

Town of Farmington
Capital Improvement Plan Committee Meeting Minutes
Wednesday, December 16, 2020

Committee Members Present:

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

Committee Members Absent:

Tim Brown, School Board Rep.
Arthur Capello, Town Administrator
Jeremy Squires, Bud Com Rep.

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:

October 14, 2020 – No errors or omissions

Motion: (Titus, second Rogers) to accept the Wednesday, October 14, 2020 minutes as written passed 5-0.

4). Review of CIP:

Page 1 – Cover - Mrs. Rogers said she updated the date for the plan (2021-2026) and the "Updated" date will be added to the bottom of the page once the document is accepted.

Page 2 – Table of Contents- She said because some items had to be added to the Highway Dept. page the Bridges were moved to page 13.

Page 5 – Tax Rate – Mrs. Rogers said she removed the information for 2014 and added the 2019 tax rate information to the table.

Page 6 – Intro to CIP – She said this page hasn't actually been updated yet but where it says "As of December 2019..." regarding the Town and School debt ratio needs to be updated and the Finance Administrator will provide those numbers for 2020.

Mrs. Vaughn said the school debt ratio shown (0%) is still the same.

Page 7 – Note – Mrs. Rogers said "2019" has been changed to "2020" in the note at the top of the page regarding the minimal threshold to be considered a capital improvement.

She said she also updated the list of committee members at the bottom of the page to include Jeremy Squires as the Budget Committee Rep., Tim Brown as the School Board Rep. and Ann Titus as a member. She said she would add that Mrs. Titus is the committee Vice Chairman.

The last sentence was updated to say the committee has met numerous times in 2020 she said.

Page 8 – Recommendations of the CIP Committee – "2019" was changed to "2020"

Page 10- #3) - 2004 and 2006 6-Wheel Dump Trucks – Mrs. Rogers said they originally had the first truck listed as a 2003 model which was corrected to 2004.

Mrs. Vaughn noted in the description it says “replace existing 2003 6-wheel dump truck” and it should be updated to 2004.

#4) - 2007 10-Wheel Dump Truck – Mrs. Rogers said in last year’s CIP they listed a 2007 and a 2013 dump truck and the 2013 does not have to be replaced in the next 6 years. She said she removed the 2013 truck leaving the 2007 dump truck as needing replacement.

Mrs. Vaughn said the last sentence in the description calling for the replacement of the 2013 dump truck should also be removed.

Page 11 - #6 - 1990 Chevy 1-Ton Pickup – Mrs. Rogers said #6 and **#8- 1989 GMC Flatbed Truck** and on **Page 12 - #11-1986 Lindsey Air Compressor, #12-1983 Sweepster and #13- 2000 Vermeer Chipper** have been classified as 1-urgent, 2-needed or 3-desirable and needing replacement within the next 6 years and these five items are all new to the CIP.

Page 13- Bridges – She said she added a note to section 1 -River Road Bridge and Hornetown Road Bridge over Mad River stating that a bridge was put in on River Road in 2020.

Page 15- Fire Rescue #2 -Engine One – Mrs. Rogers said she added a note under the description that the replacement is currently being built and should be available in April 2021.

#4 – Self Contained Breathing Apparatus – She said she also added a note under this item stating the air packs were replaced in 2019 and will need to be replaced in 2034.

Mrs. Vaughn suggested they might want to have a table with the current equipment the Town owns, what was updated and when and the expected replacement year as one of their working pieces. She said the major pieces could be put in a one-page spreadsheet and could be a time saver for the committee when looking for what pieces are coming up on the replacement cycle. Mr. Pelkey said if each dept. submitted their own equipment replacement information it wouldn’t be as much work for Mrs. Rogers to compile it.

Mrs. Vaughn suggested that Mrs. Rogers give the dept. heads the template that she wants them to use otherwise everyone could interpret it slightly differently and she would have to go back and put them all in the same template anyway.

Mr. Pelkey said when they get to the year when something comes back on the list all they will need to know is the replacement cost as they will have the rest of the information.

Mrs. Vaughn said there would be a lot less editing for Mrs. Rogers and a potential savings in printing costs for the one page spreadsheet.

Revaluation – Mrs. Rogers asked what the committee decided about the putting the Town revaluation in the CIP.

Chairman Proulx said they decided to include it in the plan.

Mrs. Rogers said they originally decided to take it out because it doesn’t need to be done within the 6 year time frame.

Mrs. Vaughn said they put it back in so it can be paid in chunks instead of it hitting all at once.

Mrs. Rogers said she would add it to the CIP following the Parks and Recreation Dept.

Mrs. Vaughn said this copy of the CIP doesn't include the appendices (listed on page 3).

Mrs. Rogers said she had some changes to the appendices to go over with the members.

