



TOWN OF FRANCONIA

INCORPORATED 1764

CAPITAL IMPROVEMENT COMMITTEE REGULAR MEETING

JULY 26, 2017 AT 5:30 O’CLOCK PM AT TOWN OFFICES

MEMBERS PRESENT: Karen Foss, Mark Hessler, Steve Plant, Eric Meth.

OTHERS PRESENT: Town Administrator Holly Burbank, Christopher Gautreau

The meeting was called to order at 5:35 pm.

CIP AGENDA:

- 1) **INTRODUCE NEW MEMBERS:** Karen Foss introduced the new members and thanked everyone for participating. Mr. Hessler and Mr. Plant talked about their backgrounds in business and their job responsibilities in general. Mr. Hessler stated that he is the liaison to The CIP from The Planning Board.
Ms. Foss inquired as to whether anyone was interested in assuming the role as Chairman of the CIP committee at some point. Karen discussed her years of service and passing the torch to a new chairman.
- 2) **DISCUSS RESPONSIBILITIES:** Mr. Steve Plant offered to take over the Excel spreadsheets pertaining to the asset list coinciding with the budget.
- 3) **REVIEW SPREADSHEET FORMAT:** Karen gave an overview of the Excel spreadsheets that were presented to the committee members. The spreadsheets are categorized by department and looking forward through 2022. Karen went on to discuss specifics of the spreadsheets and answered some questions from the group pertaining to the useful life of assets that are listed on the sheets. Ms. Foss mentioned that all the department heads have status sheets for all of their equipment and vehicles as well.
- 4) **REVIEW DISBURSEMENT PLANS FOR THE BALANCES OF 2017:** Disbursements for 2017 were discussed and reviewed. Karen mentioned that The Frost Place has had a new roof installed this year, and discussed the Fire Departments request for new Turnout Gear and Breathing

equipment. An \$80,000 purchase request had not been included as a warrant article last year, and it was suggested to be on the ballot at next year's town meeting. Holly reported there is still one more year remaining with the current equipment before scheduled replacement.

Ms. Foss discussed and questioned what type(s) of equipment and cost might be requested for 2018.

Holly presented a CIP Manual from another locality and expanded on that by circulating an asset summary sheet that was thought to be ideal for the town and committee going forward. This was a comprehensive asset sheet that included amongst other items, need, rating of the asset, formulation, and priority coding. A picture of each asset is included for every separately listed item as well. Mr. Hessler commented that the sheets represent a standardized format that everyone can easily read and understand. It was noted that the department heads should take ownership of the assets in their control, as they are the ones working with them each day.

- 5) **SET FUTURE MEETING DATES:** Ms. Foss signaled that the next meeting of The CIP Committee would be held on August 30, 2017 at 5:30pm at Town Hall. Chris will be responsible for posting CIP meeting times and dates on the town website and at Town Hall as well.
- 6) **SCHEDULE DEPARTMENT HEADS TO DISCUSS EQUIPMENT STATUS SHEETS:** A short discussion centered on having the department heads come to the committee to discuss their requests for planning and consideration.

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*Mr. Meth made a motion to adjourn the meeting and Mr. Plant seconded, and through a voice vote, all were in favor at 6:25 pm.

Prepared and respectfully submitted by:

Mr. Christopher J. Gautreau

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Admin. Assistant