

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, December 4, 2017

Board Members Present:

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

Others Present:

Arthur Capello, Town Administrator
Police Chief Jay Drury
Lieutenant Scott Orlando
DPW Director Jason Gagnon
Deputy DPW Director Gary Rogers
Kelly Heon, Assessing Clerk
Andy Fast, UNH Cooperative
Extension County Forester
Dave Connolly, Bill Fisher, Patience
Taylor, Laura Bogardus
Christopher Knight, Jeff Knight
Tim Bernier, T. F. Bernier, Inc.
John Law

1). Call to Order:

Chairman Proulx called the meeting to order at 6:07 p.m.

2). Pledge of Allegiance:

All present stood for the Pledge of Allegiance.

3). Public Input:

A). Tree lighting- Chairman Proulx gave kudos to the Farmington Preservation and Improvements Organization for the very successful tree lighting ceremony. She said the tree lighting was very nicely done and would have made FPIO President Tom DeJulio proud.

B). Town Website- Mr. Capello said that the new Town website is expected to “go live” on Friday, Dec. 8. He asked users for patience as the updates are added and noted that the site will now be mobile friendly.

4). Review of Minutes:

There were no minutes available from the last board meeting.

5). County Forester:

Conservation Commission Chairman Dave Connolly introduced County Forester Andy Fast to the board. He said about one month ago the Commission was notified that Strafford County has been placed under an Ash wood quarantine due to the infestation of the Emerald Ash Borer

(EAB) and asked Mr. Fast to attend the meeting and discuss the problem with the board.

Mr. Fast said the invasive pests came from Asia to Michigan in 2002 probably through packing materials and has spread to 24 states and Canada.

He said the insects enter the Ash trees and lay about 200 eggs in the spring, the adults emerge in the fall and then fly to another tree about a mile away and repeat the cycle increasing the EAB population. There are currently no natural checks on the EAB population and the infected trees will be dead within 3-5 years he said.

Mr. Fast said their goals are to educate the public and to control/slow the spread of the pests. He said the biggest concern right now is the transport of fire wood. An insect will only fly about a mile to another tree while potentially infected fire wood may be transported 50 or 100 miles away. We are trying to educate people not to move any fire wood from quarantined areas because many people can't identify Ash from other woods he said.

These restrictions have an impact on certain businesses so there are some exceptions. Loggers can move wood to designated mills that have a processing agreement with the state to properly process wood, usually by kiln drying to minimize the risk of spread. White, green and black Ash can't be moved out of Strafford County except during winter to these designated end markets he said.

Mr. Horgan asked if Ash from other areas can be brought into this area and how we would know that wood products coming in are clean.

Mr. Fast said that Ash from other counties can be processed here and can move through the "clean" (un-infested) areas to be processed as long as there is no stopping and the products are transported through the area by means of the quickest route possible.

Mr. Horgan asked what is being done about landowners cutting wood in their backyards and passing the wood out to their neighbors.

Mr. Fast said that legally anyone cutting fire wood in an infected area can move it anywhere within the quarantined area. We encourage them to use best management practices and recommend they not move fire wood more than 4-5 miles he said.

Mr. Horgan asked what is being done to get rid of the pests.

Mr. Fast said the number 1 thing right now is education and they are trying to buy time to come up with a biological solution to the problem. One possible solution may be using certain types of wasps as a natural predator.

Mr. Horgan expressed concern about creating a bug to kill a bug and then ending up with a problem with the bug we created such as what happened with the Japanese beetle.

Mr. Fast said he hoped some lessons have been learned from past attempts at bio control and that these wasps would undergo a more rigorous testing process than before. He said there is some risk involved with the method, but there's also hope it will help keep the EAB population in check.

Mr. Fast suggested that the Town and private landowners who have Ash on their property and

are considering a timber cut should remove the Ash trees and capture the value of those trees now. He encouraged owners to cut some of the big Ash trees but to retain some of the smaller Ash trees in the hope there may be some genetic resistance to the insects and to keep variation in the tree stock.

Mr. Horgan asked about the possible genetic transformation of the EAB and the potential to adapt to other forms of vegetation.

Mr. Fast said this is not his area of expertise but he has not heard of that issue as a concern.

Mr. Horgan asked what can be done to get rid of the borer.

Mr. Fast advised landowners to take measures to slow down the spread of the insects and that insecticide could be used on individual significant trees but it would not be practical for large scale use and is expensive.

Mr. Horgan then expressed concern about insecticide use polluting the water asked if Mr. Fast would recommend an insecticide not harmful to the waterways.

Mr. Fast said he is not a licensed pesticide applicator so he was not ready to make recommendations on which products to use but agreed to provide recommendations from the professional applicators on the state pesticide board to landowners or to the Town.

Mr. Horgan noted that the insect larvae is sitting inside the trees from October to April and asked if the trees could be wrapped during that period to smother them as a way to reduce the population.

Mr. Fast said that it would be hard to do on the scale of infestation he is talking about but suggested landowners could wound some Ash trees which would make the tree give off a pheromone that attracts the insects. After the eggs are laid the owners could chip up those trees and kill the larvae and knock down the population. He added that this method also may not be practical across a wide landscape.

Mr. King asked if there is a law making it illegal for commercial loggers to transport Ash out of quarantined areas and how it would be enforced.

Mr. Fast said his purpose was not to enforce the law but to provide education and be as helpful to the community as possible. He said state regulators decide which areas to quarantine and whether to quarantine by county or the whole state. They looked at how it would affect the economy and wood industries and how to minimize the spread of the insects and decided a county by county quarantine would make sense. At some point it may be necessary to move to a state wide quarantine he said.

Mr. King asked if the landowner, logger or the mill would bear the burden of the law to ensure that harvested wood from a quarantined area remains in the quarantined area.

Mr. Fast said it was his understanding the burden of the law is on the person transporting the wood.

Mr. King asked if the mills in this area have a processing agreement with the state.

