

**FARMINGTON BOARD OF SELECTMEN**

**Tuesday, January 13, 2015**

Vice Chairman Joshua Bell called the meeting to order at 6:30 P.M. with the following members present: Andrew Buckland, Stephan Bunker and Michael Fogg. Chairman Ryan Morgan was absent. Town Manager Richard Davis, Town Secretary Linda Grant, Fire Rescue Chief Terry Bell and Captain Tim Hardy, Code Enforcement Officer Steve Kaiser, Police Chief Jack Peck, Parks and Recreation Director Steve Shible and Assistant Director Matthew Foster, Budget Committee member Matthew Smith, Channel 11, and members of the press and public were also in attendance.

**ITEM 1: Pledge of Allegiance to the Flag**

Vice Chairman Joshua Bell led those present in the Pledge of Allegiance to the Flag.

**ITEM 2: To Hold a Public Hearing on the Proposed Updated Town of Farmington Comprehensive Plan**

Vice Chairman Joshua Bell opened the Public Hearing under Item 2 at 6:31 P.M.

Richard Davis noted the draft Comprehensive Plan and synopsis of some of the changes, and explained that part of the process before this Plan can go on the Town Meeting Warrant is to hold this Public Hearing. Code Enforcement Officer Steve Kaiser explained that all of the data has been updated and the draft has been reviewed by both the Zoning Board and Planning Board. It is his opinion that the Plan is a very useful tool for anyone wishing to move to or start a business in Farmington. Mr. Kaiser reviewed some of the highlights of the Plan.

Vice Chairman Joshua Bell closed the Public Hearing under Item 2 at 6:35 P.M.

Stephan Bunker commended Steve Kaiser, his staff and the two Boards for their work on this Plan, which he feels is a great document that will be referred back to many times in the future.

**Stephan Bunker moved to accept the proposed updated Comprehensive Plan for inclusion in the Warrant for the annual Town Meeting; Andrew Buckland seconded.**

Joshua Bell pointed out an incomplete sentence in the Public Facilities and Services section of the Plan. Steve Kaiser thanked Mr. Bell for noticing the error and assured the Selectmen that he will have the error corrected.

**VOTE            AFFIRMATIVE    4            ABSENT    1            MOTION CARRIED**  
**(Ryan Morgan)**

**ITEM 3: To Review the Proposed DRAFT Fire/Life-Safety and Building Permit Ordinances**

Richard Davis stated that these draft Ordinances also need to be presented at a Public Hearing if the Selectmen are so inclined to include them in the annual Town Meeting Warrant. He suggested scheduling separate Public Hearings on the agenda for the next Board of Selectmen’s meeting on January 27<sup>th</sup>.

**Fire & Life-Safety Ordinance:** Fire Rescue Chief Terry Bell and Capt. Tim Hardy were present to answer any questions. Steve Kaiser, Chief Bell and Capt. Hardy explained why the Fire Rescue Department will be in charge of enforcement/compliance of the Fire/Life-Safety Ordinance instead of the Code Enforcement Officer. They also reviewed the Ordinance and its purpose.

**Building Permit Ordinance:** Richard Davis explained the purpose of the proposed Building Permit Ordinance, pointing out how useful it will be now since the personnel of the new Assessing Service are not familiar with the Town. Steve Kaiser reviewed the potential cost to the homeowner per household, as well as the data collection benefits to the Assessing, Fire Rescue and Code Enforcement Departments. The Selectmen discussed the fee table, and Mr. Kaiser encouraged suggestions regarding thresholds, exemptions, etc. after pointing out that this Ordinance is only in the beginning stages. The Selectmen also discussed how the Warrant Article should read.

