

Town of Farmington
Capital Improvement Plan Committee Meeting Minutes
Wednesday, February 2, 2022
Selectmen's Chambers
356 Main Street

Committee Members Present:

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

Committee Members Absent:

Tim Brown, School Board Rep.

1). Call to Order:

Chairman Proulx called the meeting to order at 3 p.m.

2). Pledge of Allegiance:

All present stood for the Pledge of Allegiance.

3). Review of Minutes:

January 5, 2022- No errors or omissions

Motion: (Capello, second Tanner) to approve the minutes as written passed 5-0-2 (Johnson, Pelkey abstained).

4).Review of the CIP:

Mrs. Rogers said the revision of the plan is not complete and there are some things missing. She said the items that are circled are the things she is aware of that need updating and gave the following review of the changes that were made or are needed:

Page 1, Cover- needs "Updated" date

Page 2, Table of Contents- bump up the last 2 page numbers to pages 15 and 16 once bridge information is added

Page 3, List of Appendices- Appendix I (Trust Fund Report), Appendix J (Board of Selectmen CIP Recommendations) and Appendix L (School Projected Capital Expenses) are missing from this version

Chairman Proulx asked Mr. Capello to contact the SAU Superintendent and ask her for the school district's projected capital expenses.

Mr. Capello said he would be asking the Selectmen for their CIP recommendations on Monday and he would have to ask Mrs. Seaver if the Trust Fund Report was available.

Mrs. Rogers said once she receives the missing items she can just put them in the CIP as the committee does not make changes to the reports.

Mr. Capello said he would e-mail the Trustees and Superintendent reminding them to submit those documents.

Page 4, Population-Mrs. Rogers said she has not yet looked up the current town population so that has not been changed yet.

Mr. Capello said they also need to change the e-mail address shown at the top of the page. Chairman Proulx asked if the new census is posted so they would have new numbers for the paragraph on the population statistics.

Mr. Capello said he has not seen anything yet.

Mrs. Rogers said she has not had a chance to even look into it.

Page 5, Services- Mrs. Rogers said she removed the bank and added the churches to this section.

Tax Rate-She said she requested the 2022 tax rate/valuation figures for the Tax Rate table from the Town Clerk and removed the "Ranking" column from the table.

Mr. Capello said they did print out the latest certification for the Master Plan to be added to the CIP (Appendix C).

Mrs. Rogers said that is included in the back of the CIP.

Page 6, CIP Introduction- Mrs. Rogers said she fixed some small grammar/capitalization errors Ms. Tanner asked if the RSA's mentioned need to be quoted exactly the way the RSA reads and if this is the way the RSA's read.

Mr. Capello said he didn't think it was quoted verbatim and they state the "gist" of the RSA's. Chairman Proulx said if anyone had any questions they could look up the RSA referenced.

3rd Paragraph- Mrs. Rogers noted a number needs to be filled in for the Town's debt ratio.

Mr. Capello said he thinks it is 16% but he will check with the auditors.

Page 7, CIP Committee- Mrs. Rogers said she updated the member list with the current members and changed the dates to 2021 and 2022 in the last sentence.

Page 8, Recommendations of the CIP Committee-She said she updated the blurb at the bottom to read that the CIP Committee takes into consideration the requests from each dept. and revised the starred note to say see Appendix E for the criteria for developing the list of projects and equipment to be considered.

Pages 9-12, Dept. Requests- corrected the misspelling of rationale; DPW-removed the model names and dates and replaced them with a general description i.e. struck 1989 John Deere Loader and replaced it with Loader; Buildings and Grounds-changed Town Hall to Municipal Office and changed the amount requested from \$10,000 to \$40,000 over 6 years.

Page 13, Bridges-Mrs. Rogers said what is written in here is directly from the 2021 Hoyle and Tanner Bridge Report and she cited that at the top of the page.

Mr. Johnson suggested that they take out the first word "To" so it reads the "The Town of

Farmington retained Hoyle & Tanner...”

Mrs. Rogers said the priority list for the bridges came from their report and asked if the committee wanted to keep it or remove it.

Consensus of the members was to keep the chart as it is good information.

Mrs. Rogers said the note at the bottom of the page says see Appendix F for bridge information and asked if they wanted to change what they currently have.

Chairman Proulx said the plan has a page titled Ten Year Bridge CIP but it is not labeled as Appendix F.

Mrs. Rogers said that sheet came from Hoyle Tanner’s report and what they had in there for Appendix F was a priority list for the bridges with the bridge number, location and estimated replacement/repair costs.

Mr. Capello recommended they make the Hoyle Tanner Ten Year Bridge CIP Appendix F and use it to replace the existing Appendix F.