Mr. Fast said most of the major hard wood mills that are bringing in a lot of wood have

agreements. No one is happy about the situation but most of them seem to be doing business as usual although it is more difficult for the small processors that don't have kilns he said.

Mr. Horgan asked if a quarantined area is so designated because of a large amount of Ash trees or because the EAB has actually been found there.

Mr. Fast said an area would only be quarantined if the EAB were found there.

Mr. Connolly said the Con Com is in the process of setting up a public forum on the EAB.

Mr. King suggested that a landowner who decided to harvest infected ash trees for his own use should burn them before spring to prevent the insects from spreading.

Mr. Fast said that would be a good practice but the most important part is not moving the wood out of the quarantined area.

He said he provided education to natural resource professionals and to the logging community and they are aware of the situation. It is now more about what the Town and landowners may want for resources and education and suggested the UNH Cooperative Extension be contacted for additional information.

Mr. Horgan asked how an individual landowner would know his trees are infested with EAB.

Mr. Fast said some diagnostic signs include loss of bark, serpentine galleries in the wood under the bark, D-shaped exit holes, yellowing of the wood and woodpecker activity. He added that the insects are usually found at the top of the trees making it problematic to identify the infestation early on.

Mrs. Titus asked if woodpeckers or other wildlife would be harmed by eating the insects.

Mr. Fast said there is no evidence they are harmed by ingesting the insects and that they mainly provide more food for them.

Mr. Horgan requested that Selectmen be informed when the public forum has been scheduled.

Mrs. Titus suggested that the loggers in town also be notified of the forum.

Ms. Heon said the area loggers should already know about the issue but that she would give information to the logger and the landowner when an Intent to Cut form is filed so that they would understand what is going on. She then offered to provide a list of the larger landowners in town to Mr. Connolly so he could invite them to the public forum.

6). Knight Class 6 Road Use:

Mr. Capello recommended that the board take up the issue of allowing Mr. Knight to use Old Main Street as the primary access to his property located at the corner of Main Street and Cocheco Road (Map R19, Lots 15, 15-1 and 15-2) and not address the possible sale of Town owned land located between the Old and new Main Streets to Mr. Knight at this meeting.

Mr. Horgan said that all that is needed for the subdivision approval is access to the property.

Mr. Capello said that would involve the use of a Class VI road.

Mr. King said Mr. Knight has expressed an interest in purchasing a Town owned parcel and should be informed of the steps needed to do so.

Mr. Capello agreed but said there is already a lengthy agenda for this meeting. He explained

that the process would involve an offer from Mr. Knight to purchase the parcel, the board would have to recommend the sale of the property and the discontinuance of Old Main Street as a Town road, the easements and any other issues would need to be worked out and then the proposal would need to obtain voter approval at Town Meeting.

Mr. Knight then offered to meet with Mr. Capello to discuss the process of purchasing the parcel and determine if they wish to go further with the proposal.

Ms. Proulx asked if the use of the Class VI road is a Condition of Approval to subdivide the existing lot into 3 parcels.

Mr. Knight said Selectmen approval of use of the Class VI road is a condition of the subdivision approval (required by the Planning Board).

Mr. Capello said before the planned development of a solar array facility there could move forward the board would have to approve the use of the road based on Town regulations. He asked Mr. Knight if the property would be in his name or if he planned to form a corporation.

Mr. Knight said he is likely to form a corporation.

Mr. King suggested the waiver should read "Christopher Knight or assigns"

Mr. Capello said if the board approves and signs the waiver, known as the "Class VI Road Acknowledgement and Notice of Limits of Municipal Responsibility" it would then be recorded at the Registry of Deeds.

Mr. King said he had no problem giving permission to use the road to access that part of the subdivision. He asked if the board should also address their ability to improve the road as needed and who would handle it at the same time.

Mr. Capello said anything other than routine maintenance such as widening, re-grading or paving would require board approval as the Town still owns the road.

Motion: (King, second Horgan) to approve the waiver passed 4-0-1 (Proulx abstained).

Selectmen then signed the Class VI Road Acknowledgement form.

7). Rochester PILOT:

Ms. Heon said at a previous board meeting representatives from Rochester discussed developing a PILOT (Payment In Lieu of Taxes) agreement with the Town for their water supply lands in Farmington and that no agreement was reached. She said she then reviewed the state statute more carefully and found that it is clear that Rochester is not exempt to taxation for the properties. Rochester must pay Farmington something for the land but the Town erred in sending them a tax bill she said.

She said she consulted with Town Clerk/Tax Collector Kathy Seaver and Assessor Chad Roberge about how to correct the error and planned to rectify it by coding the land as "Exempt" in the Assessor's data base because Rochester is a municipality and send them a bill for a PILOT.

Mr. King asked if the dollar figure for the payment would remain the same.

Ms. Heon said the figure is exactly the same and is really a matter of semantics. She said she wanted to make sure it is handled correctly is because she didn't want Rochester to file an

abatement, go to the NH Board of Tax and Land Appeals (BTLA) and have BTLA say you can't tax them so it needs to be abated and paid back. She advised the board not to be concerned if an abatement request comes before them to sign because all it means is that the revenue will be shown as a payment in lieu of taxes instead of showing up as tax revenue.

Mr. King asked what would happen if Rochester doesn't pay the bill now or in the future.

Ms. Heon said they have already paid the bill that was sent to them. They don't dispute that they owe it and have to pay it she said.

She said she didn't think Rochester would care how they were billed but she wanted to make sure to abide by the law that states a municipality will pay a PILOT based on the assessed property value or pay a PILOT based on an agreement made between 2 municipalities.

She said there is no PILOT agreement between Rochester and Farmington so we're billing them for a PILOT based on the assessed value determined by the Assessor. They have the right to appeal it, apply for an abatement and go to the BTLA just as with a tax bill.

Ms. Heon said that the Assessor is of the opinion that he doesn't think it will be worth their while to appeal so they will probably add a couple of cents onto their water rents and "call it a day" but she didn't know that to be the case.

