

FARMINGTON BOARD OF SELECTMEN

Tuesday, January 10, 2017

Chairman Joshua Bell called the meeting to order at 6:37 P.M. with the following members present: Matthew Smith, Michael Fogg, Andrew Buckland, and Stephan Bunker. Town Manager Richard Davis, Town Secretary Linda Grant, Fire Rescue Chief Terry Bell, Deputy Chief Clyde Ross, Deputy Chief Tim A. Hardy, Captain Tim D. Hardy, Deputy Police Chief Shane Cote, Parks and Recreation Director Matthew Foster, Public Works Director Philip Hutchins, 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 a Presentation by Katherine Foster, President of the University of Maine Farmington, regarding the UMF Master Plan

Richard Davis welcomed Katherine Foster, and stated that he was privileged to sit on the Steering Committee for the Master Plan and found it to be a very enjoyable, inclusive process. President Foster introduced UMF's Chief Business Officer, Laurie Gardner, who is also the Project Liaison and Manager, working with the consultants. She also introduced Jeff McKay, Director of Facilities Management, who is instrumental with planning and implementation. President Foster reviewed the UMF Master Plan, of which there are twelve elements, or four quadrangles, through a PowerPoint presentation. She pointed out that the Master Plan consists of 10.5 years of projects over a 20-year span that has an estimated cost of \$47,069,000. President Foster thanked the Selectmen for the opportunity to make this presentation, and left a copy of the Master Plan with the Town Manager for availability in the Town Office. She pointed out that there will also be a copy available at Mantor Library.

ITEM 3: To Review the Following Proposed 2017 Departmental Budgets:

A) Treasurer / Clerk

Treasurer LucyAnn Cook reviewed the proposed 2017 Treasurer/Clerk budget in the amount of \$245,274, which is a decrease from 2016 of \$8,391, or -3.31%. She explained the increases in the Salary, Wages, Health Care, Software Agreement, and Legal Services line items, as well as the decreases in Telephone, Utilities.

B) Cemeteries

Treasurer LucyAnn Cook reviewed the proposed 2017 Cemeteries budget in the amount of \$86,643, which is an increase from 2016 of \$9,132, or 11.78%. She explained that this budget wasn't utilized to the fullest extent in 2016 due to drought conditions. She also explained the added line items of Health Insurance Buyout and Safety Incentive, increase in the Travel/Conference line item for mileage reimbursement, and the Repairs and Maintenance line item.

ITEM 3: To Review the Following Proposed 2017 Departmental Budgets: (Cont.)

R) T.A.N.

Treasurer LucyAnn Cook reviewed the proposed 2017 T.A.N. budget in the amount of \$5,000, which is the same amount as budgeted in 2016. She reported that it was not necessary for the Town to draw on the T.A.N. in 2016. Ms. Cook and Richard Davis explained the potential uses of the T.A.N. in 2017.

C) General Assistance

Town Manager Richard Davis reviewed the proposed 2017 General Assistance budget in the amount of \$25,000, which is the same amount as budgeted in 2016. Mr. Davis stated that if the General Assistance Program is eliminated from the Governor's budget this year the status of this type of assistance may change. The Selectmen discussed the Governor's proposal and its potential impact on all Maine towns.

D) Assessing

Town Manager Richard Davis reviewed the proposed 2017 Assessing budget in the amount of \$81,634, which is a decrease from 2016 of \$16,150, or -16.52%. Mr. Davis explained that the substantial decrease in this budget is due to the dispensing of a number of one-time expenditures.

E) Code Enforcement

Town Manager Richard Davis reviewed the proposed 2017 Code Enforcement budget in the amount of \$139,187, which is a decrease from 2016 of \$11,374, or -7.55%. He stated that the latest adjustment of this budget is dated January 5, 2017. He explained that the decrease in the Wages line item was derived from a discussion with the Budget Committee at their meeting the previous evening.

F) Police

Deputy Police Chief Shane Cote reviewed the proposed 2017 Police Department budget in the amount of \$1,236,414, which is an increase over 2016 of \$21,864, or 1.80%. He explained the increase in the Wages, Overtime, Telephone, and Contractual Services/generator maintenance line items, as well as the decrease in the Motor Fuel line item. DC Cote pointed out that the account amounts, which are the same as 2016, are switched on the 3520 Computer Reserve and 3540 Police Vehicle Reserve line items.

G) Fire Rescue

Fire Rescue Chief Terry Bell reviewed the proposed 2017 Fire Rescue Department budget in the amount of \$516,057, which is an increase over 2016 of \$81,565, or 18.77%. He explained the increase in the Wages and Equipment Reserve line items, as well as the decrease in the Workers' Comp line item. Richard Davis pointed out that the Debt Service budget has been reduced significantly due to the Fire truck being paid off in 2016. Chief Bell also explained the two separate grants for which the department has applied.

ITEM 3: To Review the Following Proposed 2017 Departmental Budgets: (Cont.)

