

Town of Farmington  
Capital Improvement Plan Committee Meeting Minutes  
Wednesday, November 6, 2019

**Committee Members Present:**

Paula Proulx, Chairman, Selectmen's Rep.  
Ann Titus, Vice Chairman, Selectmen's Rep.  
Erica Rogers, Secretary  
Arthur Capello, Town Administrator  
Ruth Ellen Vaughn, SAU 61 Superintendent  
Rick Pelkey, Planning Board Rep.

**Committee Members Absent:**

Penny Morin, School Board Rep., excused  
Sylvia Arcouette, Bud Com Rep., excused

**1). Call to Order:**

Chairman Proulx called the meeting to order at 4 p.m.

**2). Pledge of Allegiance:**

All present stood for the Pledge of Allegiance.

**3). Election of Committee Officers:**

Chairman Proulx called for nominations for Chairman:

**Motion:** (Titus, second Capello) to nominate Paula Proulx for Chairman passed unanimously.

Chairman Proulx called for nominations for Vice Chairman:

**Motion:** (Capello, second Proulx) to nominate Ann Titus for Vice Chairman passed unanimously.

**4). Review of Minutes:**

December 27, 2019 – No errors or omissions

**Motion:** (Capello, second Titus) to approve the minutes as written passed 5-0-1 (Pelkey abstained).

**5). Review of CIP:**

Members received copies of the 2019-2024 Capital Improvement Plan which was updated on 01/02/2019.

Chairman Proulx asked the members to review the document and report any corrections or clarifications needed at the next meeting.

Mrs. Vaughn suggested that they should also consider if the document easily makes sense when read.

**6). Discuss Changes:**

Mr. Capello suggested that the committee make the following recommendations to the Capital Reserve Funds:

1). Bridges and Road Design - \$5,000 to the CRF (current balance approx. \$103,669)

Mrs. Vaughn asked if the engineering report and the bridge work could be funded from this account.

Mr. Capello said he has already looked into this and the funds can be used for both purposes.

Mr. Pelkey asked if the engineering study could “go bad” after a period of time due to further deterioration of the bridges over time.

Mr. Capello said he would find out if there is a time limit on engineering reports possibly at the upcoming NH Municipal Association Conference.

Mr. Pelkey suggested it may be cheaper and faster to update an existing engineering report.

2). Highway Dept. Motorized Equipment - \$5,000 to the CRF (current balance \$101,810)

Mr. Capello said the purpose of this money would be to fund the lease of a new truck.

Mrs. Vaughn noted that the School District is not allowed to use trust funds for leases where the Town is allowed to do so.

Mr. Capello said it is allowed under certain circumstances.

3). SCBA – (Self Contained Breathing Apparatus) \$5,000 to the CRF (current balance \$40,943).

Mr. Capello said this fund would be used to fund the replacement of the air packs (approx. \$300,000 for 32 packs) in 15 years.

Mrs. Vaughn said that setting aside \$5,000 per year for 15 years is not enough to fund the replacements.

Mr. Capello then proposed the amount to be raised be increased to \$20,000 per year.

Consensus of the committee was to increase the recommendation to \$20,000.

4). Recreation Equipment - \$2,000 to the CRF (current balance \$18,459)

Mr. Capello said these funds would be used for the replacement of one of the Recreation Dept’s vehicles.

Mrs. Vaughn asked for the age and mileage of the current vehicles.

Mrs. Rogers said one vehicle is a 2005 and the second vehicle is a 2008.

Mr. Capello said the vehicles are not costing the Town a lot in maintenance or repairs at this point and this is to plan for the eventual replacement of one of the vehicles. He said he would get the requested age and mileage information for the committee.

5). Town Financial Obligation Fund - \$8,000 to the CRF (current balance \$21,257)

Mr. Capello said the purpose of this fund is pay financial obligations to long time employees at retirement. He said the last employee to fall into this category will retire in March.

Mrs. Rogers asked if after this employee retires if the CRF will be discontinued.

Mr. Capello said the fund would be discontinued and that it would require a warrant article to discontinue it.

6). Town Revaluation Fund - \$20,000 to the CRF (current balance \$0)

Mr. Capello said the recommended amount is down from the \$25,000 appropriated last year.

Mrs. Vaughn said part of the difference in the amount set aside each year was due to not starting to set aside funds the first year following the previous revaluation (revaluation is

required every 5 years by state law). She asked if the revaluation contract is put out to bid. Mr. Capello said they could do that but there are very few firms doing this kind of work and even fewer firms willing to lock in a price for work to be done in the future. He said a proposal would be going before the Board of Selectmen soon and the board would have to waive the bid policy in order to accept it.

Mr. Capello suggested the recommendations could be funded from the undesignated fund balance so there would be no tax impact next year.

Chairman Proulx said she is of the mindset where if the money is not spent it should be given back to the taxpayers. When people see “no tax impact” in a warrant article they forget that they already paid this money through their taxes she said.

Mrs. Vaughn said the tax rate decrease is a result of the excess state funds given to the towns and school districts this year and next year. After that if there is no adjustment to the state budget the rate could boomerang back up she said.

Mr. Pelkey said that a large part of the problem is that individual incomes are not inflating at the same rate as the costs.

**Motion:** (Capello, second Titus) to approve the \$60,000 in CIP recommendations passed unanimously.

Mrs. Vaughn said the department heads’ needs are not reflected in these recommendations.

Mr. Capello said any additional needs could potentially be funded by an individual warrant article or through the undesignated fund balance. He said he would contact the dept. heads and find out if their CIP needs have changed.

#### **7). Next Meeting- Agenda:**

Mrs. Titus said the next meeting is scheduled for Wednesday, November 20, 2019 at 4 p.m. She said the following meeting is scheduled for Wednesday, December 4, 2019 at 4 p.m.

No changes were made to the agenda for the next meeting.

#### **8). Adjournment:**

**Motion:** (Capello, second Titus) to adjourn the meeting passed unanimously at 4:30 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary

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Paula Proulx, Chairman