Mr. King said Rochester entered into their PILOT agreement with Barrington in 2009 so they were aware that their properties in other towns that had their water reserves on it couldn't be in Current Use. So they went to the Town of Barrington and did a PILOT for 50% of the assessed property value. Unfortunately, they (Rochester) didn't have the foresight to say being a good neighbor, we would like to come to Farmington and do the same thing. He said that 8 years ago when he was on the board he probably would have been very willing to do a PILOT at that rate but at this point they knowingly did not broach the subject with the board, in his opinion and the taxpayer has lost out on the taxation they should have been getting from them for those 8 years. He said he is not inclined to discuss a PILOT with them at this point but if he is on the board in 8 years maybe he'll talk about it then.

Mr. Johnson asked if the assessed values for the Rochester land in Barrington are in line with assessed values for the Rochester land in Farmington.

Ms. Heon said the Barrington assessed values are low but she did not think that would be comparing "apples to apples".

Mr. Johnson said that Rochester's argument is going to be that the Farmington lands are over assessed.

Ms. Heon said if Rochester files for an abatement and it goes to the BTLA the deciding factor would be based on Mr. Roberge's assessments. His assessments are higher and he is confident in the assessments but there are not a lot of comparable properties she said.

Mr. Johnson said he is not inclined to go with a discounted rate for a PILOT agreement and would favor using the assessed property value for the PILOT.

Ms. Heon said if the board plans to use the assessed property value then they don't have to

enter into a PILOT agreement with Rochester. The Assessor wouldn't necessarily have to look at the values every year but would have to look at it in a revaluation year she said.

Mr. Horgan asked when the next revaluation is scheduled.

Ms. Heon said the next one is scheduled in 2019.

Mr. Johnson said a PILOT agreement is a "tit for tat" where somebody gets something for providing something. Farmington gets nothing from Rochester for providing this. They own the land just like a homeowner there owns the land and they should pay at the assessed value just like a homeowner does he said.

Mr. King added that the Town receives no benefits but gets the costs for policing the reservoir and providing the first wave of enforcement and preservation besides the landowners. The cost is incurred to the Farmington taxpayers and we get no benefit so why should we give them a tax break. It's not like they let us use it as a backup water supply he said.

Mrs. Titus agreed that the assessed property valuation should be used for a PILOT.

Mr. Capello then asked the board to "memorialize" their decision in the form of a motion and then he will inform Rochester of the board's decision.

Motion: (Johnson, second Titus) to bill Rochester based on the assessed value per RSA 72:23-n passed 5-0.

Ms. Heon asked if the board's decision stands until further notice or is just for 2018.

Mr. Capello said it remains in effect until the board takes a different action on the matter.

8). Police Chief:

A). Resignation- Mr. Capello asked the board to accept the resignation of Patrol Officer Evan Carey.

Motion: (Johnson, second King) to accept the resignation of Officer Carey passed 5-0.

B). Budget- Mr. Capello said the requested 2018 Police Dept. budget is \$1,458,054 which is up by \$19,996 mostly due to the contract agreement approved at Town Meeting last year. Chief Drury said he and Mr. Capello worked diligently to present a fair and reasonable budget request. He said they are doing their best to be good servants of the taxpayers' money by not asking for anything more than is needed and to spend what we have wisely.

Dollar amounts in parenthesis reflect the proposed amounts for 2018.

Line 01-4210-10-110, Police Dept. Personnel (\$698,900) - Chief Drury said this line is contractual and he doesn't have much control over it.

Line 111, Police Officers, Part-time (\$3,500) - this line is down by \$3,000 as the amount previously budgeted (\$6,500) has never been spent and this is more in line as a reasonable request for the current number of personnel.

Line 140, Police Dept. Overtime (\$42,000) – This line is up by \$5,000 as the "best guess" as to what will be needed as this line has been underfunded the last few years. Chief Drury said he attempted to offset the increase by reducing the amount budgeted in the Court Time line.

Line 141, Holiday Pay (\$23,705) - this line is pretty much in line with the actual expenditures in

2017 (\$21,085) and is set by the contract.

Mr. King asked if it is a “solid number”.

Mr. Capello said any of the numbers related to payroll are entered by the Finance Administrator and are solid numbers.

Line 142, SRO Officer/Grants (\$60,000 budgeted) - The Chief said the School Resource Officer grant will be a significant source of revenue and the dept. will receive \$125,000 over 3 years for the program. The Town pays the whole amount up front and then the federal government will reimburse the town 75% of the officer’s salary. The Town then bills the School District for 80% of the remaining 25% of the officer’s salary and the Town ends up paying approx. \$7,000 for the officer. The grant decreases as the years go on from 75% to 25% in the last year. He said the program works similar to a rebate and must be budgeted for the total cost in the event the funding was to become unavailable he said.

Line 190, Hiring of Officers (\$1,500)- This line entails the costs for hiring new personnel such as the polygraph test, physicals, background checks and overtime pay for the officers conducting the background investigations. The Chief noted the cost of physicals have increased from \$575 to \$627 each.

Mr. Capello suggested looking into getting a better price at other medical facilities that seem to be popping up in the area.

Line 243, Training (\$6,000) - the expenditures in this line have been approx. \$6,000 over the past few years. Chief Drury said the dept gets a “big bang for their buck” through the online Police One training program and noted that the mileage costs have also been reduced due to not having to send officers out of town for training as often as in previous years. He added that the ability to hold training sessions at the new Public Safety Building has also saved the dept. money.

Line 290, Mileage (\$1,500) – This line was decreased by \$500 to \$1,500 due to the in-house training available to the officers.

Line 341, Telephone (\$7,000) - Chief Drury said the dept. spends about \$7,000 yearly for phones and has reduced the budgeted amount from \$8,000. He said that the dept. has spent \$5,015 so far this year and the costs are due to the large volume of long distance calls made, lines for FAX machines, cell phone stipends and internet service.

Ms. Proulx suggested the Chief look into getting a business services bundle at a better price.