Mr. Pelkey said in the third paragraph of Hoyle Tanner’s report (page 13) it talks about the numerical rating of the bridges from 9-0 (excellent to failed condition) but that coding is not contained on the spreadsheet. He said we are giving them a list of priorities but we’re not explaining why to them.

Mr. Capello said the report is about an inch thick with information on the individual bridges and suggested they add a footnote saying see bridge report for the actual rating.

Mr. Pelkey said he wanted people to understand why the priorities are what they are. Some people will look at the priorities and say they don’t like it and want something moved. There should be a bottom line number for each bridge he said.

Mr. Capello said he would look at the report and find out. He said if it’s not there they’ll add the footnote and if it’s there they’ll add the number.

Chairman Proulx said the rating could change from year to year depending on the deterioration and the repairs made and would be something they would have to look at yearly if they decide to include that information.

Ms. Tanner suggested they add a line stating the bridge information will be updated every year.

Mr. Johnson said no because they are not going to update it and pay for an engineer every year.

Mr. Capello said they’re not going to do a report every year.

Ms. Tanner asked if the priority list would change each year depending on how much work was done.

Chairman Proulx said if work was done they would probably have an engineer look at it and the priority could change and that would have to be reflected in the plan as well. She said this is what they (the engineers) prioritized based on what they saw physically as well as what they determined the rating to be.

Mr. Capello said looking at the bridge report it says for the Hornetown Road Bridge over the Mad River that the decking is a 5 (fair) and substructure is a 3 (serious) and asked if they

wanted him to average those two numbers to come up with a rating.

Mr. Johnson said they can't do that.

Mr. Pelkey said he now understood they don't have a generalized rating for the bridges. He said in his opinion the lowest number they see is the one they have to look at. If there's something close to failure it doesn't matter if the deck is beautiful if the bottom is going to wash out from underneath it he said.

Mr. Johnson said they are also rating things that don't affect the usage of the bridge like the rails. He said he would change the entire paragraph to say "Bridge components are evaluated individually and are assigned a numeric value from 9 to 0 which corresponds to a condition rating of "excellent" to "failed" respectively. Ratings are available in the Bridge report".

Mrs. Rogers asked about the cited statement at the top of the page and if they would now have to put everything cited directly from the bridge report in quotations because some of it is not. She asked if they need to show that some of our words are mixed in with their words.

Mr. Johnson said to remove the word "directly".

Chairman Proulx suggested they make it easy and change the statement to say the information was gathered from the 2020-2021 Hoyle Tanner Bridge Report.

Page 14, Bridge Requests-Mr. Johnson said they should remove this page and then asked why it is there.

Mrs. Rogers said these are the four red listed bridges and they updated the cost totals.

Mr. Capello noted Mrs. Rogers did what they asked her to do but he could see that it could be confusing and recommended that they take it out.

Mr. Johnson then said to get rid of the page or mark them as red listed because the engineer's #1 priority is the Spring St. Bridge (page 13) and the River Rd. Bridge is the #1 priority on page 14.

Chairman Proulx said they have the layout in the appendix along with the costs and how to look at it over the next 10 years so this is redundant and the Selectmen haven't figured it out because they aren't there yet.

Consensus of the members was to remove page 14.

Chairman Proulx added that the pages will need to be renumbered now.

Page 15, Fire Rescue- Mrs. Rogers said they removed Engine 1 from the dept. request list because it has been replaced.

She said they also took out the request for the 2-wheel drive truck for the Rec. Dept. and the revaluation request from the Assessing Dept. (pages 15 and 16 in previous version).

Appendix A & B- Warrant Articles to authorize the Planning Board to prepare the CIP and to appoint the CIP Committee-the language came from the Town Meeting minutes and can't be updated.

Appendix C, Master Plan Adoption-replaced the 2008 document with the 2021 certification

Appendix D, CIP Vision- Mrs. Rogers said there are grammatical changes needed such as Board

of Selectmen instead of Select Board but she did not get it to it.

Appendix E, Blank Form for Dept. Heads- She said the committee decided to go with the just the first page so she took out the other 2 pages.

Ms. Tanner said the close parenthesis is missing from #3 in the fourth paragraph.

Mr. Capello asked if they are going to make this a generic form if they should remove the dates from the original one at the top of the page.

Consensus of the members was it should read "Re: Capital Improvement Projects" and to remove "for 2019-2024, Response requested by October 19, 2018".

Appendix F, 10 Year Bridge CIP-Chairman Proulx said this page needs to be named.

Mrs. Rogers said this was copied from the bridge report and she did not have this as a spreadsheet unless she retyped it as a spreadsheet.

Mr. Capello said they could scan it in on the computer and then add to it and he would set up a time to help her do it.