**Michael Fogg moved to schedule the Fire & Life-Safety Ordinance and the Building Permit Ordinance for separate Public Hearings on the agenda for the January 27<sup>th</sup> Selectmen’s meeting ; Andrew Buckland seconded.**

**VOTE            AFFIRMATIVE    4            ABSENT    1            MOTION CARRIED**  
**(Ryan Morgan)**

**ITEM 4: To Discuss the Replacement of the Retiring Parks and Recreation Director**

Richard Davis reported that Steve Shible is retiring in May after more than 35 years of outstanding service to the Town. Those present honored Mr. Shible with a round of applause. Mr. Davis stated that rarely do you find the perfect candidate for a position, the perfect fit, the person with the right amount of education, experience, rapport with the community, department heads, clients and those who benefit from the programs, and the person with the vision to guide those programs into the future and improve upon them. As rare as that is, occasionally that person is someone that you already have on staff and who has been trained by and worked with the retiring Director and has built that kind of reputation and rapport with the public and anyone he/she interacts with. In this case it is Matthew Foster, the Town’s Parks and Recreation Assistant Director. It was Mr. Davis’ strong recommendation to promote from within whenever possible, and he proposed that

**ITEM 4: To Discuss the Replacement of the Retiring Parks and Recreation Director (Cont.)**

Matthew Foster be promoted from his current position as Assistant Director to Director upon the retirement of current Director Steve Shible. It was the general consensus of the Selectmen that it is a great philosophy and was noted that it has been done in other departments when it was the right candidate for the right position and that candidate has met the criteria.

**Stephan Bunker moved to promote Matthew Foster to the position of Parks and Recreation Director upon the retirement of the current Director, Steve Shible; Andrew Buckland seconded.**

Michael Fogg asked for and received confirmation that Matthew Foster is interested in taking the job.

**VOTE AFFIRMATIVE 4 ABSENT 1 MOTION CARRIED (Ryan Morgan)**

Those present congratulated Matthew Foster and afforded him a round of applause.

**ITEM 5: To Consider the Following Recommendations from the Downtown TIF Advisory Committee:**

Richard Davis reported that the Committee met on January 7<sup>th</sup> and reviewed the RFP for engineering services.

- **To send out a revised RFP for engineering services**  
Richard Davis reviewed the suggested modifications to the RFP. The Selectmen discussed including electrical outlets for outdoor lighting in the RFP. Committee member John Moore recommended keeping that project separate, with the thought that it would be less expensive and more quickly accomplished as a stand-alone project. Mr. Davis explained the purpose and process of an RFP.

**Stephan Bunker moved to authorize Town Manager Richard Davis to issue an RFP for engineering services for the Streetscape Project; Andrew Buckland seconded.**

**VOTE AFFIRMATIVE 4 ABSENT 1 MOTION CARRIED (Ryan Morgan)**

**ITEM 5: To Consider the Following Recommendations from the Downtown TIF Advisory Committee: (Cont.)**

- **To not proceed to update the multi-use bridge cost estimates**

Richard Davis reported that he contacted the Louis Berger engineering group that did the original preliminary design report for the bridge and they submitted an updated preliminary cost estimate. He reviewed the December 29, 2014 estimate of \$4,934.81. The Committee reviewed the proposal, but because the cost of the bridge is so far out of reach, it didn't make sense to them to pay the proposal cost and be told it is even further out of the Town's reach. It was the Committee's recommendation to not proceed with that expenditure at this time. Mr. Davis explained the suggestion of another Committee member to attach the bridge to Center Bridge.

**Stephan Bunker moved to not proceed with an update on the multi-use bridge cost estimates; Andrew Buckland seconded.**

**VOTE AFFIRMATIVE 4 ABSENT 1 MOTION CARRIED (Ryan Morgan)**

- **To expend \$400 of TIF funds for downtown banner design**

Richard Davis reported that an offer has been made by a local person who is a graphic designer to work with a small group to design some banners that would go on the downtown decorative street light poles, as well as on CMP poles and some poles that John Moore has on Front Street, and on CMP poles in West Farmington, at a cost of \$400. Since then John Moore has offered the services of one of his employees who has designed banners for him and if there is a cost, he will cover it. Mr. Moore showed the Selectmen examples of some of the banners that his employee, Jennifer Hutchinson, has designed for him out of vinyl and Sunbrella® fabric. Mr. Moore proposed having Ms. Hutchinson work with the Committee to design five or six different banners to see if an appropriate design can be found. Mr. Moore pointed out that this design project is, in his opinion, a “soft project” rather than a “brick and mortar project” which TIF funds should not be used for, and offered again to pay for the design work.