Line 344, Dispatch/Prosecution (\$31,250) - This line has remained at about \$31,000 for several years. The Chief said he expects a 10% increase from the County next year for dispatch fees which would result in an \$800 cost to the dept.

Line 431, Uniforms (\$6,000) - \$7,000 was budgeted for 2017 with just over \$5,000 being spent so the Chief reduced the budgeted amount to \$6,000 for 2018.

Line 432, Radio Maintenance (\$1,000) - \$500 was removed from the \$1,500 budgeted for 2017. This line covers certification of the radars, batteries for the portable radios and repairs.

Line 560, Dues (\$300) - This line was increased from \$250 to \$300 due an increase in the dues for the state Chiefs of Police Association.

Line 620, Office Supplies (\$6,500) – this line was decreased due to frugal online shopping and paperless prosecution by e-mail of files to the County.

Line 630, Licensing/Maint. Agreements (\$11,500) – the increase is due to a change in the agreement for body cameras expected in Feb. The dept. will receive 6 more cameras so each Patrol Officer will have their own camera and each user is required to be licensed for their use. This line also includes annual licenses and service charges for software updates and services.

Line 635, Gasoline (\$12,000) – this line was reduced from \$14,000 due to the use of WEX cards and more stable gas prices.

Line 638, Tires, (\$3,000) – The Chief said that an inventory of existing stock found 12 tires on hand which should be enough to get the dept. through to Sept. 2018. He plans to purchase new tires in Oct. or Nov. next year to get new tread for next winter.

Line 660, Cruiser Maintenance (\$8,000) – this line was overspent this year but the cruisers were well maintained and are in good shape. He said some of the increase was due a higher hourly rate charged by B&B Auto but everything was fixed well, done right the first time and they able to work around the dept.'s schedule and prioritize emergency vehicles.

Line 680, Police Supplies (\$5,000) – this line is down \$1,000 from 2017. It includes items such as bullet proof vests (paid through a 50/50 grant), Duty belts, intox machine parts, traffic vests, defibulator parts, Tazer parts and replacements.

Line 740, New Equipment (\$5,000) – this amount is budgeted for potential replacement of broken radios, weapons, faxes, computers. No new purchases are planned at this time.

Line 832, Grants (\$10,000) – this line is down from \$13,000 in 2017 due to the reduction of the number of hours covered by the DWI and STEP grants by the state. The funds must be included in the budget and then are reimbursed by the state.

Line 01-4210-20-100, Court Time (\$5,500) – Chief Drury said the \$7,000 previously budgeted for court time was too high (\$4,300 spent in 2017) so he reduced the amount to \$5,500 and moved the remaining funds to the overtime time line. Some of the overtime may be spent for court time he said.

Line 680, Canine (\$1) – this number is a placeholder in the event funds are needed to buy food, etc. next year.

Line 831, Investigations (\$2,000) – this line covers the purchase of items related to investigations such as a locksmith for a court ordered opening of a safe.

Line 40-600, Ammunition (\$4,000) – This line remains at the 2017 level. The funds are spent for supplies and officer qualifications for side arms, rifles and shot guns at least once a year.

Line 70-430, Building Maintenance (\$1) – this amount is a placeholder in the event something is needed to maintain the building. The Chief suggested funds be included for sod maintenance of the new lawn.

Mr. Capello said the funds would come from the general government building maintenance line.

Line 80-760, Equip. Maintenance (\$1,000) – this line is a “catch-all” for any equipment repairs

Line 80-999, Misc Expenses (\$500) – this covers flowers, Hay Day items, stickers, coloring books and activities related to community policing.

Chief Drury said the Animal Control budget has been reduced by \$2,583 to \$1,807 which includes shelter supplies.

He said the remaining lines in the dept. budget are related to payroll and are set by the contract and are out of his control.

C).Taxicab Ordinance- Mr. Capello said he was unaware the Town even had a taxicab ordinance until someone came in asking for a permit. He said the ordinance is unenforceable especially with Lyft and Uber and recommended the board dissolve it.

Mr. Horgan asked about the need for the Peddler’s license for taxi drivers.

Chief Drury said the Town needs to keep the ordinance regarding peddling in town but that a Peddler’s license is not needed for taxi cabs because there is no solicitation involved.

Mr. Capello said if resident were to operate a taxi business out of their home they would need approval for a home business from the Planning Board.

Ms. Proulx asked when the ordinance was first adopted.

Mr. Capello said it was adopted sometime in the 1980’s and then revised in 2014.

Ms. Proulx speculated that the original adoption of ordinance may have been politically motivated. She added that the high cost of the insurance coverage required in the ordinance deterred people from wanting to operate a taxi cab business.

Mr. Horgan asked Chief Drury if he aware of any issues Rochester is having with their taxi cabs that the board should be concerned about.

Chief Drury said he was not aware of any issues that have caused problems in Farmington. He said he had no issue with the board doing away with the ordinance.

Mrs. Titus said the taxi drivers/owners will still have to follow state guidelines for permits, etc. so when people in town want to call a taxi company there should not be any problems.

Motion: (Horgan, second King) to dissolve the Taxicab Ordinance effective immediately passed 5-0.

Recess: **Motion:** (Horgan, second Johnson) to take a 5 minute recess passed 5-0 at 7:50 p.m. The meeting reconvened at 8 p.m.

9). DPW:

DPW Director Jason Gagnon said the water main project at the Main Street Bridge and the repair of the main production Town well has kept the dept. very busy over the last month. The paving company then showed up over the Thanksgiving holiday and worked through the end of the month so the dept was scrambling. He recognized the Dennis I. Maher Co. of Ayer, MA who not only expedited the well repairs but also drove outside of New England to replace a

defective motor in 1 day. There was no extra charge for the pickup and delivery of the new motor and he thanked the company for going above and beyond to help the town. He also thanked Selectmen for their foresight to fund cleaning/repair of Well 5 this summer. Mr. Gagnon then said he was not able to be as involved in the Main Street Bridge work as he would have liked to have been and thanked Mr. Rogers for his help in overseeing the project. Mr. Capello thanked Mr. Gagnon for all of his efforts, extra hours worked and for keeping him informed during the well catastrophe.

