

CIP COMMITTEE MEETING
March 21, 2012

Call to Order

Councilor Sharon called the meeting to order at 6.00 p.m. located on the lower level meeting room of the Franklin City Hall.

In Attendance

Councilor/Chair Sharon, Committee Members: Councilor Desrochers, Councilor Cournoyer, School Board Member Ray Yonaitis, School Board member Steve Barton. Others in Attendance Mayor Merrifield, Councilor Trudel, Councilor Dzujna, City Manager Dragon and Finance Director Milner

Capital Improvement Plan

Councilor Sharon commented that this evening he would like to see the committee review and adopt the language proposed in the CIP plan tonight and then in May the committee will come back and review financial updates from the school and the city. The overall plan then needs to be adopted by the council.

Councilor Cournoyer asked if we can adopt the plan without funding.

Councilor Sharon responded that yes because this is a planning document for the future. The idea is plan ahead so that we are prepared.

Director Milner reviewed what the committee had done last year. She reviewed the highlighted pages that needed to be discussed and approved by the committee this evening which would update the language in the plan. Director Milner also let the committee know she has already updated the document with the most current financial data.

Manager Dragon reviewed the process she used last year with the department heads to update the CIP booklet. She indicated that a great deal of time and effort was spent updating the hundreds of pages in the CIP booklet. Manager Dragon indicated it was her philosophy that instead of submitting packets by department to CIP committee directly she instead submitted one plan for the entire city (excluding the school) which does their own plan. So she met with her depts. and

together they hashed out a plan over several years which prioritized items that needed to be purchased in year 1, 2, etc. She stated that it made no sense to go into the CIP committee and have the departments compete with one another. Therefore, as part of our submission we crafted a summary sheet with totals by year attempting to level out the amount each year of capital expenditures over a set number of years. In a perfect world, if funding was available a set amount of money would be allocated to a capital plan each year that would go to either capital reserves, capital outlay, bonds, leases etc to stabilize the impact on the budget and maintain an investment in infrastructure. However, we have not been a position to do this and won't be until our revenue picture changes. We have been doing things like grant funded infrastructure improvements such as the water treatment project and leasing equipment like police cruisers. This year instead of going through all the time and effort to update the hundreds of back up pages of the CIP plan for very few changes, I have directed the department heads to only submit the changes (additions/deletions) to the plan and we will update the summary of projects sheet that is in front of the booklet to save time and money.

Councilor Desrochers agreed it is a lot of time, money and effort wasted. If we can keep it up to date it won't be so hard in the future.

The Committee reviewed the highlighted sections beginning with general guidelines adopted by the CIP Committee and agreed on the following amendments underlined below:

Scheduling and general planning

1. The CIP committee shall meet "as needed".
2. City Departments shall begin revision of CIP information and new requests in "February" of the preceding fiscal year.
3. CIP Committee shall review department requests as presented and rank each request with funding recommendations by "April".
4. (Eliminate Planning board language) CIP Committee forwards plan to the City Council by "May" of the ensuing fiscal year.
5. City Council reviews CIP plan at its Budget Hearing during budget presentation from "May" through adoption of the budget in June.

Capital improvement planning

6. If new project appropriation needs are identified at an interim period during the fiscal year, the funding sources will be identified and the mid-year appropriations "resolution" will be utilized.....

Next Director Milner reviewed the change in Fund balance policy later under Capital Improvement Plan Funding Sources-City Revenue Sources. Director Milner indicated she included the updated language in the document.

It was moved by Councilor Desrochers, seconded by Councilor Cournoyer to adopt the language of the capital improvement plan as presented and amended this evening. Vote was unanimous.

Next meeting was discussed and a couple members had a conflict and therefore it was changed to May 14th at 6pm downstairs at city hall.

Motion to adjourn made by Steve Barton, seconded by Councilor Desrochers. All in favor, meeting adjourned at 6:50 p.m.

Respectfully submitted,

Elizabeth A. Dragon