

Town of Farmington
Capital Improvement Committee Meeting Minutes
Wednesday, January 5, 2022
Selectmen's Chambers
356 Main Street

Committee Members Present:

Paula Proulx, Chairman, Selectmen's Rep.
Arthur Capello, Town Administrator
Blanche Tanner, Budget Committee Rep.
Erica Rogers, Secretary
Neil Johnson, Selectmen's Rep.
John Cormier, Resident Member

Committee Members Absent:

Tim Brown, School Board Rep., excused
Rick Pelkey, Planning Board Rep., excused

1). Call to Order:

Chairman Proulx called the meeting to order at 2:35 p.m.

2). Pledge of Allegiance:

All present stood for the Pledge of Allegiance.

3). Committee Organization:

New Member- Chairman Proulx asked new member John Cormier to introduce himself. Mr. Cormier said he grew up in Gonic, lived on Park Drive for 16 years and now lives on Blueberry Drive. He said he saw that Mr. Capello had reached out on Face book looking for new members and that he had planned to start looking into Town government. He said he is taking his last class for his Bachelor's Degree in Business Management and he is a manufacturing engineer for Collins Aerospace in Hampton and teaches CNC Setup part time at Great Bay College so he is pretty busy but will have more time once this semester is over. Mr. Capello asked if knew what the Capital Improvement Plan is. Mr. Cormier said he read the plan that is posted on the Town website to try to get a feel for the goals and what they wanted to do. He said he was still trying to gather all the information and didn't have any questions at this time.

Committee Officers- Mr. Capello said the first order of business would be a reorganization of the committee where this is the first meeting for this year. He said that the members would make nominations on the positions and then they would vote on it.

Motion: (Capello, second Rogers) to nominate Paula Proulx for Chairman passed 5-0-1 (Proulx abstained).

Motion: (Tanner, second Rogers) to nominate Neil Johnson for Vice Chairman passed 6-0.

Motion: (Capello, second Tanner) to nominate Erica Rogers for Secretary passed 6-0.

4). Review of Minutes:

February 3, 2021 – No errors or omissions

Motion: (Johnson, second Rogers) to accept the minutes as written passed 3-0-3 (Capello, Tanner, Cormier abstained).

July 14, 2021- No errors or omissions

Motion: (Johnson, second Capello) to accept the minutes as written passed 4-0-2 (Rogers, Cormier abstained).

5). Review of CIP:

Ms. Tanner said the CIP included in their meeting packets is dated 2020-2025 and the one distributed at Town Meeting is dated 2021-2026.

Mrs. Rogers said the plan in their packets is not current and there were a few changes in the updated version (02/03/2021). She asked if the revised plan got uploaded to the Town website.

Mr. Capello said he didn't know and provided the members with copies of the 02/03/21 plan.

Page 4- Population - Chairman Proulx asked if the demographics have changed on any of the websites.

Mr. Capello said he didn't think the new census bureau statistics have been released yet.

Mrs. Rogers suggested they keep an eye out for it in the next months and make any changes to the 2023 CIP after March.

History – Ms. Tanner asked if “The Puddledock Press” newspaper is still available online.

Mr. Capello said he has seen an occasional post saying it's available online but not as frequently as it once was.

Page 5 – Services- 2nd paragraph, first line- strike “is” after “that” to read “The Town has a new Public Safety Building that houses...”

Ms. Tanner asked why there is no line included about the variety of churches in town and if that would be appropriate for this type of document.

Members said religious services are a type of service to the community and that maybe no one thought of it.

Chairman Proulx said this is a section on demographics and not a political section and there was no reason not to include them.

Mrs. Rogers said it may be time to update and bring some new life to the Services and the Recreation sections as they haven't been updated since the first plan was developed several years back.

Recreation- 2nd line-replace “elderly” with “seniors”

Tax Rate – Ms. Tanner asked if the tax rate table should end with 2019.

Mrs. Rogers said they would add 2020 but they would not get the 2021 data in time for this to go to Town Meeting.

Mr. Johnson said the table includes a column titled “Ranking” and asked what that means.