Mr. Gagnon said he used a zero base budget approach where each line starts from zero (where possible) and then items important to the operation of public works are added.

A). Proposed 2018 Public Works Budget:

Sanitation-

Line 01-4321-20-110, Landfill Personnel (\$46,106) includes pending wage adjustments for 1 operator and a portion of the Director's and Deputy Director's salaries.

Line 111, Landfill Part-Time (\$35,278.88) Part of the increase is due to having the appropriate staff to organize and manage things brought required by state statute. The other part of increase is due to Waste Management (WM) tightening up the restrictions on recyclables accepted by China and the potential for more fees for sorting and repacking. He said an attendant is needed at the recycling bin full time to avoid the fees for additional processing of unacceptable items.

Ms. Proulx asked what is being done to educate the public about the new restrictions and reduce the need for the full time attendant at the bins.

Mr. Gagnon said there are signs posted at the bins and hand outs have been given to the public. He said there are still some people who don't want to pay to properly dispose of some items and will put them in the recycling bins if no one is watching which then requires the attendants to hand sort and repack the recyclables by hand for shipment back to WM.

Discussion also included positive public feedback about the service at the landfill, increased employee hours, the number of full time and part time attendants needed, state regulations on the storage and management of items collected, why last year's personnel line was cut almost in half and previous budgeted amounts,

Line 112- Asst. DPW Director- (\$8,075) – this reflects a 17% share of his salary. In the past the position did not have its own line.

Line 140- Landfill OT (\$1,100) – covers the lead operator's 2 weeks of vacation.

Selectmen discussed the whether the vacation period should be covered at a regular or overtime rate, scheduling issues, senior staff with several weeks vacation and using part time employees as replacements for some vacationing staff.

Mr. Gagnon said he would revisit the issue and look into additional coverage options.

Line 01-4321-30-431 Landfill Uniforms- (\$650) – this line decreased slightly due to the decrease in the contract clothing allowance for 2018.

Line 01-4324-10-310 Scale Certification (\$1,680) – covers the annual scale calibration, operator and weigh master certification renewal and training fees. The dept now has 6 certified operators and 5 certified weigh masters who will need to be recertified every 2 years.

Line 341 Transfer Station Phone Line (\$357.60) – the increase is due to a 17% share of the phone stipend for Director which was not included in last year's budget as the previous Director used a Town cell phone which is now being used by the Deputy Director.

Line 395 Tire Removal (\$550) – this line is down \$50 from 2017. The disposal of tires is unpredictable and this amount is based on the historic average of tire disposal costs. The costs will be reimbursed by revenue collected from the disposal fees.

Line 410 Landfill Electricity- (\$3,200) – no change from the 2017 budget for this line.

Line 430 Landfill Building Maintenance (\$6,678.76) – this line increased by \$5,678.76 due to a 17% share of the proposed DPW truck cost for the Director and Deputy Director's use.

Line 620 Landfill Stickers (\$6,600) – this line includes the purchase of 3,000 vehicle stickers, cash receipt and weigh slips and 100,000 bag stickers. The increase due to the purchase of customer cash receipt books to provide hand written receipts for all cash transactions which were not budgeted in 2017. The existing basic cash register doesn't print receipts.

Selectmen suggested Mr. Gagnon look at a new cash register instead of using hand written receipts to reduce labor and operate more cost effectively.

Line 660 Repairs & Parts (\$2,900) – no change from the 2017 budget for this line. It includes the average cost of \$2,000 spent for repairs/parts over last 6-7 years plus \$900 for the annual preventive maintenance of the compactors in an effort to limit unexpected breakdowns and repairs.

Ms. Proulx asked for a breakdown of the total expenses for this line for last 2 years.

Line 01-4324-20-836 Solid Waste Hauling (\$17,500) – this line includes the costs for pickup and transport of solid, demo and bulky waste. The line shows a decrease (because the recyclables hauling cost was moved to the Landfill Recycling line) although there has been an increase in the number of pickups, a 3% increase in WM hauling costs and an adjustment to correct the history of exceeding the budget for this line.

Mr. King asked for the total revenue collected to determine if the fees charged for the disposal of these items equals what it costs the Town for their disposal.

Line 837 Solid Waste Tipping Fees (\$65,748) line includes tipping fees for solid waste, demo/bulky waste and recycling fees. Tipping fee rates are expected to go up per the WM contract and the actual tonnage is expected to total about 900 tons.

Line 01-4324-40-391 Landfill Recycling (\$19,597) include processing fee for recyclables which varies according to the market index for recycling materials. The requirement for recyclables is expected to become more restrictive as to what materials are acceptable and the projected fee is based on the fees charged during some of the higher rate years with a poor recycling market.

Ms. Proulx asked for breakdown of \$19,597 requested.

Mr. Gagnon said he projected \$6,200 in recycling processing fees 2018. He will provide the historical average costs used to project the fees to the board.

Ms. Proulx said in 2017, \$7,800 was budgeted with \$2,235 spent at this time. If the total amount spent for this year is \$3,000 and Mr. Gagnon is proposing \$6,200 for processing fees that would be a 100% increase in the fees.

Mr. King said if the historical average from 2011 was \$4300 then the projected fee for 2018 is not that far off.

Mr. Gagnon said the processing fee was never broken out before and he would need to look at the individual invoices and pull that number out for the last 7 years.

Mr. Capello said he would ask the Finance Administrator to print a budget history for the last 7 years and find the average that for that line.

Mr. King said the recycling market has been down more than it's been up over the years and the Town has only had a couple of good years since it started recycling. The fines and fees incurred are not as positive as originally presented but it is still worth doing he said.

