

Town of Farmington  
Capital Improvements Plan Committee Meeting  
Thursday, January 7, 2016

**Committee Members Present:**

Paula Proulx, Chairman  
Ann Titus  
Arthur Capello

**Committee Members Absent:**

Sam Cataldo  
Joe Pitre  
Martin Laferte

**Others Present:**

Admin. Asst. Erica Rogers

**1). Call to Order:**

Chairman Proulx called an informal meeting to order due to the lack of a quorum at 6:05 p.m.

**2). Review of the CIP Documents:**

Ms. Rogers presented copies of the proposed CIP plan with supporting informational spreadsheets to committee members for review. Chairman Proulx asked the members to consider what the document is intended to do, does the information included help or hurt the CIP plan, does it promote the town and give a positive indication of what the committee has been working to accomplish.

Discussion included make the document easy to read, considering the effect of inflation on the tax rate, whether to include the School District and Library CIP proposals in the plan, provide sustainable information to gain leverage with the current and future Board of Selectmen, the information shows the town has been fiscally conscious and good to the schools and including recognition for Ms. Rogers work in composing some of the documents in the plan.

Members then reviewed each of the sections and made the following suggestions:

Cover- reduce the white space by changing font size, add a photo or re-center the title

Page 5, tax rate table for the last 5 years- add an asterisk directing the reader to an addendum showing the total breakdown for the last 10 years.

Appendixes- add a title to all appendixes. Verify the order of appendixes flows with the text.

Fire Dept. - reconfigure the dept. requests to fit on one page.

School District CIP-add two pages provided by Superintendent Welford at the end of the plan for informational purposes.

Include a breakdown of the budget needs for each section of the budget over the last 10 years.

Capello suggested professionally bound copies of the plan be provided for committee members and one bound copy to be kept at the Municipal Office Building. Stapled paper copies will be provided for residents requesting a copy he said.

**Adjournment:**

The meeting adjourned at 6:45 p.m.

Respectively submitted

Kathleen Magoon

Recording Secretary