Mrs. Rogers said she didn't know and this is what they pulled from the **Dept. of Revenue**

Administration website.

Mr. Johnson said they should include an explanation with the table.

Mr. Capello said they could also just get rid of the column.

Mrs. Rogers said she would check the website for more information.

Page 6 – Introduction, 3rd line and last line – change Selectman to Selectmen

Ms. Tanner said there are some places in the plan where the board/committee titles are not capitalized. She asked if there was a specific reason why the program was turned over from the Planning Board to the Selectmen to designate a committee to prepare the CIP.

Chairman Proulx said it was done by warrant article and the reason was it needed to be done and the Planning Board was not doing it.

4th line - Mrs. Rogers said “m” in Town “meeting” should be capitalized.

Page 7- CIP Annual Process – 8th line – Ms. Tanner read the committee will study each project and make recommendations to the dept., agency or school district board or agency concerning the relation of the project to the CIP being prepared and asked what that means. She said there was one page in the CIP regarding the school projects and the rest of it is Town related.

Chairman Proulx said this information goes to the Board of Selectmen and the whole purpose behind it is to get the school and the Town to work together so the big projects don't happen at the same time. She said they try to equalize and balance the tax rate as best they can through this and the actual idea of this is to have people working together.

Mr. Johnson said the School Board didn't participate in this up until the past few years.

Last line- change the date from 2020 to “2021 and 2022” and strike “numerous times”

Page 8- Recommendations of the CIP Committee –first line- Ms. Tanner said they need to change 2020 to 2021.

Mrs. Rogers said none of the date changes have been made yet and all of them will be updated in the new plan.

Asterisk - Ms. Tanner said there is a note at the bottom of the page that says the forms each dept. head completed could be found in Appendix E and asked if those forms are filled out for 2019-2024 if this committee goes by those forms through 2024 or if other things are added or subtracted from the list.

Chairman Proulx said usually Mr. Capello will meet with the dept. heads a few times before the budget is set to update and review the CIP items because if they have a catastrophe and have to take one of the items off the list the list would have to be updated.

Ms. Tanner said then those are reviewed and changed as the committee meets.

Page 9 – Dept. of Public Works – Ms. Tanner said there are 2 items listed here (the salt shed and rehab Main St.) and asked if these things are still current for what they are looking to do.

Mr. Capello said yes and they are proposing to start a **Capital Reserve Fund** for the salt shed.

Ms. Tanner said at a recent Selectmen's meeting there was a mention of the Town of Alton doing some type of inexpensive salt shed and asked if that is looked into if that helps this area

because it might not need that amount of money (\$300,000 over 6 years).

Mr. Capello said yes and the rehab of Main St. is still there and they want to re-do the sidewalks, etc. on Main Street.

Rational -Ms. Tanner asked if the first word in each clause of the rational needs to be capitalized.

Mrs. Rogers said they were that way because she copied and pasted each section from the dept. head's list. She returned to page 8 and said it says recommendations of the CIP Committee and when you flip the page it looks like this is what the committee is recommending. She said this is not what they are recommending and this is a list of assets but it looks like we're recommending the salt storage first and then this for equipment. These are not our recommendations so I think that looks like it is in a weird place she said.

Mr. Capello said rather than moving it to title it as dept. needs or dept. recommendations.

Mrs. Rogers asked if these are their recommendations or them telling us what they have. The committee recommendations are in back on a different page she said.

Chairman Proulx suggested they change the sentence that states the committee has met and now makes the following recommendations.

Mr. Capello suggested striking "recommendations" and say in 2021 the CIP Committee met to update the current CIP.

Mr. Cormier said when he read this the first time he saw it as a list of wants or needs and more like this dept. is asking for these things and he didn't take it as a recommendation. He said it could say the CIP Committee took into consideration the following items.

Mrs. Rogers said for example under Equipment they are not requesting a 1996 Champion Series grader that is what they have now.

