

**TOWN OF FARMINGTON
CAPITAL IMPROVEMENT COMMITTEE
Wednesday, September 5, 2012
356 Main Street, Farmington, NH**

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

Members Absent: Joe Pitre (School Board)

Selectmen's Representative: Paula Proulx and Arthur Capello

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

1. Public Comment:

None

2. Review of Minutes:

Arthur Capello motioned to approve the minutes of August 22, 2012 as amended, 2nd Ann Titus. Motion carried with all in favor.

3. Announcements:

A. Paula asked how the amended minutes would be certified/signed and it was decided that Ann as the Secretary would sign off on the final accepted copy for the file.

B. Paula informed the members that Town Administrator did create the cover letter for the department heads requesting the CIP items for each department and sent it along to the heads along with all the necessary paperwork and supporting documents. The School Superintendent was also included in the list of those to receive the packets. It was noted that the library was probably left out of the list and Paula will ask Keith to forward them a request as well.

4. Look at Fiscal Analysis:

Paula pointed the members to the expenditure report gathering sheet that Kathy Menici provided her for the last meeting. The committee would like to have the form filled out with the ten year history of the capital expenditures of the town. It is possible that the LGC site might have the excel spreadsheet that can be utilized. *Arthur Capello motioned to utilize the forms provided by Kathy Menici for the ten year history of expenditures, 2nd Ann Titus. Motion carried with all in favor.*

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5. Review Master Plan for Action:

Kathy Menici created a document that lists all the action items for each department from the Master Plan. Paula asked the members to review the “potential action” documents and identify items they feel would be appropriate CIP items and possibly their priorities for the next meeting.

6. New/Old Business:

A. Paul explained the Planning Board has received a grant to hire a consultant to review the master plan and make recommendations for updates.

At 5:47pm, Arthur Capello motioned to adjourn, 2nd Ann Titus. Motion carried with all in favor.

Respectfully Submitted,

Brandy Sanger
Recording Secretary