

**Town of Franconia**  
**Capital Improvement Planning Advisory Board**  
29 August 2022 • Time: 1530 • Town Hall

**Committee Members Present:** Jan Cole, Kim Cowles, Danielle Dawson, Monica Laflamme, Steve Plant, Dan Walker

**Others Present:** N/A

**Regrets:** Larry Plate, Trevor Presby, Peter Grote

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

- A. The meeting was called to order at 1535.
- B. The town administrator, Kim Cowles, introduced the present members of the Capital Improvement Planning Advisory Board, including new members, Danielle Dawson & Jan Cole.

**II. Approval of the Minutes**

- A. There were no prior minutes to review as this was the first meeting of the year.

**III. Additions to the Agenda**

- A. Overview of the CIP Advisory Board
- B. Plan of Action for Meeting with Department Heads
- C. Select a Chairperson for the current year
- D. Nominate a Recording Secretary

**IV. Approval of the Agenda - N/A**

- A. No agenda was formally circulated. The scope of this first meeting was to introduce new team members, describe the purpose and actions of the Capital Improvement Planning Advisory Board, and develop a schedule culminating in a recommendation from the CIP Advisory Board to the Selectboard.

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

- A. N/A - This was the first meeting of the year.

**VI. Additions to the Agenda**

**A. Overview of the CIP Advisory Board and Possible Improvements to be Made**

- 1. Steve Plant and Kim Cowles provided an overview and printed resources of the CIP process to new members. Forms are sent out annually at the beginning of the process to get feedback from department heads about their CIP needs. Dan Walker proposed that the forms and spreadsheets be overhauled to improve utility, better estimate or account for inflation in coming years, and possibly simplify the process. New members asked about the current town budget, capital reserve, and the logistics of what

qualifies an expense to be brought to the CIP as opposed to the department's standard operating budget.

- a) Decision: *The forms should be reviewed over this year's CIP cycle and improved for next year. No changes will occur for the current year's process due to schedule constraints outlined in article VI section C.*
  - b) Decision: *The notional schedule for the CIP milestones will be:*
    - (1) *Interviews w/ Dept Heads - Sept & Oct 2022*
    - (2) *Draft CIP recommendation - End Oct 2022*
    - (3) *Finalized CIP recommendation submitted to selectboard - Nov 2022*
    - (4) *Draft Budget by selectboard - Dec 2022*
    - (5) *Fiscal Year 2023 Begins - Jan 2023*
    - (6) *Public Hearing - Feb 2022*
2. No motions made during this session.
  3. General Follow-Up:
    - a) Members should consider methods to better estimate inflation - possible avenues include looking at consumer index, evaluating inflation on a rolling wave basis, and discussing with our auditors if they have any references.
    - b) The Town website will need to be updated with new members
    - c)
  4. Task:
    - a) Send out existing CIP files and resources to new members (5 September 2022) - Steve Plant
    - b) Set up a shareable google drive for configuration controlling CIP documents which can be accessed by all members of the CIP (12 September 2022) - Danielle Dawson

#### **B. Plan of Action for Meeting with Department Heads**

1. Kim Cowles proposed a notional schedule for beginning to meet with department heads beginning September 19th. Discussion was held by all members in regards to whether this was a reasonable start date allowing ample time for department heads to review, evaluate, and return the forms. The sc PM hedule was rearranged to allow an additional week.
2. No motions made during this session.
3. No general follow-up required
4. Task:
  - a) Send out intake forms and preliminary schedule to the Heads of Departments with proposed schedule to meet (30 September 2022) - Kim Cowles
  - b) Send out updated schedule to CIP members (12 September 2022) - Kim Cowles
  - c) Update finance spreadsheets with starting & ending balance (9 September 2022) - Jan Cole

**C. Select a Chairperson for the current year**

1. A Chairperson is needed to organize the CIP Advisory Board. Steve Plant offered to step up if there was no interest from other experienced CIP members.
2. Motions:
  - Motion:* To confirm Steve Plant as the CIP Advisory Board Chairperson
  - Motion By:* Monica Laflamme
  - Seconded By:* Jan Cole
  - Carried**
3. General Follow-Up:
  - a) Steve Plant noted that he would lean on and delegate to other members on the team as necessary in order to provide learning opportunities to new members to step up in future years as the Chairperson.
4. *Task:* No tasks recorded out of this section

**D. Nominate a Recording Secretary**

1. Kim Cowles stated that a secretary within the group to publish minutes would be advantageous in support of the Town's administrative assistant, Jenny Monahan. Danielle Dawson expressed prior experience and willingness to take on the position.
2. No motions were made during this section.
3. No general follow-up required.
4. *Task:*
  - a) Record and publish meeting minutes to be reviewed by the CIP Chair. Publish to the CIP (12 September 2022) - *Danielle Dawson*

**VII. Adjournment**

- A. The meeting was called to adjourn at 1701.

**VIII. Next Meeting - 19 September 2022**

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*Danielle Dawson - 5 September 2022*