

Town of Farmington
Capital Improvements Plan Committee Meeting Minutes
Thursday, November 15, 2018

Committee Members Present:

Paula Proulx, BOS Rep., Chairman
Ann Titus, BOS Rep., Vice Chairman
Martin Laferte, Planning Board Rep.
Arthur Capello, Town Administrator
Ruth Ellen Vaughn, SAU Superintendent
Erica Rogers, Secretary

Committee Members Absent:

Angie Cardinal, School Board Rep.
excused

1). Call to Order:

Chairman Proulx called the meeting to order at 5:35 p.m.

2). Pledge of Allegiance:

All present stood for the Pledge of Allegiance.

3). Review of Minutes:

December 28, 2017- No errors or omissions

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

February 27, 2018 – No errors or omissions

Motion: (Laferte, second Titus) to accept the minutes as written passed 5-0-1 (Rogers abstained).

September 27, 2018 – No errors or omissions

Motion: (Titus, second Laferte) to accept the minutes as written passed 5-0-1 (Vaughn abstained).

October 25, 2018 – The meeting was canceled due to a technical problem that caused the meeting to not be properly posted. No meeting minutes were submitted.

4).Department Priority List:

The committee began the revision process by reviewing the new format for the Town dept. heads' individual capital improvement requests for their departments.

Mr. Capello said the requests have been received from the Fire, DPW and Recreation Depts. and noted that the Police Dept. and the Water/Sewer Dept. do not submit a form because their CIP expenditures come out of the Capital Reserve and Enterprise Funds set up for this purpose. Mrs. Rogers said she removed the dept.'s Equipment Lists that were included in the 2018 plan. The dept. priority list form will replace Appendix F in the current plan she said.

Mrs. Vaughn said the School Board was scheduled to discuss updating the School District's CIP

at their next meeting and that it would be provided to the committee once it is completed. Mr. Capello asked if the School Board set a dollar amount threshold to designate items to be included in their Capital Improvements Plan.

Mrs. Vaughn said they use a “cost center analysis” and don’t have a specific dollar amount threshold. If something shows up as a “1 million % increase” it is put into the CIP she said.

Motion: (Capello, second Titus) to approve the new format and to replace Appendix F passed 6-0.

5). Priority Designation List:

Mrs. Vaughn asked if the project priority designations in the current format were for the next year or for within the next 6 years.

Mrs. Rogers said the dept. heads submit their priority designations for their projects to the CIP Committee, the committee designates a priority for each project and submits them to the Selectmen, the Selectmen place a priority on the projects and the final priority is determined by averaging the designations.

Mr. Capello said the proposed Town budget must be sent to the Budget Committee by Jan. 6. Consensus of the committee was to schedule 2 meetings in December to complete their recommendations for the budget on time.

The committee then reviewed the revised Capital Improvement Project Priority Designation (Appendix E) which contains a summary of how the items were prioritized for 2019.

Chairman Proulx said the new list appears more focused and better thought out and asked the members if they had any concerns with the items on the list.

Discussion included lowering the priority for the 2 wheel drive truck for Rec. Dept., condition and priority of the “red listed bridges” in town and what additional information and supporting documentation should be provided to the committee and/or included in the CIP.

Additional discussion included review and update of appendixes and demographics as needed.

Mr. Capello suggested the CIP Committee recommend to Selectmen that these amounts be added to the following Capital Reserve Fund (CRF) accounts:

Highway Equipment CRF: add \$5,000 (current balance approx. \$127,187)

Recreation Equipment CRF: add \$1,000 (current balance approx. \$18,145)

Bridges and Road Design CRF: add \$5,000 (current balance approx. \$101,895)

Mrs. Vaughn suggested the amount set aside for the bridge work may only be enough to cover the engineering/design work and the 20% match to the grant funding. She said at this rate it could take 20 years to repair all 4 of the bridges on the state red list.

Chairman Proulx asked Mr. Capello to provide the engineering cost estimate for the bridge work for the next meeting.

Mrs. Rogers asked why the Hornetown Road and River Road bridges were lumped together on the priority list.

Mr. Capello also recommended that \$3,000 be added to the Town Employee Financial Obligation CRF (current balance approx. \$18,430) even though it is not part of the CIP.

6). Next Meetings:

Thursday, December 6, 2018 at 5:30 p.m. at the Municipal Office Building

Agenda - Call to Order, Pledge of Allegiance, Review of Minutes, Priority List, Priority Designations, CIP recommendations, Next Meeting Agenda, Adjournment

Thursday, December 27, 2018 at 5:30 p.m. at the Municipal Office Building

7). Adjournment:

Motion: (Laferte, second Titus) to adjourn the meeting passed unanimously at 6:40 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary

Paula Proulx, Chairman