

Town of Farmington  
Capital Improvement Plan Committee  
Thursday, December 3, 2015

**Committee Members Present:**

Paula Proulx, Selectmen's Rep., Chairman  
Arthur Capello, Town Administrator  
Ann Titus  
Martin Laferte

**Committee Members Absent:**

Sam Cataldo  
Joe Pitre  
Paul Parker

**Others Present:**

Erica Rogers, Welfare Director/Administrative Assistant

**1). Call to Order:**

Chairman Proulx called the meeting to order at 6:20 p.m.

**2). Pledge of Allegiance:**

All present stood for the Pledge of Allegiance.

**3). Review of Minutes:**

Tabled until the next meeting.

**4). Review Any Updates:**

Mr. Capello introduced Erica Rogers to the committee and thanked her for her assistance in gathering and preparing information for the committee. She provided copies of sample Capital Improvement Plans from other communities, a proposed introduction to the Farmington plan, a brief history of the town and a spreadsheet containing the 2015 requested and proposed capital improvements. Chairman Proulx asked that the spreadsheet be reconfigured to contain three columns showing the requested dollar amounts, the actual proposed amount and the name of the fund where the appropriation will be deposited.

Discussion also included scheduling a committee meeting each year in September to update the spreadsheet at the beginning of budget season and whenever the town receives a grant that affects the CIP. Members also reviewed the sample CIP's from New Durham, Windham, Hooksett and Concord and discussed taking the information contained in the spreadsheet and putting it into written language similar to New Durham's plan for use as handouts to the public.

**5). Prepare CIP for Town Meeting:**

The committee then continued their discussion on what should be included in the plan when it is presented at Town Meeting. Discussion included keeping it simple and easy to understand, including

spreadsheets submitted by Fire Chief James Reinert, Public Works Director Dale Sprague and Recreation Dept. Director Rick Conway, add the School District CIP as a guideline, town and school debt ratio, information on the proposed Public Safety Building and the existing bonds that will be paid off in the next four years. Consensus of the committee was to include the introduction, table of contents, proposed capital improvements, tax impact breakdown and the Public Works and Fire Dept spreadsheets with equipment life expectancy. Mr. Capello and Ms. Rogers will prepare a draft plan and present it at the next committee meeting for review.

**6). Any Other Business:**

Next Meeting- January 7 at 6 p.m.

Agenda- Review of the draft CIP plan for Town Meeting

Review of draft warrant article

Review of Minutes

Any Other Business

Adjournment

**7). Adjournment:**

**Motion:** (Laferte, second Titus) to adjourn the meeting passed unanimously at 7:05 p.m.

Respectively submitted  
Kathleen Magoon  
Recording Secretary