

FARMINGTON BOARD OF SELECTMEN

Monday, February 27, 2023

Vice-Chairman Stephan Bunker called the meeting to order at 1:00 P.M. with the following members present: Joshua Bell and Byron Staples. Matthew Smith and Scott Landry were unable to attend. Interim Town Manager Cornell Knight, Executive Assistant Nancy Martin, Town Clerk/Human Resource Director Susan Murphy, Fire Chief TD Hardy, Public Works Director Phil Hutchins, Public Works Assistant Director Leia Durrell, Parks and Recreations Director Matthew Foster, and members of the press and the public were also present. Marc Roy, CPA, Berry Talbot and Royer, participated remotely as authorized by PL 209, c.617.

ITEM 1: Pledge of Allegiance to the Flag

ITEM 2: Discussion with David Barrett from the Maine Municipal Association regarding the Town Manager Recruitment Process.

Stephan Bunker introduced the Maine Municipal Association Director of Personnel Services and Labor Relations, David Barrett. The Board provided Mr. Barrett with documents outlining the establishment of the Town Manager's position, appointment, and job description. Mr. Barrett provided an outline of the recruitment process for the new Town Manager. He asked the Selectboard to provide a list of "needs assessments." The Selectmen provided the following items:

- An ability to plan for future growth; anticipate future needs. What time of short-term issues will they zoom in on? Ability to provide long-range planning.
- Comprehensive review of salary and benefits to aid in retention and recruitment
- Comprehensive review of personnel policies
- Manage Capital Improvement Project(s) list – 5, 10, 15, and 20-year plan; a strategy for long-term funding of reserve accounts
- Strong financial capabilities and oversight; an ability to set and follow best practices
- Municipality experience with strong policy, State law, and State Statutes knowledge
- Strategy to fund long-term reserve accounts
- Establish strong relationships within the community (UMF, Mt. Blue School System, Franklin Memorial Hospital...)

Mr. Barrett asked what the next three to five years look like. Joshua Bell stated that the Town is financially sound, and we are looking to maintain this financial stability. He wants the new Town Manager to maintain a more open relationship with business owners. The Selectmen would like the Town Manager to collaborate with area communities and offer our services to them for a fee.

Mr. Barrett provided the following outline for the Town Manager recruitment process:

- Draft Advertisement based on tonight's discussions. (Complete this week)
- Advertisement to run from Monday, March 6th to March 29th
 - Maine Municipal Association and the Vermont Municipality Association (Free)
 - NH Municipal Association, Massachusetts Municipal Association (\$150 each)
 - International City Manager's Association (\$450 each)
 - Indeed.com; Live & Work In Maine (TBD)
 - The Franklin Journal, The Daily Bulldog (\$40+/- each)
- Review resumes the last week of March or early April
 - Mr. Barrett to forward resumes with his recommendations to the Board
 - BoS picks the top six candidates and Mr. Barrett pulls together an interview packet
- Conduct first interviews the first or second week of April
- Conduct a second interview with the final candidates, in the third or fourth week of April
 - Department Heads will participate in the second interview process and forward their feedback to Mr. Barrett.

ITEM 2: Discussion with David Barrett from the Maine Municipal Association regarding the Town Manager Recruitment Process.

Mr. Barrett stated that this is not an entry-level position; new college graduates are not ready for this position. Farmington’s Town Manager requires a higher skill level in a service center than in a non-service center community. A discussion regarding the Town’s strengths ensued.

ITEM 3: To Review and Approve the Warrant for the March 27, 2023, Annual Town Meeting

The Selectmen reviewed the warrant articles for March 27, 2023, Annual Town Meeting. Several typographical errors were corrected, and the following updates/corrections were made:

- Third Article – property tax levy limit increased from \$3,678,642 to \$4,605,887.
- Fourth Article – Selectmen and Budget Committee’s recommended amount updated to reflect the correct amount of \$1,025,426. (Assessors recommended and Budget Committee’s recommended amount should have read: \$149,451).
- Ninth Article – Recommended amount for the Community Center updated to \$210,226
- Tenth Article – Recommended amount for Other Protections corrected/updated to \$617,641
- Twelfth Article – Updated to read: To see if the Town will vote to appropriate \$450,000 from the General Fund’s unassigned fund balance and transfer that money to the Public Works Equipment Reserve and Facilities Reserve.
 - STATEMENT OF FACT: \$100,000 to Facilities Reserve; this money will be used to pave the parking lot at the Highway Garage, and for facilities maintenance. \$350,000 to Equipment Reserves, will be used to purchase a plow truck and pickup trucks.
- Fifteenth Article – The appropriations amount for the Public Works Facilities Reserve account was decreased from \$100,000 to \$50,000. (Note: funding was increased in Article Twelve). The total amount requested was updated to \$1,089,451.
- Sixteenth Article – The total amount requested was updated to \$94,413.
- Nineteenth Article – Farmington Library 2022 Town Meeting Approved amount updated to \$228,000.
- Twenty-Fifth Article – revised to read as follows: To see if the Town will vote to authorize the Selectmen to reallocate budgeted amounts from budget lines that have unexpended appropriations to other budget lines, as they deem necessary, to avoid individual budget lines being over-expended. Approval of this warrant article does not increase the overall appropriations approved for the Town.
- Forty-first Article – updated to read as follows: This money will be used to repair/replace the white fence sections on Main Street at Hippach Field with brick and possibly move and rebuild 2-3 brick pillars farther from the road.

Joshua Bell moved to approve and sign the March 27, 2023, Town Meeting Warrant as amended; Byron Staples seconded.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED
(Smith, Landry)

Selectmen Bunker, Bell, and Staples signed the Warrant. Bunker messaged Smith and Landry; requested that they sign the Warrant by end of the day.

There being no further business to come before the Board, Joshua Bell moved to adjourn at 3:28 P.M.; Byron Staples seconded.

VOTE AFFIRMATIVE 3 ABSENT 2 MOTION CARRIED
(Smith, Landry)

Minutes respectfully submitted by Nancy L. Martin.

Byron Staples - Secretary