

Town of Franconia
Capital Improvement Planning Advisory Board
26 June 2023 • Time: 1530 • Town Hall

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

Others: N/A

Regrets: Larry Plate

Absent: Peter Grote

I. Call to Order / Opening Remarks

- A. The meeting was called to order at 1533.

II. Approval of the Minutes from 12 May 2023

Motion: To approve the minutes of 12 May 2023 as circulated

Motion By: Jan Cole

Seconded By: Monica LaFlamme

Carried

III. Additions to the Agenda - None

IV. Approval of the Agenda - Accepted

V. Status of Form Distribution

- A. There was an issue discovered with distribution limiting the view of the form to department heads. This was corrected and redistributed to department heads by D. Dawson. An email account was created for the CIP so distribution to and from the CIP will occur at CIP@franconianh.org moving forward. Feedback so far from Highway and Transfer Station is positively in favor of the simplified process.
- B. No motions made during this session
- C. No follow-up required
- D. Task:
1. Reach out to the Frost Museum via phone/Jenny (30Jun2023) - *D. Dawson*
 2. Update the CIP Roster on the town webpage and add the CIP email address (30Jun2023) - D. Dawson via J. Monahan

VI. Confirm Upcoming Schedule

- A. Initially, there was a tentative meeting for the 3rd of July. This has been canceled. The CIP schedule will resume on 17 July 2023 and occur biweekly thereafter
- B. No motions made during this session
- C. No follow-up required
- D. No Tasks.

VII. Road Grader Repairs

- A. The road grader is currently in for repair and was noted that the year should be updated from 1987 to 1985. Approximately \$6k have been expended for the existing repairs and the radiator will be an additional \$3.5k plus labor. The Highway department budget is showing \$11.6k out of \$32.5 has been extended from their repair line item. The CIP did not retain separate funds for the repairs. Steve Plant has taken the action to communicate this back to the department head.
- B. No motions made during this session
- C. No follow-up required
- D. No Tasks

VIII. Adjournment

- A. The meeting was called to adjourn at 1617.

IX. Next Meeting 17 July 2023

Author Danielle Dawson - 26 June 2023