H) Parks and Recreation

Parks and Recreation Director Matthew Foster reviewed the proposed 2017 Parks and Recreation Department budget in the amount of \$163,227, which is an increase over 2016 of \$7,587, or 4.87%. He explained the increase in the Salary, Wage, Health Insurance and Cell Phone line items. He also reviewed the Part-time and Seasonal explanation spreadsheet that was given to the Selectmen with the initial budget proposal. Mr. Foster pointed out that despite the increase in this budget it is still 1.1% below the budget amount for 2013. At the Selectmen's request Mr. Foster explained the Vehicle Reserve line item request and the difficulties they are experiencing with the department's vehicle.

I) Community Center

Director Matthew Foster reviewed the proposed 2017 Community Center budget in the amount of \$116,542, which is an increase over 2016 of \$36, or 0.03%. He explained the increase in the Health Insurance, Workers' Compensation, Electricity, Water, and Snow Removal line items. He also explained that the Reserve account will be utilized for either a new boiler system or fire alarm system this year, but most likely a fire alarm system, further explaining the need and timeline for replacement of both. At the Selectmen's request Mr. Foster explained the Travel and Education line item request, as well as added and potential future rental of the Community Center now that they have new portable flooring for the gymnasium floor.

J) Public Works

Public Works Director Philip Hutchins reviewed the proposed 2017 Public Works budget in the amount of \$1,330,734, which is an increase over 2016 of \$81,197, or 6.50%. Mr. Hutchins explained the increase in the Personnel Services, Travel and Education, Office Supplies, Tools and Light Equipment, Telephone, Vehicle Repair, and Equipment Reserve line items, and decrease in the Street Signs line item due to a grant through the State. Mr. Hutchins also explained how and why he moved funds from some line items and added to others in order to better reflect the use of the funds. He stated that one such moving of funds pertains to his request to put out a bid to rent an excavator for six months in order to accomplish the ditching themselves this year. Use and increase of funds in the various Reserve accounts was also explained. At the Selectmen's request, Mr. Hutchins updated them on the effects of the 2016 garage insulation project, and the conditions of the truck fleet.

K) L.O.R.A.P.

Town Manager Richard Davis reviewed the proposed 2017 L.O.R.A.P. budget in the amount of \$158,780, which is the same amount as budgeted in 2016. Mr. Davis stated that he does not anticipate any increase in the funding from the State this year, and pointed out that this account can only be used for road capital improvements.

L) Five Year Road Program

Public Works Director Philip Hutchins reviewed the proposed 2017 Five Year Road Program budget in the amount of \$270,736, which is an increase over 2016 of \$37,736, or 16.20%. He stated that the increase in this account is directly related to the price of liquid asphalt, and explained why. The scheduled, and proposed increase in, paving projects were reviewed.

ITEM 3: To Review the Following Proposed 2016 Departmental Budgets: (Cont.)

M) Public Works Reserve

Public Works Director Philip Hutchins reviewed the proposed 2017 Public Works Reserve budget in the amount of \$10,000, which is an increase over 2016 of \$5,000, or 100%. Mr. Hutchins explained the needed salt shed repairs and garage heat recovery system. He reported that there is approximately \$15,000 currently in this Reserve.

N) Recycling

Public Works Director Philip Hutchins reviewed the proposed 2017 Recycling budget in the amount of \$76,843, which is an increase over 2016 of \$8,005, or 11.63%. He explained the increase in the Wages, Equipment Repairs, and Contractual Services line items. Trade-in of unusable equipment was discussed.

O) Administration

Town Manager Richard Davis reviewed the proposed 2017 Administration budget in the amount of \$247,152, which is an increase over 2016 of \$7,100, or 2.96%. Mr. Davis stated that the most recent spreadsheet for this account is dated January 5, 2017. He explained the increase in the Wages, FICA, Retirement, Dues, and Travel and Education line items, and decrease in the Office Supplies line item based on the projected 2016 expenditures.

P) Committees & Events

Town Manager Richard Davis reviewed the proposed 2017 Committees and Events budget in the amount of \$6,800, which is the same amount as budgeted in 2016. Mr. Davis reported that even though not much was expended from the Special Projects account in 2016 he has left the request the same as there is the possibility of Town participation in a fairly large event this year that he is not at liberty to discuss as yet.

Q) Municipal Building

Town Manager Richard Davis reviewed the proposed 2017 Municipal Building budget in the amount of \$94,220, which is a decrease from 2016 of \$3,100, or -3.19%. Mr. Davis explained the projects to be funded from the Land and Property Improvements line item this year. He also explained the increase in the Electricity line item, and the decrease in the Heat line item. The Selectmen discussed looking into solar options, possibly through Efficiency Maine, to decrease these expenditures. With the mention of an off-site solar option by a member of the audience, it reminded Mr. Davis that there is a potential project coming into town which may provide an electrical benefit to the town.