Chairman Proulx said they asked for 6 years because that is what the CIP covers and in the next 6 years they want to replace the grader but they don't do that if the machinery is still operational and we still have a lot of hours left on it. She said it's a consideration and if we had a lot of money it would be nice to do.

Ms. Tanner asked if they could say these items are to be considered over the next 6 years.

Mr. Capello suggested "The CIP Committee has met to review the dept.'s requests over the next 6 years".

Mr. Johnson said then they would have to change the statement regarding Appendix E.

Mrs. Rogers said Appendix E contains a copy of the forms the dept. heads are asked to complete and show how they came up their requests.

Mr. Cormier said they could remove the note on Appendix E and put for consideration review the following from each dept. He said they will receive Appendix E for consideration and then just list the considerations below.

Mr. Johnson said he would just pull the whole note out and remove Appendix E.

Mrs. Rogers said they put it in there because people were wondering how they got that

information.

Mr. Cormier said he suggested saying “The CIP Committee takes into consideration the following requests from each department.” He said they could reference Appendix E because it’s the form each dept. uses to request these items but he didn’t know that anybody would be interested in what the form looks like.

Mr. Johnson then suggested it say see Appendix E for the criteria for developing the list of projects and equipment that needs to be considered. He said he would just include the first page of the form which has the justification, what’s needed and why and remove the 2nd and 3rd pages. If you just put the justification of what you asked each dept. to use as it’s criteria for making the list that’s really all that’s needed he said.

He then added that rational has an “e” at the end of it.

Equipment - Mr. Johnson said for the first item he would just put “Grader” because they are not looking to buy a 1996 grader.

Mrs. Roger said in the description it says to replace the existing 1996 grader and someone wanted to know the model year because of how you decide how long the equipment lasts.

Mr. Johnson said to keep the description but first line of item #1 would just say grader.

Mr. Capello said item #2 should say Loader because they may not buy a John Deere loader. Discussion then included changing each of the items to a general category such as 6 wheel dump truck, 10 wheel dump truck, 2500 pickup truck, air compressor, etc.

Ms. Tanner asked about the request for an extend-a-hoe and thumb backhoe in item #10.

Mr. Cormier said it is a specialized piece of equipment where the hoe is the part that does the lifting and it extends out longer.

Page 12- Buildings and Grounds – item #14 -Boiler and Furnace- Mr. Johnson said the dept. request is closer to \$40,000 not \$10,000.

Mr. Capello said he would change the request to say at the Town Hall and the Municipal Office.

Mrs. Rogers said the description says to replace 3 of the 8 sections of the current boiler and asked which building that would be.

Mr. Johnson said that would be this building (Municipal Office building).

Mr. Capello said Town Hall needs to be changed to Municipal Office in this item because the Town Hall is the Rec. Center.

Mr. Johnson said they replaced 3 of the 8 sections two years ago.

Mr. Capello said he would leave this item in there and to revise the description to say to replace the outdated boiler.

Page 13- Bridges – Bridge CIP Background- 1st line- change three red listed bridges to four
2nd Paragraph – update engineering report date to 2021

Mrs. Rogers asked for the information on the engineering report.

Item #1 – River Road Bridge and Hornetown Road Bridge- Ms. Tanner asked if this item should be split into 2 items.

Mr. Johnson said it should be 2 items and it should not have been combined as one bridge. Mrs. Rogers said it was put in as one in the engineering report. She said she would split this request into two items and that is why we have four red listed bridges.

Mr. Capello said he would also provide the updated cost information from the latest report.

Mr. Johnson said the highlighted sentence in the description is wrong as the temporary bridge was not put on River Road it was put on Hornetown Road.

Mr. Capello said the River Road Bridge was closed in 2019.

Mrs. Rogers said item #1 description would say "Replace the River Rd. Bridge over the Mad River that was closed in 2019".

She said the description in item #2 would say "Replace the Hornetown Rd. Bridge over the Mad River. A temporary bridge was put in place on Hornetown Road in 2019".

Mr. Capello then clarified the temporary bridge on Hornetown Road was put in place in 2020 and the River Road Bridge was closed in 2019.

Mr. Johnson asked if the other depts. have submitted their CIP forms yet.

