

Town of Farmington  
Capital Improvement Plan Committee Meeting Minutes  
Wednesday, February 15, 2017

**Committee Members Present:**

Paula Proulx, Chairman  
Ann Titus, Selectmen's Rep.  
Martin Laferte, Planning Board Rep.  
Arthur Capello, Town Administrator  
Sam Cataldo  
Ruth Ellen Vaughn, Superintendent SAU 61

**Committee Members Absent:**

Joe Pitre, School Board Rep., excused

**Others Present:**

Erica Rogers, Administrative Assistant

**1). Call to Order:**

Chairman Proulx called the meeting to order at 6:05 p.m.

**2). Pledge of Allegiance:**

All present stood for the Pledge of Allegiance.

**3). Review of minutes:**

January 12, 2017- No corrections made.

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

**4). Review Changes to the CIP Document:**

Members reviewed the changes requested at the previous meeting made by Mrs. Rogers. She also made some additional grammatical and format changes suggested by Mrs. Vaughn. Mrs. Rogers said she is waiting for the Appendix A (10 Year Tax Rate) spreadsheet from the Town Clerk so it is not yet included in the document.

Mr. Capello said he added a 5% yearly escalator to the costs listed on Appendix H (Fire Equipment Replacement Spreadsheet) and carried it out to 2022.

Members discussed updating the date on the front cover of the plan, which years should be included on the spreadsheets/appendixes and it was noted there are 2 columns labeled with the year 2021 on Appendix H.

Mr. Laferte then stated he objected to finalizing the plan as noted on the meeting agenda (Item 5, Finalize the 2017 CIP) as the previous meeting minutes and the revised plan were not made available to members until this meeting. He said the members should have had the opportunity to review the minutes/document changes and determine if the documents are ready for finalization before this meeting.

Chairman Proulx explained that all of the revisions made by Mrs. Rogers were discussed and approved at the previous meeting which Mr. Laferte attended. She suggested the members could discuss any additional changes needed but did not have to finalize the plan if they were uncomfortable doing so.

Mr. Laferte said that is not what was posted on the agenda.

Mrs. Vaughn suggested the committee could also hold another committee meeting before Town Meeting to finalize the plan for printing.

Motion: (Vaughn, second Titus) to table Item 5 of the 2/15/17 meeting agenda passed 5-0-1

(Laferte abstained).

Chairman Proulx then continued the review of the revisions. Mrs. Rogers said she made all of the revisions line by line as requested by the committee and detailed in the Jan. 12, 2017 meeting minutes.

Members determined the plan should show the data for the next 6 years (2017-2022) as well as 1 year back (2016).

Motion: (Capello, second Titus) to change Appendix H, Fire Equipment Replacement Spreadsheet, to show the years 2016 to 2022 passed 5-0-1 (Laferte abstained).

Mrs. Rogers noted that the report of the Capital Reserve Funds needs to be labeled as "Appendix J" and that it should include a heading for the spreadsheet. She added that the data needs to be in an Excel format to add the heading.

Mrs. Vaughn said she would ask SAU Business Administrator Laurie Verville to send her a copy of the data in the Excel format.

Ms. Proulx said the Selectmen received a new report on the status of the Town's bridges from the state and asked if the DPW Director has changed his priority list for the bridges as a result of the new information.

Mr. Capello said Mr. Sprague said the bridge work priority list will remain the same as he previously proposed (Appendix G Bridge Information).

Mrs. Vaughn reviewed the additional requested changes as follows: update the cover date, add Appendix A and add a heading for Appendix J.

Mrs. Rogers provided copies of the most recent revisions to the CIP to the members for review.

Mr. Capello asked if the committee wished to schedule another meeting to finalize the CIP for printing before March Town Meeting.

#### **5). Next Meeting:**

Consensus of the committee was to hold another meeting on Tuesday, February 28, 2017 at 6:30 p.m.

Agenda for the next meeting:

- 1). Call to Order
- 2). Pledge of Allegiance
- 3). Review Minutes
- 4). Review Changes to the Document
- 5). Finalize the 2017 CIP
- 6). Any Other Business
- 7). Adjournment

#### **Adjournment:**

Motion: (Titus, second Capello) to adjourn the meeting passed 6-0 at 6:35 p.m.

Respectively submitted  
Kathleen Magoon  
Recording Secretary

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Paula Proulx, Chairman