Appendix D- CIP Priority Designations – She said the committee needs to fill this out so it can be forwarded to the Selectmen for their approval on the priorities for each project or item needing replacement. The updated priority numbers from the dept. heads are filled in and the classification levels are found on page 8 (class 1-urgent needed immediately; class 2-necessary needed within 3 years; class 3-desirable needed within 4-6 years; class 4- deferrable can be placed on hold until after the 6 year period) she said.

Chairman Proulx noted the dept. head classified the rehab of Main Street as a 4 and that a member of the Economic Development Committee might think differently about that.

Mrs. Rogers asked if something is classified as a 4 if it should even be included in the CIP because that is something that can be placed on hold until after a six year period.

Mr. Pelkey said that classification level supports community development goals and if they have the luxury of saying they will include #4's in the CIP it would probably be a good thing to do.

Mrs. Rogers said she could give them the entire list of highway equipment that are #4's but she didn't know if they should be included.

Chairman Proulx said they should be included until the process gets to the Final Priority column because it has to go through the committee and then the Selectmen and then at that point if it's something that can be put on hold until after 6 years maybe it should come off.

Mrs. Vaughn said items classified as class 3 and up need replacement within 6 years and they are not dividing the replacement cost by 6 and setting aside that amount each year and the only way setting priorities makes sense is to do that. She asked if we are not going to do that why we would assign priorities to them because we ignore it when we set aside the money.

Chairman Proulx said that is true and has been a common problem all along.

Mrs. Vaughn said if we know upfront we'll need this much in this many years to keep kicking it down the road doesn't get us where we need to be and then we're scrambling to recoup at the last minute because we don't have it set aside and no one wants to take that type of hit in one year. She asked if it makes more sense to go with a 10 year plan and divide the cost over 10 years but then added that we can't change the timeframe on the dept. heads now and give them 4 more years and tell them they'll have to Band-Aid that truck together.

Mrs. Rogers said we are not even putting aside the money needed for the class 1's.

Mrs. Vaughn asked if something is needed immediately and it doesn't appear on a warrant article if we are truly being good stewards of what we have.

Mrs. Rogers said the loader and the grader are classified as class 1- needs to be replaced.

Chairman Proulx said and there is a fire truck (to replace Engine 4) that is a class 1.

Mrs. Vaughn said those are 3 big items and if they go down we are in trouble. It's not something we can just go rent at PIP she said.

Mrs. Rogers said the ultimate decision comes from the Board of Selectmen.

Mrs. Vaughn asked if you're saying these are needed how are we budgeting and planning for that because the ones that are now a 1 at one point were 4's and what did we set aside for it.

Mrs. Titus said not much and they weren't very proactive about putting money away.

Mr. Pelkey said the things that are urgent and cannot be delayed have to be in a warrant article for this year (2021 Town Meeting).

Mrs. Rogers said the loader and grader have been 1's for a long time.

Mrs. Vaughn then asked if a different definition of "urgent" is needed. She said they shouldn't call it urgent if they can get 3 more years out of it and asked if it was listed as a 1 because they know it will take 3-4 years before anybody believes that it needs to be done. She asked if they are spending more to run an old machine.

Chairman Proulx asked if this is a bigger conversation for the Selectmen to determine what is considered urgent. She said Engine 1 has been up on blocks for about 6 years and we've operated fine without it but it was urgent that we replace it for the last 6 years.

Mrs. Vaughn said this is where everybody needs to be on the same page of what's urgent otherwise this (priority designations) doesn't mean much and becomes a waste of paper.

Chairman Proulx suggested that this year the committee could not put in their priority recommendations and ask the Selectmen to look at the designations and see what is more realistic because right now this is not realistic.

Mr. Pelkey said all of this is just piling up and they have to level it out or else it's going to slam us when something goes down like the truck that dropped off before Town Meeting last year and we had to scramble before the meeting to get a new truck on the warrant.

Mrs. Rogers asked if the grader, loader and the backhoe all went down within a 4 month period how much would the Highway Dept. get done if they can't be taped together anymore.

Mrs. Vaughn said the number shown for each item is only going to get bigger the longer we put it off and asked what we are doing to get to that number.

Mr. Pelkey asked if they could total up the 1's, recommend to the Selectmen to put them in warrant articles, list all the 2's, divide the amount into 4 yearly set asides, do the same for the #3's and say this is what the CIP looks like according to the dept. heads and then ask the Selectmen how much they want to spend and to let the committee know. We may have to spread it out some more or make changes to the plan he said.

Chairman Proulx said the Selectmen's priorities might be different than those shown in the priority designations sheet and could be totally different by the time they reach the final priority. She said most of the things are 1's and 2's and need to be done within 3 years and asked if that is realistic.