**Stephan Bunker moved to accept the proposal of John Moore for the design of banners by Jennifer Hutchinson and payment of same by him; Andrew Buckland seconded.**

**VOTE AFFIRMATIVE 4 ABSENT 1 MOTION CARRIED (Ryan Morgan)**



**ITEM 7: To Appropriate \$1,192.63 from the Municipal Building Reserve Account for roof repairs done in 2014**

Richard Davis explained that the Land and Property Improvement line item overage on the Municipal Building's expenditure sheet dated January 9, 2015 is due to the unexpected roof repairs that had to be made. He stated that he would like to return as much as possible to the Unassigned Fund Balance so any unexpected overdrafts such as this that can be covered from a Reserve account should be. Mr. Davis further stated that the balance of the Municipal Building Reserve account is \$3,362.43 so there is enough to cover this transfer if that is the desire of the Selectmen.

**Stephan Bunker moved to appropriate \$1,192.63 from the Municipal Building Reserve account for roof repairs done in 2014; Andrew Buckland seconded.**

**VOTE AFFIRMATIVE 4 ABSENT 1 MOTION CARRIED  
(Ryan Morgan)**

**ITEM 8: To Approve the Minutes of December 16 and 23, 2014 and January 6, 2015**

**Stephan Bunker moved to table all three sets of minutes as the December 16<sup>th</sup> minutes had not yet been reviewed, and the December 23<sup>rd</sup> and January 6<sup>th</sup> minutes were not yet available; Andrew Buckland seconded.**

**VOTE AFFIRMATIVE 4 ABSENT 1 MOTION CARRIED  
(Ryan Morgan)**

Joshua Bell generated a brief discussion regarding the warranty for the entire metal roof, including the new section.

**ITEM 9: To Discuss Other Business**

- A) Richard Davis reviewed the Governor's budget proposal in regard to taxing currently tax exempt properties, the loss or elimination of revenue sharing, and the partial elimination of the Homestead Exemption. Mr. Davis stated that the MMA Legislative Policy Committee, of which he is a member, will be meeting on January 22<sup>nd</sup> and he suspects will be formulating an approach to this budget proposal to lobby to preserve and restore Revenue Sharing. Selectman and House of Representatives member Andrew Buckland shared information from the Legislative caucus that he attended this date in which Revenue Sharing was a major topic. Selectman and Maine Municipal Association Vice President Stephan Bunker stated that the Executive Committee will be meeting after the LPC on January 22<sup>nd</sup> and spoke on MMA's stand on the Governor's budget proposal.

**ITEM 9: To Discuss Other Business (Cont.)**

- A) (Cont.) Mr. Davis stated that he has forwarded the budget proposal to all of the communities in Senate District 17 that he represents on the LPC for their comment but has not heard much back yet. Andrew Buckland stated that he saw two overviews regarding the budget today that they were told could be shared and he will see if they are electronically available. If not, he will bring his copies in to be scanned. Mr. Davis stated that once the material that Representative Buckland provides the Board members is reviewed, he encourages any of them to contact him with their thoughts.
- B) Richard Davis reported that the Certified Business Friendly Community application has been revised and will be going out in the mail tomorrow.
- C) Stephan Bunker noted the selection of the Police Department’s Employee of the Year, as well as the Fire Rescue Department’s year-end report.

There being no further business to come before the Board, **Stephan Bunker moved to adjourn at 8:15 P.M.; Andrew Buckland seconded.**

**VOTE            AFFIRMATIVE    4            ABSENT    1            MOTION CARRIED**  
**(Ryan Morgan)**

Minutes respectfully submitted by Linda H. Grant.

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Stephan M. Bunker – Secretary