

Town of Farmington  
Capital Improvement Plan Committee Meeting Minutes  
Wednesday, December 4, 2019

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

**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:**

**Motion:** (Titus, second Arcouette) to accept the minutes as written passed 7-0.

**4). Review of CIP:**

Mrs. Rogers said she made the requested changes discussed at the last meeting except for the information she is awaiting from the Town Clerk and the Finance Administrator.

She said that Mr. Pelkey reviewed the CIP and sent his feedback to her that day.

Mrs. Rogers said she also received some feedback from the Fire Chief who said there were no changes needed except to update the fire equipment replacement spreadsheet.

She said she has not yet received any feedback from the DPW Director.

Mr. Capello said the sidewalk plow and the skid steer could be removed from the priority list and the boiler and the furnace at the Municipal Office Building could be reduced to a lower priority.

Mrs. Rogers said the Municipal parking area drainage and resurfacing has been done and can be removed from the list.

Mr. Pelkey said some of the appendixes included in the plan are not referred to in their corresponding section and suggested that each section with an appendix available should contain a blurb such as "See Appendix H for more information".

Mrs. Rogers then asked the members how they wished to update the Ten Year Budget Appropriations by Department spreadsheet (Appendix K). She explained her difficulty in making all of the information fit on one page and suggested changing it to a 6 year budget spreadsheet to match the time period covered in the CIP (2019-2024).

Mrs. Vaughn said the budget figures for 2018 and 2019 should be included and that when people are looking at budget trends they are usually looking at a 3 year time period.

Chairman Proulx said that people like to go back 6 years so they can see what was done with

their money.

Discussion then included ways to adjust the configuration of the spreadsheet to fit more information on the page.

Consensus of the members was to reduce budget spreadsheet to 6 years to match the plan.

Mr. Pelkey offered to help with making the information fit on the page if needed.

#### **5). Discuss Changes:**

**Project Priority Designations (Appendix D)** – The members then discussed which items they would recommend to remain at the same priority level and which items' priority levels should change. Mrs. Rogers said the levels and criteria for each classification could be found on Page 8 of the CIP. The committee's recommendation is as follows:

#### **Dept. of Public Works:**

Salt Storage Shed – Dept. Head Priority (3); CIP Priority (2)

Rehab Main Street-	4	4
Sidewalk Plow -	1	removed
Grader	3	3
Loader	2	2
6 Wheel Dump Truck	2	1?
10 Wheel Dump Truck	3	1? (to get confirmation on which truck would be a warrant article in 2020)
GMC 2500 Pickup	2	2
Chevy 1 Ton	3	3
5500 Dump Truck	2	2
Excavator	4	4
Bobcat Loader	2	3
Backhoe	3	3
Boiler @ Town Offices	3	4
Parking Lot @ Town		
Offices	4	removed
Bridges	3	3

#### **Fire/Rescue**

Engine 4	1	2
Engine 1	1	1 (warrant article)
Ambulance 2	3	3
SCBA	1	4

#### **Parks & Rec.**

2 Wheel Drive Truck	3	3
19 Passenger Van	3	3

Mr. Capello said the committee's recommended changes will go before the Selectmen at Monday's meeting (Dec. 9).

**Demographics:**

Mrs. Rogers gave the committee copies of the revised Demographics information that will update Page 4 of the CIP.

History- 1<sup>st</sup> paragraph, last sentence- Mrs. Titus noted that the Puddledock Press newspaper no longer has a print edition and can only be found online and suggested that be stated in the text.

Population – Mrs. Rogers said she updated the following using data from the NH Employment Security Economic & Labor Market Information Bureau: total population (6,887 persons); total housing units (3,076) which include 2,062 single family units; median household income (\$60,562) and per capita income (approx. \$28,605).

Mrs. Titus questioned the accuracy of the numbers shown.

Mrs. Rogers said the numbers came directly from the website listed on the demographics page.

Mrs. Vaughn noted a period is needed at the end of the last sentence. She said if the front for line crediting the website was the same size as the font for the rest of text the period could follow the parenthesis as shown.

Consensus of the members was to approve the contents of the page as presented.

Mr. Capello asked Mrs. Rogers to make the requested changes and provide copies of the revised CIP for the next meeting.

**6). Next Meeting – Agenda:**

Tuesday, January 14, 2020 at 4 p.m. The agenda will include Call to Order, Pledge of Allegiance, Review of Minutes, Review of CIP, Discuss Changes, Next Meeting and Adjournment.

Wednesday, January 22, 2020 at 4 p.m. if needed

**7). Adjournment:**

**Motion:** (Titus, second Arcouette) to adjourn the meeting passed 7-0 at 4:30 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary

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Paula Proulx, Chairman