### FARMINGTON BOARD OF SELECTMEN

#### Tuesday, April 10, 2018

Chairman Joshua Bell called the meeting to order at 6:30 P.M. with the following members present: Michael Fogg, Matthew Smith and Scott Landry. Stephan Bunker was unable to attend. Town Manager Richard Davis, Town Secretary Linda Grant, Channel 11, and members of the press and public were also in attendance.

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

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

# **ITEM 2:** To hear an Update on the Farmington Solar Project (Aaron Svedlow of Nextera)

Liz Peyton of Nextera held up a permit-level design map of the project area, while Aaron Svedlow reviewed the updates on the project. He explained that they will be filing the project with the Maine Department of Environmental Protection sometime in late April or early May, and with the Farmington Planning Board approximately six weeks thereafter. Two of the largest changes involved are: removal of panels from the Bailey Hill area; and the addition of strategic landscape planning. Mr. Svedlow further explained that if all goes as they expect it to they anticipate approval from MaineDEP and the Planning Board by fall or the end of the year, with some level of construction beginning sometime in 2019, and some continuing into 2020. Ms. Peyton stated that they will be leaving the design map with the Town, and will provide a digital copy for the Town's website. She also pointed out that this is the first project of this scale in the State of Maine. Mr. Svedlow stated that the total acreage of the panel array area is 350 gross acres, which is not total new impervious, and there is no future expansion anticipated at this time. Any future expansion will require going through the whole process again. Grounds and electrical maintenance and related jobs were discussed. Landowner Bussie York spoke of the positive planning that he has experienced through the process thus far, and what a tremendous opportunity it is for Farmington to increase its tax base without a lot of expense or strain on the infrastructure.

### ITEM 3: To Review and Approve the Proposed 2018 Sewer Department Budget

Richard Davis expressed his thanks and appreciation to Superintendent Steve Millett and Sewer Clerk Mavis Gensel for the time and effort they put into this budget, which has resulted in a reduction of the proposed 2018 Sewer Department budget in the amount of \$968,043, or \$13,205 (1.35%), from the 2017 budget. Mr. Davis explained that there is a necessity to increase the rate slightly this year due to a reduction in water usage which is what the sewer usage is based on. This has resulted in lower revenues to the extent that there is not enough to cover the expense of running the system. He pointed out that the sewer is an enterprise fund, separate from the Town, so it has to be self-supporting.

# ITEM 3: To Review and Approve the Proposed 2018 Sewer Department Budget (Cont.)

Mr. Davis further pointed out the comparison sheet of sample rates from other communities that Mavis Gensel had compiled for them. Steve Millett reviewed high points of the budget. Due to a discrepancy that Scott Landry found in the Personnel Services: Salaries/Wages line items, the Selectmen moved to Item 4 while Mavis Gensel researched the discrepancy.

# **ITEM 4:** To Approve Amendments to the Town of Farmington Personnel Policy

Richard Davis reviewed a letter from Town Attorney Frank Underkuffler dated February 27, 2018. He explained the difference between public and private sector disciplinary procedures, pointing out that the present Personnel Policy does not address those issues properly, particularly the grievance procedure. Mr. Davis reviewed Attorney Underkuffler's drafted definitions and the new replacement of Article VIII: Employee Discipline and related forms, with the addition of a new statement regarding the exemption of probationary employees. He also reviewed the new Article XXV: Drug Free Workplace Policy, pointing out that the number of this Article will have to be changed as there is already an Article XXV. Mr. Davis also pointed out that the new personnel action forms are referred to throughout the Policy as Exhibit 1, Exhibit 2, and Exhibit 3. Mr. Davis also explained the revision in the "Retirement" section of the Personnel Policy where ICMA is no longer allowing an employee to "Retire in Place".

# Michael Fogg moved to approve the draft amendments to the Town of Farmington Personnel Policy; Scott Landry seconded.

# VOTE AFFIRMATIVE 4 ABSENT 1 MOTION CARRIED (Stephan Bunker)

# **ITEM 5:** To Hear an Update on the Front Street Reconstruction Project

Richard Davis reviewed two revised Front Street preliminary project cost estimates and drawings from Dirigo Engineering dated March 28 and April 6, 2018, and the proposed Front Street project changes. Discussion included: possible inclusion of Downtown TIF monies in order to get more aspects of the project completed; once the scope of work is received it could be put out to bid in order to determine what there is funding for; replacement of the box culvert; and comparison of the items in the two cost estimates. Mr. Davis stated that he and Public Works Director Philip Hutchins will continue to work on refining the scope of work. Mr. Davis further stated that the new telecom conduit bank work will be a Consolidated Communications expense, and the sewer main replacement will be a Sewer Department expense. He pointed out that this project will need to go out to bid soon in order for the work to be done this year.