Mrs. Vaughn said if they would be willing to stand up and say this is dire and we have to have this and it's a hill they are willing to die on at Town Meeting it's a 1 and if not, it's not a 1.

Mr. Pelkey said the 3 bridges listed say they need to be replaced within 6 years and the

estimated cost is about \$6 million and we would need to set aside \$1 million a year.

Chairman Proulx said the engineering firm Hoyle & Tanner will be evaluating all of the bridges to see if there is anything that can be done to take them off the state's "red list" and not have to replace them. They are going to give us a comprehensive plan so we know if any of them have to be replaced or can be repaired and what the repair/replacement costs are she said.

Mr. Pelkey said if they are looking to do something with the least amount of budgetary impact it would be to buy a truck with a 20 year life span for \$80,000 and start putting \$4,000 a year away from that day forward and they'll gain interest on the fund over time.

Mrs. Vaughn said they should do that when the Town takes delivery of the new fire truck. She said the Town gets grants for some things but it's not guaranteed for everything and even if they use half the cost of the truck and start putting something away they will have something. She said if they shift to that way of doing the CIP it will have to be a 50/50 switch where they can start doing that with the new things coming in but they will have to bite the bullet and decide which of the class 1 things they are going to do.

Mr. Pelkey suggested they resolve that going forward when major purchases are made they would be reported to the CIP with their expected lifespan so they can begin budgeting for it. Chairman Proulx said the fire truck is the one where they usually get a good grant but grantor bypassed the Town because we had some of the money needed. She said they thought they were being responsible by saving money for it but didn't get the grant because of it and the other towns that didn't do that got the money.

Mrs. Vaughn said there are a lot of things on this list that the Town won't get grants for and at the very least they have to put the money aside for those items.

Chairman Proulx said if there are any grants this gives people time to look for them and at least you're trying to get the available funding. She said you know what to set aside if there is \$175,000 grant and you have to come up with \$75,000 in matching funds in that time span.

Mrs. Rogers said the Highway Dept. doesn't have a single piece of equipment that isn't 20 years old or older and asked if there has ever been any plan put in place to replace them.

Mrs. Vaughn asked if this is supposed to be a Capital Improvement Plan where the plan for that is in the CIP.

Mrs. Rogers asked if this is something they can discuss, decide and update between now and when it has to be done and published in March or if it is something they need to start working on earlier next year.

Mrs. Vaughn said they could address the 1's and get a definition for the 1's (what's urgent) and what they are going to deal with right now. She said she didn't think the rest of it would get worked out because if they removed the 4's everything else would be divided by no more than 6 years and the "air is going to go out of the room in a hurry".

Mr. Pelkey said he would like to know the expected life span for the 1989 loader. He said if they are saying that it's dead now how are they still using it and if it's going to last another 3 years

then they can split the cost into 3 and not have to come up with all of it now.

Mrs. Vaughn asked if you can get parts for a 1989 loader.

Mrs. Titus asked if they were going to do the committee's priorities or send it to the Selectmen first and then come back and ask for the committee's priorities.

Chairman Proulx said she thought the Selectmen will have a different version of what they think the priorities are.

Mrs. Vaughn recalled that last year the committee had the Selectmen's priorities before the committee decided on their recommended priorities.

Mr. Pelkey said it would also be good to have the remaining life time of each item so then they can determine if the priority needs to be higher and start putting money away for it now.

Mrs. Vaughn said even if we think there is 4 years left in something, some things go longer and some things give up the ghost early.

Mrs. Rogers then questioned if they really need to redefine the classifications or to just leave it knowing that the dept. heads look at the definitions one way and the Selectmen look at another way. She asked isn't that why they have 3 different priorities and then it goes to a final priority.

Mrs. Vaughn said it would be helpful to ask the dept. head why something is a 1 and what they see that isn't coming across because there may be an explanation they're not aware of.

Mr. Pelkey said he liked the idea of something being a 1 because it is a critical piece of equipment they have to have not because it's going to be dead tomorrow. He said there are other pieces of equipment that are 2's because they are not as critical to their work and there are a couple years left on them. This number of the priority doesn't give us all of the information we're looking for he said.

Mrs. Vaughn said one piece of it is how important it is and the other piece is its life span.

Mrs. Rogers said if it's a 1 they may be able to get another year or 2 out of it but how much cost is that for repairs and for the time it's in the shop and waiting for parts and not out on the road.

Chairman Proulx said it depends on your perspective and it goes back to what is causing it to be a 1-its age, how it's operating or if it is a "problem child".

Mrs. Rogers said she would try to get the life spans of the equipment on the list.

Consensus of the committee was to submit the CIP Priority Designation sheet (Appendix D) to the Selectmen for their priority designations and then return it to the committee for review.

