

**Town of Franconia**  
**Capital Improvement Planning Advisory Board**  
19 September 2022 • Time: 1530 • Town Hall

**Present:** Kim Cowles, Steve Plant, Larry Plate, Dan Walker, Danielle Dawson, Monica Laflamme, Jan Cole, Trevor Presby

**Others Present:** Chief Mac Cashin, Tim Blake

**Regrets:** No regrets received

**Absent:** Peter Grote

**I. Call to Order / Opening Remarks**

- A. The meeting was called to order at 1533.
- B. No opening statements made.

**II. Approval of the Minutes from 29 AUG 2022**

Motion: To approve the minutes of 29 AUG 2022 as amended.

Motion By: Jan Cole

Seconded By: Monica Laflamme & Steve Plant

**Carried**

**III. Additions to the Agenda - Agenda accepted as distributed**

**IV. Business Arising out of the Previous Meeting**

**V. Meet with Police Department - Chief Mac Cashin**

- A. Chief Mac Cashin opened by stating there are two vehicles generating input to the CIP: 1) a 2020 Chevy Tahoe and 2) a 2022 Dodge Charger. Currently, both vehicles are on alternating replacement cycles such that there is only one vehicle being purchased in a given cycle.

Chief Cashin stated that the Tahoe is working well. Beyond typical maintenance, the only issue the vehicle had was a seal leak around an upfitted antenna which was replaced for \$250 by the town. The Tahoe is currently on a 5-year replacement cycle (scheduled in 2025). He suspects that the Tahoe may extend the plan given the expected usage. The consequences of a piece of equipment extending the planned replacement cycle is that it risks having to purchase two vehicles in the same cycle.

Dan Walker is asking all department heads to be abreast of the going rate for equipment. Chief Cashin has a quote for \$48-50k which is on track with current contributions. This estimate is for a replacement year of 2025 cost and includes the cost of upfit.

The Dodge Charger is new this year. The previous vehicle was traded in at \$12.5k. The budget for the new charger was \$40-42k and came in at \$30.5k.

There was discussion amongst the group around whether five years is a reasonable replacement cycle. Previously, cruisers were on a three year replacement cycle. This was adjusted to five years based on usage. Chief Cashin was tasked with monitoring fuel and usage for any changes in the trend.

B. No motions made during this session.

C. Follow Up:

1. Future years should track mileage

D. Task:

1. Scan in Police Chief's intake forms (21 September 2022) - Kim Cowles

2. Add Police information details to the spreadsheet (Next Meeting) - Jan Cole

## VI. Meet with Transfer Station – Tim Blake, Department Head

A. Dan Walker provided an overview of the Tri-town Transfer Station for the benefit of new CIP members. The transfer station is funded by Easton, Franconia, and Sugar Hill, however, the operation falls primarily on Franconia based on population. Department Head Tim Blake has five items generating input to the CIP.

The first item discussed is the PTR Compactor (2007) which is having problems with the hydraulic system. It has had numerous repairs by the town highway department requiring disassembly, repair/welding, and reassembly. Additionally, a new steel floor was installed. Tim Blake recommends replacing the large piston at North Country Hydraulics in Littleton, NH for ~\$6K. Additionally, the pump and motor replacement kit would be \$3,261.50. The lead time for repair was within a 3-4 day turnaround time. The new steel floor and proposed repairs would likely yield another ~10 years beyond 2022, well outlasting the planned replacement in 2027.

By contrast, to go back to the manufacturer and do a complete replacement (excluding the structural bones of the system) is roughly \$20K. The repair is deemed urgent and as such was determined to go to town meeting as a result of this as well as being a Tri-town line item.

The second piece of equipment discussed was the Harris Bailer (2014) for mixed paper, newspaper, and aluminum. It is in excellent condition, requires no repairs, and undergoes preventative maintenance (grease points, interlocks on switches, etc.) performed regularly by Tim Blake. It is currently 8 years old with a 20-year life.

The third piece of equipment discussed was the PTR Bailer (2010) for cardboard and tin which needs new hydraulic oil (approx 30 gal). There are no other major issues with this item and Tim Blake stated that visual indicators would be present if there were additional hydraulic concerns.

The fourth item discussed was two 40-yard closed top containers which are in good condition with no visible rust or wear.

The last item discussed was a 40-yard open top container which is also in good condition with normal rust and wear visible. Trevor Presby stated that replacement cost should be monitored closely due to the volatile price of steel and that \$10-12k would be more realistic.

The replacement of the skid steer was approved via warrant article in 2022 has been delayed due to supply chain availability of equipment which meets the town's needs. If this is not procured in 2022, it will need to go to a warrant article for 2023.

Tim Blake described the desire for two additional projects to be considered: 1) a bailer for processing plastic at the Tri-town Transfer Station and 2) asphalt paving for the Tri-town Transfer Station.

Bailing plastics under this proposal would require modifying the existing procedures. Currently, all plastic types numbered 1-7 are accepted. Bailing would yield \$0.09 per pound. An analysis is needed to compare the cost of the bailer, process modifications, UV protection, microplastics impact on the ground water, and staffing against the cost of shipping and handling to Bethlehem.

Tim Blake procured a quote for \$38k to pave the grounds at the transfer station and address complaints during snow/mud season and improve working conditions. The group discussed if this would be covered under buildings and grounds. Jan Cole concluded that all towns should have feedback on the cost of the project and possibly set up its own capital reserve to save for this item as it is part of Tri-Town buildings and grounds.

B. No motions made

C. Follow Up:

1. Cost of closed top containers as a result of steel prices
  - a) Can we modify procedures to bring the empty container when they take the full container so that more equal wear and tear occurs?
2. Long term separate discussion regarding what happens if Casella is no longer available for trucking and this becomes more expensive for the town
3. Paving and building with the tritown

D. Task:

1. Review the Harris Bailer purchase year & life time (2004 vs. 2014) (**Next Meeting**) - *Jan Cole / Steve Plant*
2. Review specs for the skidsteer provided by Tim Blake (**Next Meeting**) - *Trevor Presby*
3. Add Transfer Station details to the spreadsheet (**Next Meeting**) - *Jan Cole*

**VII. Review draft meeting minutes from 8/29/22**

- A. Danielle Dawson drafted a template for meeting minutes moving forward. No additions or edits were made to it.
- B. No additional motions beyond accepting the previous meeting's minutes.
- C. No Further Info
- D. Task:
  1. Correct Jan's email within the google drive (**Next Meeting**) - *Danielle Dawson*
  2. Correct Larry's email within the google drive (**Next Meeting**) - *Danielle Dawson*

**VIII. Review draft of Department spreadsheet update**

- A. Jan Cole updated the CIP spreadsheet to include inflation updates, estimates for each project project. She also generated an artifact showing the fund balances. Proposed updates include projecting out the end balance of each fund less the cost of the items put forward to the CIP. The group agreed to move forward with these edits.

**IX. Questions & Answers - None for this meeting**

**X. Additions to the Agenda**

- A. S. Plant will circulate the agenda on Wednesday (9/21/22). Please notify him if there are any additions needed.

**XI. Adjournment**

- A. The meeting was called to adjourn at 1703.

**XII. Next Meeting 26 September 2022 at 1530.**

Buildings & Grounds  
Highway