Line 01-4324-60-347 Regional Solid Waste (\$1,100) – this line represents funding for the annual Hazardous Waste Day. The \$100 reduction is based on the commitment letter from Rochester.

Line 01-2324-80-312 Universal Waste (formerly TV's and Monitors) (\$3,400) – this line is up \$1,400 and includes the disposal of electronics, florescent bulbs, batteries and Freon through vendors. Procedures to comply with NH DES regulations and clean out of the old inventory resulted in a significant cost increase for disposal of these items.

Ms. Proulx asked for the total revenue collected to determine if the fees cover the cost of disposal.

Mr. Capello said he would get that information for the board.

Highway and Streets

Administration:

Line 01-4311-10-110 Highway Personnel (\$274,451.33) – this line has decreased due to the retirement of the previous Director and Foreman. It includes 33% of Director's salary, 50% of the Crew Leader's salary, 50% of Mr. DePalma's salary and all other highway personnel. It also includes a 1.5% wage increase for union employees effective April 1 and summer/winter on-call hours.

Line 111 Part Time Help Highway (\$32,400) – this line includes 40 hours per week for 9 months for seasonal employees for grounds maintenance and part time winter storm help.

Line 112 Assistant DPW Director (\$15,833.37) – in 2017 the Deputy Director was included in the personnel line and now has been moved to its own budget line. The amount shown reflects 33% of his salary.

Line 140 Highway Overtime (\$30,000) – this line is tied the severity of the winter. The average overtime cost is approx. \$29,000 and is predicted to total over \$30,000 in 2017.

Line 146 Outside Services (\$10,914) – items for this line include GIS software annual updates

(\$700 per year), dues, inspections, computer tech support, lift chain certifications, DOT physicals for CDL drivers, e-mail/server accounts, downtown snow hauling.

Line 241 Safety Equipment (\$2,145) – this line is up \$445 and includes first aid supplies, jackets, construction signs and stands, helmets, ear plugs, dust masks shields, harnesses, glasses, work gloves, etc.

Line 243 Highway Training (\$1,550) – increased \$50 for 2 culvert maintainer certifiers and trench safety, winter fundamentals and green snow pro (to reduce salt use) training.

Line 341 Highway Telephone (\$2,000) – no change. This line covers the FirstLight monthly bill and cell phones for the Director and on-call personnel.

Line 410 Highway Electricity (\$11,200) – The Town has a fixed rate so the increased cost is due to increased usage. Mr. Capello and Mr. Gagnon said they are looking into the reason for the increased usage and options to reduce it such as by conversion to LED lighting.

Mr. Gagnon said a solar power representative advised him to consider signing a 6 month contract with an electricity provider as the new facility will not be ready before then. He added that the new contract is expected to cost 8.5 to 9 cents per kilowatt hour.

Line 411 DPW Heating Oil (\$6,650) – the cost for oil was over \$10,000 in 2016.

Mr. Capello reminded the board to expect a price increase for oil lines due to the new state law requiring the use of low sulfur oil.

Mr. Gagnon said he estimated that a \$2 a gallon increase will occur after July 1 and budgeted for 3,500 gallons. The projection is based on current usage and present costs he said.

Line 412 Highway Water (\$435) – this line is up \$315 for a new meter for highway garage. A new water service will be installed requiring a new meter for more pressure to wash the trucks.

Line 431 Highway Uniforms (\$2,850) – the budgeted amount is down \$650 due to the decrease in the uniform allowance in the union contract.

Line 440 Rental Highway Equipment (\$0) – recommended this line be removed and the \$4,000 be moved to Rental Equipment line as this is not an administrative cost.

Line 565 DPW Newspaper Ads (\$500) – this line was reduced by \$500 as no new hires are planned. Mr. Gagnon said in the event that a position becomes vacant he planned to use Craig's list which is cheaper and produces just as many applicants as newspaper ads.

Line 620 DPW Office Supplies (\$1,050) – this line is up \$450 to its historically budgeted amount for print ink, paper, computer supplies, desk top tools, etc. In 2017, \$600 was budgeted for supplies and so far \$436 has been spent. Mr. Gagnon said over the past few years this line has been cut drastically and speculated some of these expenses may have been charged to the Building Repair line during that time.

Line 630 Highway Building Repair (\$5,060) – Mr. Gagnon recommended moving this line out of the Administration portion of the budget into the Highway and Streets section. He also moved small equipment rental to Rental Equipment line and chainsaw maintenance has been moved to Grounds Maintenance resulting in a reduction of \$1,540 from this line.

Line 631 Grounds Maintenance (\$4,000) – this remained funded at \$4,000. Mr. Gagnon recommended moving this line out of Administration to Highway and Streets as it covers lawn mower and other equipment maintenance, ice melt for the buildings, etc.

Line 01-4312-10-630 Rebuild/Repave/Repair Roads (\$371,000) – this line increased by \$21,000 taken out of the Sidewalks budget line. (Sidewalk repairs to come out of the Capital Reserve Fund or the Highway Paving line). Mr. Gagnon said he planned to use the funds to chip seal all of Chestnut Hill Road, shim and chip seal lower Ten Rod Road and overlay Silver Street and Waldron Road. Three days of crack sealing are also planned he said.

Line 01-4312-10-631 Sidewalks (\$1) – as a place holder

Line 632 Erosion Control (\$1,000) – No change from the 2017 amount budgeted. This line includes matting, silt fencing and grass seeding to restore areas disturbed by highway work.

Line 633 Calcium Chloride (\$19,000) – this line increased by \$14,000 to its previous level prior to 2017. Mr. Gagnon said \$17,000 of the unused 2016 funds from this line were encumbered and together with \$5,000 from 2017 funds were used to treat gravel roads in-house in 2017 instead of subcontracting out the work. He recommended changing the name of this line to Gravel Road Maintenance to reflect that it is more than just a chemical.

Line 689 Highway Paving (\$32,000) - no change from the 2017 amount budgeted. This line covers subcontracted road patching, pot holes, minor patching by the highway crew or small local contractors and smaller pavement repairs. This year Civic and Winter Streets were patched and 2 collapsed culverts were replaced and end of Blaine Street was repaved.

