

Town of Franconia
Capital Improvement Planning Advisory Board
12 MAY 2023 • Time: 1000 • Town Hall

Present: Steve Plant, Jan Cole, Danielle Dawson, Monica LaFlamme, Sharon Penny

Others: Katie Raymond

Regrets: Larry Plate, Trevor Presby

Absent: Peter Grote, Dan Walker

I. Call to Order / Opening Remarks

- A. The meeting was called to order at 1002.

II. Approval of the Minutes from 1 MAY 2023

Motion: To approve the minutes of 1 May 2023 as circulated

Motion By: S. Plant

Seconded By: J. Cole

Carried

III. Approval of the Agenda - Accepted as circulated

IV. CIP Overview of Process

- A. Katie Raymond, Town of Franconia Recreation Director, joined the CIP to receive in introduction to the CIP process and cycle.
- B. No motions made during this session
- C. No follow-up required

V. Trade-Ins vs. Auction Recommendation Decision

- A. Steve Plant reached out to Dan Walker regarding the CIP's recommendation to auction equipment. Dan brought this to the selectboard meeting and it was received positively. This will be included in this year's CIP report.

VI. Membership - Town Administrator

- A. Steve Plant reached out to the membership to discuss CIP commitments. Those who are not able to make consistent meetings were asked to attend as consultants for specific department head meetings given their domain and industry knowledge.

VII. New CIP Status Form

- A. Jan Cole consolidated the forms from prior years into a singular form containing prioritized inputs that are most usable to the CIP. Minor recommendations were made to finalize the form for a 1 JUN 2023 release to the department heads.

Larry Plate submitted a question in advance of the meeting regarding where the ambulance funds would live. The decision was made to add these to the fire department form. Once a contract with Littleton has been established by the selectboard, it can be recommended where the funds are distributed.

- B. No motions were made

C. No additional information required

D. Actions:

1. Add in Misc. Departments, highway items, and qualitative cells to finalize form (1JUN2023) - *J. Cole*

VIII. Upcoming Cycle Schedule

A. The proposed schedule was approved by the team with the addition of two meetings during the summer to prepare for the upcoming cycle on 26 JUN 2023 and 10 JUL 2023.

B. No motions were made during this session

C. No additional information required

D. Actions:

1. Request the town generate a CIP email address to the town of Franconia (1JUN2023) - *J. Cole*

IX. Cover Letter Review

A. Danielle Dawson and Steve Plant drafted a cover letting to convey the updated cycle schedule, form, and process to the department heads.

B. If a motion was made put the information in here

C. If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed

D. Actions:

1. Finalize inputs from the group into the cover letter for distribution (1JUN2023) - *D. Dawson*

X. Adjournment

A. The meeting was called to adjourn at 1133.

XI. Next Meeting 26 Jun 2023

Danielle Dawson - 12 May 2023