Mr. Capello said there was nothing to be added but they need to change the figures.

Page 14- Fire Rescue- Item #2- Engine 1- remove this item as Engine 1 has been replaced.

Page 15- Parks and Recreation- Item #1-2 Wheel Drive Truck – remove this item

Item #2- 19 Passenger Van- take out the "19" in the title to read "Passenger Van"; correct the number of seats in the vans in the description

Page 16- Assessing – Revaluation- remove this section as it is not a capital project

Appendix C-Master Plan Adoption (2008)- Chairman Proulx asked if the new Master Plan has been signed and adopted by the Planning Board.

Mr. Capello said he would find out and e-mailed the Planning Director.

Appendix D – CIP Vision – 1st and 2nd lines- change "Select Board" to "Selectmen"

10th line- add "on-going" before "investment program"

Appendix E – Blank Form to Dept. Heads – remove 2nd and 3rd pages of the form; remove dates from "Re:" and replace 2019-2024 with "current term" and Oct. 19, 2018 with "current year";

2nd Paragraph- 2nd line-add "list" between "a" and "of" to read "transmit a list of..." ; change "intent" to "intend"

2nd Paragraph from Bottom – 1st line – change "start" to "state"

Appendix F – Bridge Information – (All) Remove "Priority" and use the state number for each bridge; put a colon between the estimated cost and the amount; update the estimated cost

Priority Bridge #1 – Capitalize c in cost; remove "Temporary bridge put in in 2020" and move to Hornetown Road Bridge

Appendix G – Fire Equipment Replacement – Mr. Capello said he will ask Chief Reinert to review the numbers and then he will update this spreadsheet.

Appendix H –Long Term Debt –remove the column for 2019 and add a column for 2023 with assistance from the Finance Director

Water Meter Loan - Mr. Capello said one reason they left this line blank is because it is not paid the taxpayers and is paid by the users and asked if it should be removed from the spreadsheet. Chairman Proulx asked if that would count as part of the ratio of debt to income.

Mr. Capello said yes.

Chairman Proulx and Mr. Johnson said then it should be included on the spreadsheet.

Mr. Johnson said they should leave it as it is with no numbers with the explanation that it's not Town debt and is paid for by the meter fee.

Appendix I – Trust Fund Report–update the amounts in the Trusts and Capital Reserve Funds

Appendix J – Board of Selectmen's CIP Recommendation – Mrs. Rogers explained the CIP Committee makes their requests to the Selectmen (1st column) and then the Selectmen return their recommendations to the CIP Committee (2nd column).

Mr. Capello said he can already give back the Selectmen's column.

Mr. Johnson said the Selectmen have already made their determinations but the committee can't make their recommendations until everything else is updated so it's a little bit backwards this year because of timing.

Appendix K – 6 Year Budget Appropriations by Department- remove the 2015 column and add a column for 2021

Other- Ms. Tanner said this line has \$60,000 in it and asked for the purpose of the line.

Mr. Capello said that is the money budgeted each year for the cable TV channel.

Admin. Asst. – Ms. Tanner said this line is zeroes and asked if it has to be there.

Chairman Proulx asked Mr. Capello to check into this line.

Mr. Capello said this could be for the fill-in Receptionist that is now in the Executive line and he will double check it.

Ambulance- Mr. Capello said this line can be removed because there used to be 2 separate budgets for Fire and Ambulance and they have been combined into one budget.

Appendix L – School District CIP – Mrs. Rogers said this sheet is provided by the School Board.

Mr. Capello said they have not heard from them regarding their CIP.

Chairman Proulx asked him to e-mail them and tell them they are looking for this information.

Mrs. Rogers said she would try to have the revisions done by 01/24 for review by the members.

6). Next Meeting/Agenda: Thursday, January 27, 2022 at 3 p.m.

7). Adjournment:

Motion: (Capello, second Rogers) to adjourn the meeting passed 6-0 at 3:58 p.m.

Respectively submitted

Kathleen Magoon, Recording Secretary

Paula Proulx, Chairman