

Town of Farmington
Capital Improvement Plan Committee Meeting Minutes
Wednesday, November 20, 2019

Committee Members Present:

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

Committee Members Absent:

Penny Morin, School Board 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). Review of Minutes:

November 6, 2019 – No errors or omissions

Motion: (Titus, second Capello) to accept the minutes as written passed 6-0-1 (Arcouette abstained).

4). Review of the CIP:

Proposed Undesignated Fund Balance to fund Capital Reserve Funds via Warrant Articles-Mr.

Capello told the committee that the Board of Selectmen approved moving forward with the proposed \$60,000 in CIP recommendations at their meeting on Monday night (Nov. 18).

5). Discuss Changes:

Ambulance Removal- Mrs. Rogers asked if Ambulance 1 or Ambulance 2 (Fire Dept. Equipment, page 14 and Appendix G) was replaced with the purchase of a new ambulance and which one should be removed from the CIP.

Mr. Capello said he would contact the Fire Chief and find out.

(Later in the meeting he reported that the Fire Chief texted him and said Ambulance 1 was replaced and asked Mrs. Rogers to make the appropriate changes to the CIP).

Appendix Update- Mr. Pelkey noted that previous appendixes were removed and the existing appendixes and the CIP text were not updated to match so that the text points to the wrong appendix letter throughout the document (i.e. Fire Dept. Equipment says See Appendix H for the equipment spreadsheet which is actually found on Appendix G).

Demographics – Mr. Pelkey said some of the data on Pages 4 & 5 does not match the data

found on the Economic & Labor Market Information Bureau, NH Employment Security website. He suggested that the data be updated or to remove the link to the website from this section. Mr. Pelkey went to the website and reported the current data listed for population, per capita and household income.

Members disputed the amounts shown and questioned the validity and the reliability of the sources used to compile this information.

Discussion included that the 2010 census was one source of the data which is almost 10 years old, the next census will be conducted during 2020 but the results won't be available until sometime in 2021, the existence of any websites with indisputable information and the potential to lose grants due to publicizing erroneous information.

Consensus of the members was to update the numbers using the Economic & Labor Market Information Bureau data and to cite the website as the source of the data.

Recreation – Mr. Pelkey said he asked Conservation Commission member Bill Fisher to provide some information about the recreational activities available through the efforts of the Conservation Commission and to add it to this section on Page 5.

CIP Committee – Mrs. Rogers noted the list of committee members shown on Page 7 needs to be updated and asked about the current School Board Rep and if there is an Alternate School Board Rep.

Mrs. Vaughn said that the current School Board Rep. to the CIP Committee is Penny Morin and there is no alternate rep at this time. She said that a board rep has been unable to attend the CIP meetings because they are held at 4 p.m. when most of the board members are working.

Tax Rate Table – Chairman Proulx suggested that the tax rate information for 2013 be removed from the table and that the information for 2018 be added to the table on Page 5.

Performance Contract – Mrs. Vaughn said they are in the middle of working out the details for the energy efficiency projects and that she will provide an update once the plan is completed (Appendix L-School District CIP).

Trust Funds Report – Mrs. Vaughn said that this report (Appendix I) also needs to be updated. Members asked if the tiny print on the spreadsheet could be enlarged for easier reading and still keep the information on one page.

Mrs. Vaughn suggested that the Town Clerk may be able to hide some of the columns which may allow room to enlarge the font size on the chart. She also offered to assist with creation of the electronic file if needed.

Mr. Capello said the report should include columns for the name of the trust fund, the purpose of the fund, the starting total, deposit amounts, interest, withdrawals and the end total.

Dept. Head Recommendations- Mr. Capello asked Mrs. Rogers to ask the Town's dept. heads to provide their recommendations for the specific capital projects for their depts.

Cover – Mrs. Titus asked if they wanted to consider a new photo for cover. Members briefly discussed the topic but no recommendation was made.

6). Next Meeting: Wednesday, December 4, 2019 at 4 p.m.

The agenda will include call to order, Pledge of Allegiance, review of minutes, review of the CIP, Discuss Changes, Next Meeting and the Agenda.

7). Adjournment:

Motion: (Capello, second Titus) to adjourn the meeting passed unanimously at 4:45 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary

Paula Proulx, Chairman