Line 691 Crushed Gravel (\$23,500) – this line is down \$1,500 due to a reduction in the amount of material to be processed. Mr. Gagnon said stockpiles are taking up space at the pit and that NH DES has advised that vertical mining must stop 5' above the ground water but additional mining could continue horizontally out from the pit. He said \$3,500 of this line would be used for land clearing to expand the mining area. He said this line would also cover the gravel to be used to reclaim upper Ten Rod Road. The highway crew would dig out the existing road base, install a new gravel base and then the road will be repaved he said.

Line 01-4312-20-392 Contract Sweeping (\$ 7,000) – this line is down \$1500 due to reducing the amount of time budgeted from 48 to 32 hours. In 2017 went with a different bidder who was not the low bidder but gave better service in a shorter amount of time.

Mr. Capello said there may be a request before the board to waive the bid process and use the same vendor.

Line 393 Removal of Trees (\$5,200) – Mr. Gagnon said there is no shortage of tree work along the Town roads so this line is up double the 2017 amount to increase the number of days for tree work from 2 days to 4 days.

Ms. Proulx noted that although this work previously was sent out to bid, it has not been done in the last few years and asked Mr. Gagnon to check current prices for professional tree work.

Line 394 Painting of Lines (\$15,000) – this line covers long line painting and downtown striping (crosswalks, stop bars, parking) and has increased by \$1,500 from 2017.

Mr. King asked about the durability of the paint and if the Town is using the best product to get the best results for the cost.

Mr. Gagnon said he put the 2017 bid together using the NH DOT standards and specifications for road paint and noted that it is the same paint that DOT uses.

Mr. Gagnon said the planned striping of three roads in Town was not completed because the contractor ran out of time to complete the project.

Mr. Capello said the Town may need to use those unspent 2017 funds in this line to purchase salt as the 2017 salt line has been depleted.

Line 432 Highway Radio Repairs (\$1,500) – this line is unchanged from the 2017 budget. No major repairs were needed in 2017. Mr. Gagnon said if no major repairs are needed during 2018 he planned to replace the old hand held radios at the end of the year.

Line 440 Rental Mower (\$10,280) – this line is increased by \$4,780. Mr. Gagnon recommended changing the name of this line to Rental Equipment. In 2017 the dept. was short handed and didn't have the staff to conduct mowing so the mower was not rented. This line includes rental of a commercial mower for 2 weeks, rental of small tools and power equipment and rental of an excavator for roadside ditch maintenance for 2018.

Selectmen asked Mr. Gagnon to look into the cost for subcontracting the work.

Mr. Gagnon also corrected an error on the budget memorandum which shows \$14,800 requested for this line. He said an entry was mistakenly added twice and one of the entry's numbers was swapped. The correct total proposed for this line is \$10,280 he said.

Line 635 Highway Gasoline (\$5,843.75) – this line is up \$3,062 based on projected gasoline use and 25% of the cost of a new card reader system (\$8,000 total cost). Mr. Gagnon said the dept. used 1,160 gallons in 2016 and 1,374 gallons in 2017. He projected similar use for 2018 at an estimated cost of \$2.25 a gallon. He said the current key system used at the Town pumps needs to be updated as there has been some fuel use from vehicles that do not have a key assigned to them. The proposed new card reader system would require the user to enter a driver identification number and a vehicle identification number to use the pumps and would also track mileage for vehicle maintenance purposes.

Discussion also included potential future updates to the fuel tanks and requesting that the School District share in the cost for improvements as they also use the Town fuel pumps.

Selectmen suggested Mr. Gagnon provide a long term plan with estimated costs for the pump station before putting any money into the proposal.

Line 636 Highway Diesel Fuel (\$32,375) - this line is up \$4,025 based on projected diesel use of 13,500 at an estimated cost of \$2.40 a gallon. The average usage is 13,000 gallons but has been more than 16,500 gallons depending on the winter. This line also includes a 25% share for the card reader.

Line 638 Highway Tires (\$6,658) – this line has increased by \$3658. Mr. Gagnon said that historically the Town has been cheap on tires and there are some tires in the existing inventory that he would not use. He said he planned to spend \$4,600 for new tires and set aside \$2,000 for unplanned tire needs.

Mr. King suggested Mr. Gagnon look into selling any tires of no use to the Town (because they don't fit any of the current vehicles) but are still usable.

Line 640 Highway Cleaning supplies (\$450) – this budget number stayed the same as the 2017 budget and includes shop rags, bathroom supplies and cleaning supplies for the highway garage.

Line 660 Highway Parts and Repairs (\$75,000) - Mr. Gagnon said this line was not fully expended because there was nothing broken. He recommended that the budgeted amount remain the same for 2018.

Line 661 Repaint Trucks (\$10,000) – this line is up \$5,000. Mr. Gagnon said that \$7,500 was encumbered from 2016 funds and combined with \$5,000 in 2017 funds to pay for repairs and repainting of the 2007 10-wheel and 2004 6-wheel dump trucks. He said he planned to sand blast and repaint the 2005 6-wheel dump truck in 2018.

Mr. King asked what is being done differently to try to keep the trucks in better condition.

Mr. Gagnon said he planned to purchase a steam cleaner with an under carriage washer to better remove road salt and wash the trucks inside the garage during the winter. He added the crew is making efforts to take as much care as possible with the vehicles but at some point you still need to sand blast and paint to extend the lifespan of the frame and the components.

Mr. King suggested Mr. Gagnon look into applying fluid film to the vehicles and compare the cost to doing it in-house or by an outside subcontractor.

Line 684 Highway Engine Oil (\$6,000) – this line increased by \$2,000. Mr. Capello said some of the service fluids were recently ordered and is not yet included in the budget report.

Mr. King asked about the types and amounts of fluids being ordered and if the reason for the amount of fluids being purchased was due to any problems with vehicles burning, leaking or using up fluids.

