

Town of Franconia
Capital Improvement Planning Advisory Board
1 MAY 2023 • Time: 1530 • Town Hall - Water Dept Office

Present: Steve Plant, Jan Cole, Danielle Dawson, Dan Walker, Monica LaFlamme, Larry Plate

Others: None

Regrets: None

Absent: Trevor Presby, Peter Grote

I. Call to Order / Opening Remarks

- A. The meeting was called to order at 1531.

II. Approval of the Minutes from 5 DEC 2023 & 19 DEC 2023

Motion: To approve the minutes of 5 DEC 2023 & 19 DEC 2023 as amended

Motion By: J. Cole

Seconded By: M. LaFlamme

Carried

III. Additions to the Agenda

- A. Meeting with New Rec Director

IV. Approval of the Agenda - Accepted as amended

V. Review of 2022

- A. The two items below were discussed to close out the 2022 CIP season:

1. Prior minutes have been submitted for upload to the town website.
2. Highway Heavy Equipment - Truck Proceeds
 - a) A value of \$38K was allocated to the Highway Heavy Equipment Fund where it should have gone to the Highway Truck Fund.
 - b) Mitigation is to adjust the 2024 Capital Reserve funding to the Highway Heavy equipment.

VI. Leadership for 2023 CIP Season

Motion: To accept Steve Plant as the CIP Chairperson

Motion By: M. LaFlamme

Seconded By: J. Cole

Carried

VII. Meeting Schedule & Structure

- A. The meeting cadence for the CIP will remain the same as last year, prioritizing biweekly Mondays at 3:30pm in the Town Hall with additional meetings as needed. The proposed milestones are noted below:

1. Disseminate forms to department heads by June 1, 2023

2. Schedule department head meetings to begin mid-July, pending submission of forms from the respective parties
3. Receive completed forms by July 1, 2023

There are desired improvements to the process including a digital entry format, simplified forms, requiring hard quotes for items being recommended for purchase, and market estimates for any other future purchases.

- J. Cole and D. Dawson plan to collaborate on the form updates to simplify the data acquisition process for department heads and CIP members.

B. Actions:

1. Identify critical fields to require in the form (12 May 2023) - *J. Cole*
2. Add macros and support form creation as needed (12 May 2023) - *D. Dawson*
3. Draft a cover letter for dissemination to the department heads clarifying updates to the process for 2023 forward (12 May 2023) - *D. Dawson*

VIII. CIP Form Distribution to Dept. Heads

A. There are 6 items miscellaneous submitted annually that the CIP desires clear ownership for. It is requested that the Selectboard assign responsibility as follows:

1. The Rink & Dow - Buildings and Grounds
2. Rec Van - Rec Department
3. Library, Franconia Heritage Museum, & Frost Place - individual representatives from each of these organizations as named by the Selectboard

J. Cole sought clarity and what buildings were covered under Buildings & Grounds. S. Plant was able to provide a list of buildings provided by the department head to include the maintenance garage near the cemetery, the Mittersil fire building, warming hut (newly rebuilt), recycling shed, and Splude's place near the iron furnace.

B. Actions:

1. Determine Schedule for meetings and department heads for dissemination (12 May 2023) - *D. Dawson*

IX. Trade-Ins vs. Auction of Equipment

A. In recent years, equipment sold at auction has elicited a higher than expected sell price as compared to trade-ins. The CIP recommends that all equipment sales default to auction. In this way, more consistent history can be kept regarding sell price and there is a consistent process across the board. Exceptions can be made by the Selectboard upon special request.

B. Actions:

1. Ensure Sharon Penny and Dan Walker are able to provide feedback on this suggestion (12 May 2023) - *S. Plant*

X. Additions to the Agenda

A. Meeting with New Rec Director

1. The new department head of the Recreation Department, Katie Raymond, has requested to meet with the CIP to understand the process. It was proposed that this take place during the next CIP meeting to ramp her up prior to receipt of the forms for the coming year.
2. Actions:
 - a) Check availability with Katie for next meeting (**12 May 2023**) - S.
Plant

B. Establishing Team Norms for the CIP

1. General discussion regarding expectations for meeting attendance and communication as criteria for CIP membership drives a need for establishing team forms. There is an opportunity to document these expectations for future onboarded members to the committee.

XI. Adjournment

- A. The meeting was called to adjourn at 1654.

XII. Next Meeting 12 May 2023 tentatively at 10am

Danielle Dawson - 1 May 2023