

Town of Farmington
Capital Improvements Plan Committee Meeting Minutes
Thursday, November 10, 2016

Committee Members Present:

Paula Proulx, Chairman, Selectmen's Rep.
Ann Titus, Vice Chairman
Sam Cataldo
Arthur Capello, Town Administrator
Martin Laferte, Planning Board Rep.

Committee Members Absent:

Joe Pitre, School Board Rep.

Others Present:

Erica Rogers, Admin. Assistant

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 of Minutes:

October 5, 2016- No Corrections or omissions.

Motion: (Laferte, second Titus) to approve the minutes as written passed 5-0.

4). Recommendations for 2017:

The Committee reviewed the dept. heads requested and CIP/Selectmen proposed funding for last year and made the following recommendations for the 2017 budget:

Highway Dept. - the CIP committee proposed \$30,000, Selectmen proposed \$25,000;

The Highway Motorized Capital Reserve Fund currently contains \$26,316.

The DPW Director requested the purchase of a F550 dump truck to replace the current F550.

Mr. Capello said the town is looking at a lease plan for the truck and suggested the committee recommend that \$25,000 be set aside for a lease down payment for the dump truck.

Consensus of the committee was recommend \$25,000 be placed in Highway Motorized CRF.

Recreation Dept. - the CIP committee proposed \$4,000, Selectmen proposed \$4,000

The Recreation Equipment Capital Reserve Fund currently contains \$7,954

The Recreation Director is proposing to install basketball hoops in the Town Hall and to purchase a 2 seat side by side ATV-like vehicle.

Chairman Proulx suggested the Recreation Director attempt to get donations for the basketball hoops from the sports fans in town.

Discussion included potential uses for the ATV vehicle, where it will be stored, this is a Class III (desirable) priority and the previous request for a 2 wheel drive truck will be struck out of the recreation equipment requests.

Consensus of the members was to recommend \$4,000 be placed in the Recreation Equipment CRF.

Fire Dept (SCBA) - the CIP Committee proposed \$30,000 Selectmen proposed \$15,000

The Chief requested \$300,000 for 32 packs needing replacement due to date of expiration.

The Chief pursued a grant with a 95% - 5% split but it was denied because the application did not contain a line-by-line breakdown of the dept. budget.

Mr. Capello said the Chief intends to re-apply for the grant and that the prospects look good to

receive the grant.

Chairman Proulx suggested reducing the amount proposed to \$10,000 which would still cover the 5% to be paid by the Town if the grant is received.

Consensus of the members was to recommend putting \$10,000 in the Self Contained Breathing Apparatus Fund.

Emergency Motorized Equipment- the CIP Committee proposed \$30,000 Selectmen proposed \$40,000

The Emergency Motorized Equipment Capital Reserve Fund currently contains \$25,879.

Mr. Capello noted the \$40,000 appropriation was funded with revenues from ambulance billing and no funds from general taxation.

Consensus of the members was to recommend placing \$40,000 in the Emergency Motorized Equipment CRF.

Bridges- the CIP Committee proposed \$20,000 Selectmen proposed \$15,000

The Bridge and Road Capital Reserve Fund currently contains approx. \$90,000.

Mr. Capello said the town is shovel ready for one bridge replacement and suggested the CIP proposal be reduced to \$10,000.

Consensus of the Committee was to recommend putting \$10,000 in the Bridge and Road CRF.

Future Technology- the CIP Committee proposed \$0 Selectmen proposed \$0

The Future Technology Capital Reserve Fund currently contains approx. \$41,000.

Consensus of the Committee was to recommend not placing any additional funds in the Future Technology CRF at this time.

Mr. Capello added that he intends to recommend to Selectmen that an additional \$1,000 to \$2,000 be added to the Town Employee Financial Obligation Capital Reserve Fund as funds will begin to be withdrawn from the fund with the retirement of DPW Director in 2017.

Assessing- Mr. Laferte asked if the committee intends to recommend that \$20,000 be budgeted each year for 4 years to fund the 5 year statistical valuation of the town.

Mr. Capello said he misunderstood the recommendation from the Assessing Clerk and the town should have begun saving for the valuation last year. He said he will recommend to Selectmen that a Capital Reserve Fund be created to be funded with \$30,000 a year for 3 years. The first year could be funded from the undesignated fund balance he said.

Consensus of the Committee was that this is a Class II (necessary) priority and to recommend taking \$30,000 out of the undesignated fund balance for the first year contribution to the CRF.

Chairman Proulx then asked if there were any other requests or changes to the priority of the requests.

Members requested Mr. Capello provide more information about the F550 truck requested by the DPW and to find out if it was included in the CIP equipment request.

School District CIP- Chairman Proulx said she did not receive any information from Mr. Pitre so discussion of School District CIP plans would need to be postponed until a representative is present at the meeting.

Motion: (Cataldo, second Capello) to move forward with all of the Capital Reserve Fund recommendations including the recommendation to create a new fund for Assessing passed 5-0.

Chairman Proulx requested a draft of the recommendations be sent to members when available.

5). Any Other Business: None.

6). Next Meeting: Thursday, December 15, 2016 at 6 p.m.

7). Adjournment:

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

Respectively submitted
Kathleen Magoon
Recording Secretary

Paula Proulx, Chairman

DRAFT