Mr. Gagnon explained the types of fluids used by the Town vehicles and that he planned to restock the garage inventory. He said in some cases it may take the supplier 2 months to deliver an item and he didn't want to risk damaging a vehicle because a particular fluid was not on hand when needed. He added that it is sometimes more cost effective to purchase fluids in large drums than in gallon bottles.

Line 690 DPW Waste Disposal (\$840) – no change from the 2017 budget. This line covers the dumpster at the highway garage and no rate increase is expected.

Line 740 Highway New Equipment (\$16,085.24) – this line is up \$10,585 from 2017. It includes purchase of a steam pressure washer (\$4,600), hydraulic wrenches (\$250), concrete hammer drill (\$550) and 33% share of the cost for the proposed purchase of a new Ford F250 truck to be

used by the Director and Deputy Director.

Line 741 Traffic Signs (\$2,000) – this line covers the replacement of missing or damaged traffic signs and is up \$500 from 2017.

Line 01-4312-30-630 Cleaning Catch Basins (\$6,825) – this line includes 6.5 days for cleaning catch basins and culverts and is recommended to remain at the 2017 budgeted amount.

Line 740 Culverts & Catch Basins (\$5,000) – no change from 2017. This line covers the replacement of 6 existing catch basins.

Line 741 Guard Rails (\$14,400) - no amount was budgeted last year. This line funds installation of 330' of guardrail on Sheepboro Road and 150' of guardrail on Winter Street.

Mr. King asked if the guardrails will be installed by an outside contractor.

Mr. Gagnon said he planned to solicit bids for the work from outside contractors.

Line 01-4312-50-588 Highway Salt (\$65,000) – this line is up \$3,000 from 2017. The costs for this line depend on the severity of the winter weather. Mr. Gagnon said since 2012 the average cost for salt was \$64,841 but the 2017 budget was reduced due to leftover salt from 2016. He said he plans to have the plow crew attend a training program on using less salt to benefit the environment and reduce usage/costs.

Mr. Capello added that 2017 salt budget has been fully expended.

Line 740 Cutting Edges (\$11,000) – this line is up \$8,000 from 2017. Mr. Gagnon said this line is also dependant on the severity of the winter and that before 2014 this line was funded at \$10,000 to \$12,000. He said that all of the stock of cutting edges have been used and proposed buying 2 sets now and to buy 1 set next year to have a back up set.

Capital Reserve Fund- Mr. Gagnon suggested that a Highway Capital Reserve Fund be created and to put \$100,000 in the fund each year to keep the equipment at status quo.

Mr. King requested a list of the Highway Dept. fleet including the vehicle age, mileage and estimated service years left on each vehicle. He also asked for justification for the proposed purchase of the new F250 truck.

The remainder of the DPW budget will be reviewed at the next board meeting.

B). Bucket Truck- Mr. Gagnon said Somersworth recently borrowed the bucket truck and expressed interest in acquiring it. He said the Town doesn't use the truck much and that the boom needs to be recertified next year at a cost of about \$10,000-\$15,000.

Mr. Gagnon said Somersworth has proposed that Farmington transfer ownership of the truck to them in exchange for allowing the Town to borrow the truck when needed. He said they appear willing to pay the recertification of the boom, the registration, insurance and maintenance of the truck.

Mr. King suggested the agreement include language giving Farmington a minimum amount of time the Town will be allowed use of this truck or its replacement.

Consensus of the board was to pursue further discussion with Somersworth about the truck transfer.

C). Meter Tour- Mr. Gagnon said he planned to tour a facility in Hooksett using a new type of water meter and invited Selectmen to attend the tour. He said the manufacturer agreed to supply sample meters for the Town to try out and suggested placing one unit at the Town Hall and other Town water users. He said the unit records water use in 50 minute increments and reports daily usage to a server. It could also be useful in detecting a possible water leak if water use is recorded when the residents are asleep or not there he said.

Mr. Capello said he planned to attend the tour.

10). Town Administrator's Business:

A). Time Off Request- Mr. Capello requested he be allowed to take Friday, Dec. 15 off. Consensus of the board was to approve his request.

B). Town website- Mr. Capello then reemphasized that the new Town website will go live on Friday, Dec. 8 and asked resident to "bear with us" while the site gets up and running. He said the new site will use the same website address as the previous website. He said the new Town Face book page is underway and expected to be completed in early 2018.

11). Additional Board Business:

A). Post Dump Closings- Ms. Proulx said some residents were not aware that the Friday after Thanksgiving was a Town holiday and showed up at the Transfer Station to find it closed. She suggested notices be posted at the dump 2 weeks in advance of any planned closing as some residents do not have e-mail or are not signed up for the Town e-mail notification system. Mr. Capello encouraged people to sign up for e-mail alerts at the Town website. He said the alert system automatically sends out emergency notices and important information to subscribers and is one of several features of the site residents should take advantage of. Mr. Johnson asked if current subscribers to the e-mail alert system will be transferred to the new website.

Mr. Capello said current subscribers will be transferred to the new site.

Ms. Proulx asked Mr. Capello to remind residents again earlier in the meeting at next board meeting.

12). Non-Public Session A:

Motion: (King, second Titus) to enter non-public session under RSA 91-A: 3 II(d, c) Acquisition, Sale or Lease of Property, Reputation passed 5-0 by a roll call vote (Proulx, Johnson, Horgan, King, Titus- yes) at 10:30 p.m.

Motion: (Johnson, second Titus) to come out of non-public session passed 5-0 at 10:50 p.m.

Motion: (Johnson, second King) that the waiver not be granted passed 5-0.

13). Adjournment:

Motion: (Johnson, second Titus) to adjourn the meeting passed 5-0 at 10:50 p.m.

Respectively submitted
Kathleen Magoon
Recording Secretary

Paula Proulx, Chairman

Jim Horgan

Ann Titus

Neil Johnson, Vice Chairman

Charlie King