

Town of Farmington  
Capital Improvement Plan Committee Meeting Minutes  
Thursday, December 6, 2018

**Committee Members Present:**

Chairman, BOS Rep Paula Proulx  
Vice Chairman, BOS Rep Ann Titus  
Secretary Erica Rogers  
School Board Rep Angie Cardinal  
Town Administrator Arthur Capello  
SAU Superintendent Ruth Ellen Vaughn

**Committee Members Absent:**

Bud Com Rep. Tim Brown, excused  
Planning Board Rep Martin Laferte

**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:**

November 15, 2018 – No errors or omissions.

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

**4). Priority Lists:**

Mr. Capello said he hoped the committee could reach a consensus at this meeting so he could provide the information to the Selectmen at their meeting on Dec. 10.

The committee briefly reviewed the Farmington School District Capital Improvement Plan approved by the Farmington School Board on Nov. 19, 2018 that was provided by Mrs. Vaughn.

The members discussed the classification level of the various CIP projects according to the urgency of the project, the criteria for each level and whether projects classified as Class 4 Deferrable and can be placed on hold until after the 6 year plan period should remain listed.

Mr. Capello said removing those projects would run the risk of having them “fall off the radar”.

Mrs. Cardinal said the School District uses a “refresh cycle” where items are scheduled for replacement after a certain number of years and asked if the Town uses a similar method.

Mr. Capello said the Town has a similar plan to replace each ambulance every 6 years.

Discussion also included whether to recommend funding for items not included in the CIP such as the Town Employee Financial Obligation Capital Reserve Fund, determining bridge and road priorities and sufficient funding amounts, the lease/grant funding process for the Scott air packs for the Fire Dept., government surplus vehicles that may not be replaced and including a

summary or narrative about the life expectancy of roads, how the repair work is scheduled and the amount to be funded each year.

#### **5). Priority Designations:**

After some discussion the Committee recommended the following changes to Appendix E – Capital Improvement Project Priority Designation: (Class 1 Urgent- can't be delayed; 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)

Rehab Main Street: Dept. Head Priority- 4; CIP Priority- 2

Loader: Dept. Head – 2; CIP- 3

GMC 2500 Pickup: Dept. Head-2; CIP- 3

Boiler at Municipal Offices: Dept. Head- 3; CIP- 2

Parking at Municipal Offices: Dept. Head- 4; CIP- 2

Engine 1: Dept. Head – 1; CIP- 2

Parks & Rec. 2 Wheel Drive Truck: Dept. Head – 3; CIP- 4

Revaluation: Dept. Head- 3; CIP- remove from list

**Motion**: (Cardinal, second Vaughn) to strike the Town Revaluation from the list as it is not part of the Capital Improvement Plan passed 6-0.

The Committee recommended the following classifications remain as designated by the Dept. Heads: Roads (2), Salt Storage Shed (3), Sidewalk Plow (1), Grader(3), 6 Wheel Dump Truck (2), 10 Wheel Dump truck (3), Chevy One Ton (3), 5500 4x4 Dump Truck (2), Excavator(4), Bobcat Loader (2), Backhoe (3), River Road, Hornetown Road, Spring Street and Sheepboro Road Bridges (3), Engine 4 (1), Ambulance 2 (3), Scott air packs (1), 19 Passenger Van (3)

#### **6). CIP Recommendations:**

**Motion**: (Capello, second Titus) that the Capital Improvement Plan Committee make the following funding recommendations to the Board of Selectmen: \$5,000 to the Highway Equipment Capital Reserve Fund; \$1,000 to the Recreation Equipment Capital Reserve Fund and \$5,000 to the Bridges and Road Design Capital Reserve Fund passed 6-0.

**7). Next Meeting**: Thursday, December 27 at 3 p.m. at the Municipal Office Building

#### **8). Adjournment:**

**Motion**: (Titus, second Cardinal) to adjourn the meeting passed unanimously at 6:50 p.m.

Respectively submitted

Kathleen Magoon, Recording Secretary

---

Paula Proulx, Chairman