# ITEM 3: To Review and Approve the Proposed 2018 Sewer Department Budget (Cont.)

Sewer Clerk Mavis Gensel explained that the numbers are correct but the breakdown was incorrectly recorded. Stephen Millett continued reviewing high points of the budget. Reasons given by Mavis Gensel for the rate increase included: conservation; the loss of

### ITEM 3: To Review and Approve the Proposed 2018 Sewer Department Budget (Cont.)

\$20,000 in revenue last year and the resulting loss in interest; the loss of septage being hauled to the plant; and the loss of the University of Maine at Farmington debt service contribution. Richard Davis and Steve Millett further explained the shortfall in revenue and rate charge for outside septage disposal. Ms. Gensel pointed out that Farmington's rate structure is very low according to the comparisons that she made; she reviewed those comparisons.

Michael Fogg moved to approve the 2018 Sewer budget in the amount of \$968,043; Matthew Smith seconded.

VOTE	AFFIRMATIVE	4	ABSENT	1	<b>MOTION CARRIED</b>		
	(Stephan Bunker)						

Michael Fogg moved to approve a sewer rate change from 7.28/100 cubic feet to 7.98/100 cubic feet; Matthew Smith seconded.

VOTE AFFIRMATIVE 4 ABSENT 1 MOTION CARRIED (Stephan Bunker)

The Selectmen thanked Steve Millett and Mavis Gensel for the time and effort they put into this budget.

# **ITEM 6: To Approve Municipal Quitclaim Deeds**

Richard Davis reviewed two Quitclaim Deeds releasing any interest the Town might have on account of undischarged liens on property of Charles H. Snell, Jr. located at 369 Owen Mann Road, and on property of Cara D. Whipple and David L. Grant located at 970 Farmington Falls Road.

Scott Landry moved to approve Municipal Quitclaim Deeds for Charles H. Snell, Jr., and Cara D. Whipple and David L. Grant; Matthew Smith seconded.

VOTE	AFFIRMATIVE	4	ABSENT	1	<b>MOTION CARRIED</b>
			(Stephan Bu	nker)	

The Selectmen signed both Quitclaim Deeds.

#### ITEM 7: To Approve the Minutes of March 27, 2018

Matthew Smith moved to approve the minutes of March 27, 2018; Scott Landry seconded.

VOTE	AFFIRMATIVE	4	ABSENT	1	<b>MOTION CARRIED</b>		
	(Stephan Bunker)						

# **ITEM 8: To Discuss Other Business**

- A) Richard Davis reminded the Selectmen of the meeting scheduled for Thursday, April 12<sup>th</sup> at 6 p.m. at the Jay Niles Library in North Jay to hear a presentation by Brian Lippert of Sewall Corporation and discussion of the Broadband Study with the other towns.
- **B**) Richard Davis reported that he received a notice today that the Public Works Department has petitioned to form a bargaining unit with the Teamsters Union Local #340.
- C) Scott Landry inquired as to who is in charge of maintaining what he thought was the Town clock but is in fact the County clock on the Courthouse, stating that it is off by five minutes. Richard Davis suggested that he contact Julie Magoon at the County Courthouse.
- **D**) In response to Scott Landry's inquiry as to when the sewer hookup check valves will be addressed, Richard Davis stated that there may be an opportunity for a Special Town Meeting later this year.
- E) Joshua Bell mentioned that there's still time to submit a nomination of a community citizen for the Spirit of America Award. Richard Davis suggested that confidential nominations be emailed to him. Mr. Davis stated that this award is a way to recognize someone who has been particularly active in the community in terms of volunteerism and community spirit.

# ITEM 9: To Hold an Executive Session Pursuant To 1 M.R.S. §405.6.A to discuss a Personnel Matter

Matthew Smith moved to go into Executive Session at 7:47 P.M.; Scott Landry seconded.

# VOTE AFFIRMATIVE 4 ABSENT 1 MOTION CARRIED (Stephan Bunker)

The Selectmen came out of Executive Session at 8:19 P.M.

No action was taken.

There being no further business to come before the Board, Michael Fogg moved to adjourn at 8:19 P.M.; Matthew Smith seconded.

VOTE	AFFIRMATIVE	4	ABSENT	1	<b>MOTION CARRIED</b>
			(Stephan Bu	nker)	

Minutes respectfully submitted by Linda H. Grant.

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Michael J. Fogg - Secretary