Appendix G, Fire Equipment Replacement Spreadsheet- Mrs. Rogers said Engine 1 was just replaced and it says year to replace is 2016 and the year to replace the air packs (SCBA) is 2019 and they were replaced 2018 and asked if this should be updated.

Mr. Johnson said this whole sheet has to be updated.

Chairman Proulx said it needs to be updated or eliminated because if they don't have all of these things spread out with today's numbers it's not going to work anyway.

Mrs. Rogers said over the last few years they've just extended it out to what the replacement cost would be each year but when she looked at the left side of the sheet she noticed that it doesn't line up.

Mr. Capello asked why they need this sheet in here and they don't have that in there for any other dept.

Chairman Proulx said it was nice to have the first 4 columns so they could see when something needs to be replaced.

Mrs. Rogers said the replacement costs are just estimates anyway.

Chairman Proulx said even if they tried to use a 3% escalator from last year it would have been blown out of the water this year.

Mr. Pelkey said the only thing they could use that for is if they decided to amortize the replacement starting now saying for example it would be \$500,000 in 30 years and start putting away one-thirtieth every year and not bang people for it when it shows up at replacement time.

Mr. Johnson said it looks like they did a 5% escalator.

Mr. Capello said they should eliminate this sheet. He said they don't have it for any other dept. and it's spelled out in the CIP.

Chairman Proulx said this is information the Fire Chief should have and it should be spelled out like Mr. Pelkey just said.

Mr. Pelkey said that is the discussion they had last year about trying to amortize the

replacement costs over the lifetime of the item. That's a good step in the right direction but it doesn't get all the way there he said.

Mr. Capello said if they go back to page 15 and eliminate the line that says see Appendix G and eliminate that spreadsheet it would be consistent with what they have for the other depts.

Ms. Tanner said the Forestry vehicle and Tanker 3 shown on Appendix G are not in the Fire Rescue dept. requests and asked if they would be part of next year's update of the CIP.

Mr. Capello said they could be.

Ms. Tanner asked if for right now it's these 3 things listed (engine 4, ambulance 2 and the SCBA) that are most important.

Mr. Capello said that is correct.

Mrs. Rogers said the spreadsheet says the year to replace some of those things is 2019 and we are way past that and they are not even in the report.

Chairman Proulx said the Town has equipment that as long as they are well maintained can last well past the year you would like to see them replaced such as with an ambulance with a 6 year expected lifespan lasting for 12 years.

Mr. Pelkey said if they are saving to replace it then they're not going to get hurt because they will already have the money when it does need to be replaced.

Ms. Tanner she agreed with getting rid of this page because a resident who is not paying attention may look at this and ask why these things aren't being replaced and what is going on but they are in fact being done and this looks like it hasn't been done.

Consensus of the committee was to remove "*See Appendix G for equipment replacement spread sheet" from the top of page 15 and to remove Appendix G.

Mr. Pelkey said the dept. requests are updated on yearly basis and are not a long term look at replacing all of their equipment and how they are planning to do it over time which is what they were talking about last year.

Appendix H, Long Term Debt Spread Sheet- Mrs. Rogers said she updated this sheet.

Appendix K, Six Year Budget Appropriations by Department- Mrs. Rogers said she took the ambulance off the list as requested.

Mr. Johnson said the ambulance line should have been completely removed and the same for the Admin Asst. line.

Mrs. Rogers said on the report from the Finance Administrator it says Capital Project Landfill but there is no space for that on this sheet and some of the items in her report have names that are different than what is on this spreadsheet.

Mr. Capello said they wouldn't necessarily be in the appropriation because this is just the basic operating budget and once a warrant article passes it gets added to the operating budget but it is not part of the operating budget now and she should leave it out for now.

Mrs. Rogers asked if she should make the names the same and gave the example that the lines on the spreadsheet says "Wel Pay" and "Vendor" and her report says "Welfare Administration"

and “Welfare”.

Mr. Capello asked Mrs. Rogers to change the names on Appendix K to match the names in the Finance Administrator’s report.

Chairman Proulx said some of the differences are due to updating the software and once the names are changed it will match the Town Report.

Chairman Proulx asked if anyone had anything else they wanted to add or subtract at this point.

Mrs. Rogers said they have had the same picture for 3 reports and asked if they wanted to update the picture.

Mr. Capello said Mrs. Heon has been gathering pictures for the Annual Town Report and suggested that she see what she has.

Chairman Proulx said a new picture would also help people to notice that it’s a new report.

5). Next Meeting: Wednesday, Feb. 23, 2022 at 3 p.m.

6). Adjournment:

Motion: (Capello, second Pelkey) to adjourn the meeting passed 7-0 at 3:43 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary

Paula Proulx, Chairman