S) Other Protections

Town Manager Richard Davis reviewed the proposed 2017 Other Protections budget in the amount of \$498,494, which is an increase over 2016 of \$1,342, or 0.27%.

T) Debt Service

Town Manager Richard Davis reviewed the proposed 2017 Debt Service budget in the amount of \$102,206, which is a decrease from 2016 of \$49,117, or -32.46%. Mr. Davis reported that the Town garage debt will be paid off in 2022, and the Police station debt will be paid off in 2026.

ITEM 3: To Review the Following Proposed 2016 Departmental Budgets: (Cont.)

U) Legal Reserve

Town Manager Richard Davis reviewed the proposed 2017 Legal Reserve budget in the amount of \$15,000, which is the same amount as budgeted in 2016. Mr. Davis reported that there is approximately \$24,000 in this account.

V) ADA Reserve

Town Manager Richard Davis reviewed the proposed 2017 ADA Reserve budget in the amount of \$1,500, which is the same amount as budgeted in 2016. Mr. Davis explained the projects that the funds in this account could be used for.

W) Contracts / Public Services

Town Manager Richard Davis reviewed the proposed 2017 Gay Cemetery appropriation request in the amount of \$1,000, which is the same amount as budgeted in 2016.

Town Manager Richard Davis reviewed the proposed 2017 Franklin County Animal Shelter appropriation request in the amount of \$15,520, which is the same rate as 2016-2017, and the same amount as budgeted in 2016. Mr. Davis explained that this is a contractual item and the per capita rate of \$2.00 is for a full year, June 1, 2017 to July 1, 2018.

Town Manager Richard Davis stated that the proposed 2017 Farmington Library appropriation request in the amount of \$209,990, is an increase over 2016 of \$60,490, or 40.46% . Librarian Maurie Stockford was present and passed out additional information. She explained the significant increases in this request, which are largely due to Wages and Benefits. The Selectmen and Town Manager expressed their concerns with such a large increase in this proposed budget. Library Board Chairman Barbara Marshall and Assistant Library Director Erika Ouellette were also present and Ms. Marshall explained the library's fund raising efforts and challenges. She also explained the "in kind work" that has been and continues to be done, specifically by Ms. Stockford. Possible endowment improvements and utilization of student interns were discussed.

Town Manager Richard Davis reported that the total increase in the overall 2017 budget of \$5,653,951 is \$232,920, or 4.30%. Stephan Bunker noted that the County Commissioners are moving toward not funding outside agencies, and asked the Selectmen to consider what position the Town will take if that happens. Mr. Bunker also pointed out that at the Greater Franklin Development Corporation will be making a presentation at the Tuesday, January 17th County Commissioners meeting, and the Commissioners will be discussing a new strategy for requesting funds from the County, specifically Economic Development services. Mr. Davis further reported that the Budget Committee will be making their 2017 budget recommendations on January 25th. Budget Committee Chairman Clyde Ross encouraged the Selectmen to attend the Budget Committee meeting tomorrow night.

ITEM 4: To Consider the Drafting of a Formal Policy Pertaining to Properties Acquired for non-payment of taxes or Sewer Charges

Richard Davis reviewed Attorney Frank Underkuffler’s letter of opinion dated December 30, 2016, which included a suggested procedure for dealing with properties acquired for non-payment of taxes or sewer charges.

Michael Fogg moved to authorize Attorney Frank Underkuffler to draft a formal policy pertaining to properties acquired for non-payment of taxes or sewer charges; Stephan Bunker seconded.

Matthew Smith noted that there was an article in the Sunday edition of the Morning Sentinel which explained what can happen when this procedure is not handled correctly.

VOTE AFFIRMATIVE 5 MOTION CARRIED

Michael Fogg left the meeting for a brief period of time.

ITEM 5: To Accept the Resignation of Michael Deschenes from the Budget Committee

Richard Davis stated that Michael Deschenes gave his verbal resignation to Town Secretary Linda Grant via phone last week but has not as yet submitted his written resignation. Mr. Deschenes stated that he does not have the time necessary to commit to this obligation right now.

Matthew Smith moved to accept the resignation of Michael Deschenes from the Budget Committee, with appreciation; Andrew Buckland seconded.

**VOTE AFFIRMATIVE 4 ABSENT 1 MOTION CARRIED
(Michael Fogg)**

ITEM 6: To Approve the Minutes of December 13 and 27, 2016

Matthew Smith moved to approve the minutes of December 13 and 27, 2016; Stephan Bunker seconded.

VOTE AFFIRMATIVE 5 MOTION CARRIED

ITEM 7: To Discuss Other Business

A) Richard Davis reported that he received a call from Police Chief Jack Peck during this meeting letting him know that they arrived safely back in Town from Fort Dix, New Jersey with two diesel tractors and one pickup truck. In answer to Andrew Buckland’s inquiry as to whether the Fire Rescue Department is eligible for purchases such as air packs from this program, Mr. Davis explained that it is a law enforcement support program that supplies equipment to law enforcement

