Town of Farmington
Capital Improvement Plan Committee
Thursday, August 6, 2015

**Committee Members Present:**
Paula Proulx, Selectmen’s Rep., Chairman
Ann Titus
Sam Cataldo
Arthur Capello, Town Administrator
Martin LaFerte, Planning Board Rep.
Steve Welford, Superintendent (6:18 p.m.)

**Committee Members Absent:**Joe Pitre, School Board Rep.

**1). Call to Order:**
Chairman Proulx called the meeting to order at 6 p.m.

**2). Pledge of Allegiance:**
All present stood for the Pledge of Allegiance.

**3). Review Minutes:
Motion:** (Titus, second Cataldo) to approve the minutes of July 2, 2015 as written passed 4-0-1 (Laferte abstained).

**4). Review CIP Requests with Public Works Director:**Town Administrator Capello told the committee he met with Public Works Director Dale Sprague to discuss what capital items will be needed for the department and what information the committee is looking for to include in the Capital Improvement Plan. He said Sprague expressed some concerns about taking the time to research the information, compile it and supplying it to the committee only to have it ignored or shelved. Capello said he assured Sprague that the committee is serious in their attempt to develop a plan that outlines priorities, plans for future needs and provides supporting evidence for what is requested. He added that he also suggested Sprague consider lease purchase for some equipment as the payments are a “short term bite” and then the payments can be set aside to fund future CIP needs after the lease has ended. Discussion included what level of detailed information to request from Sprague, setting a $10,000 threshold for inclusion in the CIP, determining vehicle life by actual use not by the average expected life span and presentation of something feasible to Selectmen. The committee decided to request that Sprague provide a list of existing equipment, replacement costs, life expectancy, remaining life of each item, condition of bridges, date each bridge would be eligible for state funding and if the town can complete any of bridge work needed.

**5). Other Business:***A). Recreation Dept.-* Capello provided photos showing the condition of the 15-passenger Thomas Bus used by the Rec. Dept. for senior trips. If all of the needed work was completed it would cost about $8,300 to pass inspection and put it back on the road. Capello said the vehicle is about 15 years old and not worth repairing. He said he told Rec. Dept. Director Rick Conway to take the vehicle off the road and rent a vehicle for the senior trips. Discussion included possibly renting a vehicle from the School District, how often the bus is used, saving some mileage by having kids walk to the after school program at the Rec. Dept. and purchasing a vehicle from the School District.
Superintendent Welford then arrived and told the committee that there is no bus the School District is getting rid of that is big enough to meet this need for the Rec. Dept. He suggested considering other types of vehicles, leasing a new vehicle or purchasing a used van from one of the local transit companies. He then told the committee that the School District is scheduled to return a little over $400,000 to the town in unexpended funds and suggested some of those funds could be used to purchase a new bus for the Rec. Dept., as well as some other smaller purchases for the town and still have enough left to offset the tax rate if the Selectmen chose to do so. This would be a way to purchase some of the things the town needs without impacting the tax rate he said.
 The committee then decided to recommend putting $7,000 in the CIP for bus replacement for the dept.
*B). Technology*- Chairman Proulx said Town Clerk Kathy Seaver requested the committee consider the technology needs of the town. Capello said the computers are in good shape, but specialized software programs and replacement of the very slow server are needed. Welford said he would ask the School District Technology Director to review the town’s current equipment and programs, suggest improvements and assist with the RFP for IT service.
 *C). Public Safety Building*- Capello told the committee that Selectmen have chosen the Route 153 site as the proposed site for the new facility. Next steps include review of the plans with Selectmen, dept. heads, and residents and choosinging a bond attorney.
*D). Police Cruisers*- Martin Laferte asked if the cruisers were still included in the CIP. Chairman Proulx said they were removed from the plan as they are funded by a Capital Reserve fund funded by Police Special Details.
*E). Fire Dept. - Air Pacs*- Chairman Proulx said the committee has not received any further information regarding the firefighter air pacs. Discussion included the number of firefighters are in the dept., how many air pacs the dept. has, expiration dates for respirators and tanks, how many need to be recertified each year, the cost for a tank and mask and whether the items should be included in the operational budget. Capello said he will ask Chief James Reinert to provide the requested information.

**6). Next Meeting:**The next meeting is scheduled for Thursday, September 3 at 6 p.m. The agenda will include updates on technology, bridges, Public Works Director, Fire Dept. and Other Business.

**7). Adjournment:**Motion: (Laferte, second Cataldo) to adjourn the meeting passed unanimously at 7:10 p.m.

Respectively submitted
Kathleen Magoon
Recording Secretary