FARMINGTON BOARD OF SELECTMEN

Tuesday, November 9, 2021 6:30 P.M.

The conduct of the meeting will include remote access by telephonic, video, and electronic means. The public may attend in person or by viewing the Livestream at http://mtbluetv.org/program-live-stream-farmington-selectmen.html or Facebook at https://www.facebook.com/MBTV11/ and/or calling 778-6538

Chairman Matthew Smith called the meeting to order at 6:30 P.M. with the following members present: Michael Fogg, and Scott Landry. Stephan Bunker and Joshua Bell were unable to attend. Town Manager Christian Waller, Executive Assistant Nancy Martin, Treasurer LucyAnn Cook, and Mt. Blue T.V. Executive Director Andre Cormier. Tri-County Mental Health Services Chief Development Officer Jamie Owens, Public Works Director Phil Hutchins, members of the press and public participated remotely as authorized by PL 209. C.617.

ITEM 1: Pledge of Allegiance to the Flag

To allow Tri-County Mental Health Services (TCMHS) Chief Development Officer Jamie Owens to address the Board regarding allocating American Rescue Plan Act (ARPA) funds.

Jamie Owens, who participated remotely, gave a PowerPoint presentation to the Board. TCMHS, which originated in Androscoggin County in 1951, opened in Farmington in 1972. TCMHS's Farmington office is located at 144 High Street and employs nine (9) full-time staff. Six (6) are direct service employees. They are the first federally funded community health center in Maine and the second nationally. TCMHS provides services for hundreds of Farmington clients each year, with over 2,500 clients served last year in Androscoggin, Cumberland, Franklin, and Oxford Counties. Farmington services include Behavioral Health Home case management, mental health and substance misuse counseling, and Opioid Health Home Services. The COVID-19 pandemic from 2019 -2021 impacted Farmington TCMHS in the following ways: forty-two percent decrease in residences seeking services; 100% increase in uninsured/under-insured clients: waitlist increased by thirty percent; the unit cost is up; and revenues decreased by 27% from \$609,000 to \$445,000. Reimbursement is stagnant from all payer sources (private insurance, MaineCare, Medicare, and federal, state, and private grants). Fundraising has suffered, donations are down, and all events have been canceled with uncertainty for future events. P.P.P. loans were used to cover wages and benefits. The financial gap between revenue and expense has increased. In March 2020, TCMHS closed their office to face-to-face visits, and they transitioned to telehealth; this increased the negative revenue to expense gap. Currently, TCMHS provides a mix of telehealth with face-to-face services.

Clients served are down, and their need is up, as evidenced by the waitlist and increased substance misuse and suicide. Opioid overdoses are on pace to exceed 9,000 overdoses and 600 deaths in Maine. Youth suicide is the leading cause of death for female teens. TCMHS currently has four (4) open positions that they are struggling to fill due to the labor shortage: therapist, nurse care manager, behavioral health home coordinator, and a peer support specialist. Ms. Owens asked the Board to allocate \$50,000 of the Town's ARPA funds to TCMHS. The funds would help them cover the gap in operating expenses. Provide a means to pay sign-on bonuses to help recruit direct service staff. And support the unfunded service needs of the uninsured/underinsured individuals who seek services at the Farmington office. Ms. Owens answered the Selectmen's questions. The Selectmen thanked Ms. Owen's for her presentation and stated that when they allocate the ARPA funds, TCMHS's request will be considered. The Selectmen expressed their gratitude for the services TCMHS offers citizens of Farmington.

ITEM 3: To allow Treasurer LucyAnn Cook to address the Board regarding Bangor Savings Bank Timekeeping and Accrual Tracking Software

Treasurer LucyAnn Cook reviewed a memo dated November 1, 2021, from herself to the Selectmen, a worksheet that breaks down the time and cost each Department Head spends maintaining timeclock maintenance and time cards, and a quote from Bangor Payroll dated October 5, 2021. Ms. Cook also provided emails from each Department Head stating the number of man-hours they expend on timekeeping. The current cost for processing timesheets annually is \$8,817.72; the annual cost to process timesheets via Bangor Payroll is \$7,956. There is also a one-time setup fee of \$1,525 for implementing the Bangor Payroll timekeeping and accrual tracking software. Christian Waller stated that the software would streamline the process and free up time for staff and department heads. Ms. Cook answered the Selectmen's questions. The Selectmen pondered if the timekeeping and accrual tracking software should be put out to bid. Mr. Waller stated that he and Ms. Cook would obtain some comparative figures for the Board to review. Scott Landry requested that Ms. Cook reach out to other municipalities that use the tracking software and ask about their experience. Matthew Smith stated that there is no doubt that the town needs to upgrade the system; he wondered how long the contract is for. Ms. Cook believes the agreement is "at-will" but will ask Bangor Savings Bank. Mr. Smith asked Mr. Waller and Ms. Cook to address the Board's questions at the next Selectmen's meeting.

