

**TOWN OF FARMINGTON  
CAPITAL IMPROVEMENT COMMITTEE  
Wednesday, August 2011, 2012  
356 Main Street, Farmington, NH**

**Members Present:** Ann Titus (Budget Committee), Joe Pitre (School Board), Paul Parker (Planning Board), Sam Cataldo (Budget Committee)

**Selectmen's Representative:** Paula Proulx and Arthur Capello

**Town Staff Present:** Town Administrator Keith Trefethen

**Public Present:** Jim Horgan

**At 5:05pm Interim Chairman Paula Proulx called the meeting to order.**

**1. Public Comment:**

None

**2. Review of Minutes:**

*Ann Titus motioned to approve the minutes of July 25, 2012 as amended, 2<sup>nd</sup> Joe Pitre. Motion carried with all in favor.*

**3. Overview from Kathy Menici:**

Keith explained that after a discussion with Paula and Kathy Menici it was discussed that he would be a better person to assist with this CIP project because the first piece is mainly financial. Arthur stated that he feels the first step is discovering what each department foresees as their needs and wants over the next six years or so. Keith replied that he is excited to work with the department heads to establish their needs and wants and help create the new CIP plan. Paula added that a big part of the CIP is making sure it is affordable by doing a fiscal analysis to establish support for the plan.

The committee reviewed the OEP suggested steps for creating a CIP and Paula pointed out that the end of each Master Plan chapter there is a list of "action items" that would help this committee. One of these steps is to confirm the CIP committee's authorization to create a CIP plan and Paula stated that the town voted on March 14, 2007 to grant this authorization. Also the date of the adoption of the Master Plan was in 2008, however the Planning Board minutes where they adopted the Master Plan need to be obtained. Ann will get copies of both the town vote and the adoption of the Master Plan for the CIP file.

**4. Setting A Plan:**

The Committee held a discussion on what type of projects would be considered for the CIP plan. Paula stated the past committee had set the threshold at \$5,000. Arthur stated he feels the threshold should be hire at maybe \$10,000. Keith suggested looking at what other towns of similar value set as their figure. *Arthur Capello motioned to set the CIP cost minimum at \$10,000, 2<sup>nd</sup> Paul Parker. Motion carried with all in favor.*

Paula gave the members the packets Kathy Menici put together. They reviewed the data gathering form provided and *Ann Titus motioned to adopt the form for the committee's use, 2<sup>nd</sup> Arthur Capello. Motion carried with all in favor.*

The Committee needed to decide what defines a capital item for the department heads. They reviewed the definition of capital items in the OEP Manual Chapter 6 and decided this would be an appropriate definition. Keith will copy it for the department heads. Keith will develop a cover letter to go to the department heads and forward it to the Committee for their approval. It was then decided that CIP requests from the department heads should be forwarded back to the committee by the October 3, 2012 meeting. *Paul Parker motioned to have the department head CIP requests by 10/3/12, 2<sup>nd</sup> Ann Titus. Motion carried with all in favor.*

The school CIP requests were then discussed. Keith will draft a letter to the school department to request their CIP plan and Joe will follow up with the School Board. The hope is to get information back from the schools for the October meeting also.

*At 6:43pm, Ann Titus motioned to adjourn, 2<sup>nd</sup> Sam Cataldo. Motion carried with all in favor.*

Respectfully Submitted,

Brandy Sanger  
Recording Secretary