from the list she said.

Mr. Johnson then said he would agree to give the ATV a Class 4 designation (Deferrable- can be placed on hold until after the 6 year period but supports community development goals).

Mr. King maintained his opposition to including the item on the CIP list and did not give it a classification.

12). Additional Board Business:

Plowing Complaint- The board received a complaint from a Spring Street resident who said that every year the Public Works Dept. plows the snow and salt onto his lawn and it kills the grass. Mrs. Titus asked if the complaint has been addressed.

Mr. Capello said there is no way to address this issue and continue to plow the road. He added that this also happens to his lawn as well.

Meaderboro Road Potholes - Mrs. Titus asked if the potholes on Meaderboro Road have been fixed.

Mr. King said the holes are fairly large and that they have not been fixed.

Mr. Capello said he will bring the matter to the attention of the DPW Director and the Deputy Director.

13). Next Meeting: Monday, January 2, 2017 at 6 p.m. in the Selectmen’s Chambers.

14). Non-Public Session B:

Motion: (King, second Johnson) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 4-0 by a roll call vote (King, Johnson, Proulx, Titus- yes) at 9 p.m.

Motion: (Johnson, second King) to come out of non-public session passed 4-0 at 9:10 p.m.

Motion: (Johnson, second King) to seal the minutes passed 4-0.

15). Non-Public Session C:

Motion: (King, second Titus) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 4-0 by a roll call vote (King, Johnson, Proulx, Titus- yes) at 9:10 p.m.

Motion: (King, second Titus) to come out of non-public session passed 4-0 at 9:15 p.m.

Motion: (King, second Titus) to seal the minutes passed 4-0.

16). Non-Public Session D:

Motion: (Johnson, second King) to enter non-public session under RSA 91-A: 3 II (e) Litigation passed 4-0 by a roll call vote (King, Johnson, Proulx, Titus- yes) at 9:15 p.m.

Motion: (King, second Titus) to come out of non-public session passed 4-0 at 9:20 p.m.

Motion: (King, second Titus) to seal the minutes passed 4-0.

The board held 2 non-meetings to discuss union contract negotiations until 9:30 p.m.

17). Adjournment:

Motion: (King, second Titus) to adjourn the meeting passed 4-0 at 9:30 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary

Charlie King, Chairman

Neil Johnson, Vice Chairman

Paula Proulx

Ann Titus