ITEM 4: To Determine Whether to Proceed by Change Order or bid Phase 2 of the High Street Improvement Project

Director of Public Works Phil Hutchins provided copies of the project drawings for Phase 1 of the High Street improvement project and an ariel photograph of Phase 2. Mr. Hutchins gave an update on the project and an overview of Phase 2. The initial Phase 1 bid came in at \$927,729. MDOT's contribution is capped at \$500,000 on all portions of High Street. The town is responsible for all additional expenditures. Due to MDOT's cap, Mr. Hutchins proposed to cut costs by reducing the scale of Phase 2 and incorporating the work into the Phase 1 contract with E. L. Vining. The modified plan would cost up to \$100,000.

Mr. Hutchins informed the Board that sidewalk construction from Broadway to South Street will be held off until spring. It is too late in the season and may complicate sidewalk snow removal; the inside roadway construction will be completed and paved this fall. High Street will be paved and fully opened to traffic before winter. Originally Phase 1 from Broadway to South Street planned for 2,300 feet of sidewalk and twenty-nine (29) new decorative light poles. The proposed change order will allow Public Works to add another 580 feet of sidewalk and six (6) decorative light poles from South Street to Lake Avenue, creating a safer environment for walkers. Mr. Hutchins explained that construction materials market prices and availability are volatile; by locking in the additional work this season, E. L. Vining will order supplies to prepare for spring work this fall. Mr. Hutchins further explained that the Public Works Department would finish the paying overlay from Lake Avenue to Falls Road (Route 2) as part of the annual pavement program; the cost will be \$200,000. He stated that the town could get a 19-mil base for about \$70.00 per ton; it was charged \$167 per ton for the same material in the Phase 1 bid. Also, to reduce the cost of the sidewalks, bituminous curbing will be installed for \$11 per foot in place of granite curbing, which costs \$50 per foot, a savings of \$112,320. Mr. Hutchins answered the Selectmen's questions.

Scott Landry moved to proceed with a Change Order for Phase 1 of the High Street Improvement Project, with a cap of \$100,000; Matthew Smith seconded.

ITEM 5: To Consider the Application of Michael MacNeil to Serve a one-year term as an Alternate Member on the Zoning Board

Christian Waller reviewed Michael MacNeil's application to serve as an alternate member on the Zoning Board. Mr. MacNeil currently serves on the Budget Committee and the Planning Board.

Scott Landry moved to appoint Michael MacNeil as an Alternate member on the Zoning Board; Michael Fogg seconded.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Bell, Bunker)

ITEM 6: To Approve a Corrective Cemetery lot Conveyance

Christian Waller reviewed the following Corrective Cemetery lot Conveyance: Allison Watson, four (4) graves in Fairview Cemetery.

Scott Landry moved to approve a Corrective Cemetery lot Conveyance to Allison Watson for four (4) graves in Fairview Cemetery; Michael Fogg seconded.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Bell, Bunker)

The Selectmen signed the Corrective Cemetery lot Conveyance.

ITEM 7: To Approve the Minutes of November 3, 2021

Scott Landry moved to approve the Minutes of November 3, 2021; Matthew Smith seconded.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Bell, Bunker)

ITEM 8: To Discuss Other Business

A) Christian Waller proposed a mandate for wearing masks in the Municipal Building in accordance with Maine C.D.C. guidelines. Masks protect the individual as well as those around them from the spread of COVID-19. Matthew Smith reminded the Selectmen that the Town had mandated masks once before. Mr. Smith stated that with a new town manager, the Board should mandate the wearing of masks.

Matthew Smith moved to approve a mandate for wearing masks in the Municipal Building; Michael Fogg seconded.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Bell, Bunker)

B) Christian Waller stated that he is looking forward to discussing ARPA funding at the December 14 Board meeting, and he will be conducting additional research regarding the use of ARPA funds. The ARPA discussion will be the focus at the December 14th meeting.

ITEM 8: To Discuss Other Business (continued)

- C) Matthew Smith reported that in honor of Veterans' Day, Christian Waller and Scott Landry would speak at 10:40 A.M. Followed by the American Legion laying a wreath at the WWI Memorial at 11:00 A.M. The group will then proceed to Meetinghouse Park where Senator Black and Governor Mills will speak, and a wreath will be placed. Mr. Smith encouraged all veterans to attend the free luncheon in their honor at the American Legion.
- **D)** Stephan Bunker messaged Matthew Smith via Facebook Live and requested that the public forward suggestions and ideas regarding the expenditure of ARPA funds to the Selectmen. They welcome all recommendations from the public.
- ITEM 9: To hold an executive session pursuant to 1 M.R.S. § 405.6.A to discuss personnel matters related to salary and recruiting for Town positions.

Scott Landry moved to go into Execute Session pursuant to 1 M.R.S. § 405.6. E to discuss personnel matters related to salary and recruiting for Town positions at 7:37 P.M.; Michael Fogg seconded.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Bell, Bunker)

The meeting came out of Executive Session at 8:26 P.M.

No action was taken.

There being no further business to come before the Board, Scott Landry moved to adjourn at 8:26 P.M.; Michael Fogg seconded.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED (Bell, Bunker)

Minutes respectfully submitted by Nancy L. Martin.

Michael J. Fogg - Secretary