Appendix J – Board of Selectmen CIP Recommendations- Mrs. Rogers said she filled in the numbers as the committee previously discussed and this also needs to go to the Selectmen for their recommendations. She said the committee proposed that \$100,000 be appropriated for Bridge and Road Design Capital Reserve Fund; \$5,000 for the Highway Dept. Motorized Equipment CRF; \$20,000 for the Town Reevaluation CRF; \$15,000 for the Scott packs (SCBA); \$0 for the Recreation Equipment CRF and \$0 for Town Employee Financial Obligation CRF. She said at the previous meeting the Town Administrator had recommended these amounts

with all of the craziness due to COVID and to keep it light.

Mr. Pelkey said they are bottom line budgeting based on what they expect for revenues next year. He said they need to lay out what a reasonable plan costs and to do their own due diligence on it.

Chairman Proulx said this should be an agenda item going forward because they need to take the time to discuss how this is going to be. She said you can't commit one board to another but if they lay out in the way they are looking at it now there may be some kind of commitment to try to do that.

Mrs. Vaughn said maybe it would make sense for the committee to list the questions they have as they go through it and take them back to the dept. heads because it may be easier to give them a specific written list and they can respond to it.

Chairman Proulx asked that this be included on the agenda for the next meeting.

Mrs. Vaughn left the meeting at 4:50 p.m.

Mr. Pelkey said he was trying to make the math as simple as possible by asking how much it costs and how long do we have to buy it.

Mrs. Titus asked for clarification on why they are recommending to not put any money in the Recreation Equipment CRF.

Mrs. Rogers said that fund is just for replacing Rec. Dept. equipment.

Chairman Proulx said that fund is for the replacement of the bus and they are good with the equipment right now.

Mrs. Rogers said to her knowledge it doesn't need to be replaced and the Town Administrator recommended not to put money in there because of the budget and COVID. She said they have a two wheel drive truck and a passenger van and neither of them is classified as a 1 so they can be put off.

Mr. Pelkey said those are two items where they could say they will be replaced in 20 years, ask what the cost was when they purchased them and start putting the money away now.

Mrs. Titus said because there is no money going in the fund, the point is that when the COVID is over the Rec. Dept. will still be there.

Chairman Proulx said there is money for the Rec. Dept. in the operating budget and they hope to receive the results of UNH study on the Rec. Dept. programs next week.

Mrs. Rogers said she received an e-mail from them saying they hoped to submit the report next week. She said the dept. is still in the operating budget they're just not in the CIP for replacing the vehicles at this time.

Chairman Proulx said there is about a half year of the dept.'s budget loaded into the operating budget for next year as they are hoping to start bringing some of it back though COVID is still a big deal and they would be dealing with children so they have to be careful. The cost of disinfecting the area after every single use is very expensive so it may not be until June which gives us time to work on the plan for the Rec. Dept. going forward and hopefully people will like

it a lot better she said.

Appendix A (1985 Warrant Article 13), Appendix B (2007 Warrant Article 20) and Appendix C (Master Plan Adoption) – no changes made

Appendix E Blank Form for Dept. Heads – Mrs. Rogers said she sent the form to the dept. heads and the Highway Dept. did fill one out for the 5 new items added this year.

Appendix F Bridge Information– Mrs. Rogers said the only update was to add a note about the temporary bridge put in on River Road.

Appendix G Fire Equipment Spreadsheet– She said the cost was brought out and she dropped a year and added a year as they have always done and added that the air packs were replaced.

Appendix H Long Term Debt Spreadsheet– Mrs. Rogers said this sheet had quite a few changes and there were 2 new loans added. She said the water meter loan is technically a long term debt but it isn't paid for by Town money and comes from the water meter fund so she added it to the sheet with a note that it is paid for by the water meter fund.

Appendix L School Projected Capital Expenses– Mrs. Rogers said Mrs. Vaughn said she would provide this information and that she would send her a reminder.

Appendix I Trust Fund Report – She said the Trustees' report can't be printed until Dec. 31 and then she will add it to the plan.

Appendix K 6 Year Town Budget – Mrs. Rogers said the Finance Administrator planned to get the budgets to her that afternoon so it wasn't included yet and she will update that as well. Chairman Proulx asked Mrs. Rogers to check with the Selectmen's Secretary for the deadline for the CIP to go to print.

Mrs. Rogers said the CIP is printed at the Municipal Office Building usually 2 weeks before Town Meeting.

5). Next Meeting: Wednesday, January 6, 2021 at 4 p.m.

6). Adjournment:

Motion: (Titus, second Pelkey) to adjourn the meeting passed 4-0 at 5 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary

Paula Proulx, Chairman