



TOWN OF FRANCONIA

INCORPORATED 1764

CAPITAL IMPROVEMENT COMMITTEE REGULAR MEETING

AUGUST 30, 2017 AT 5:30 O'CLOCK PM AT TOWN OFFICES

MEMBERS PRESENT: Karen Foss, Trevor Presby, Eric Meth, Peter Grote.

OTHERS PRESENT: Christopher Gautreau

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

CIP AGENDA:

- 1) **ASSET REVIEW:** Committee members reviewed the Capital Improvement Submission Forms together with the pro forma Capital Improvement Worksheets. Trevor reviewed the Highway Department assets and had some concerns as to the level of detail that we need to incorporate into the new worksheets. Items such as year purchased, amount of purchase, mileage history, trade value, and the cost of replacement. The committee also recommended that we meet with the individual department heads to get a better understanding as to the current condition of the assets under their control, as well as the priority of replacing these assets.
- 2) **MEETING MINUTES OF JULY 26, 2017:** The meeting minutes of July 26, 2017 were reviewed by the committee members. Ms. Foss made a motion to accept the minutes as amended with Mr. Meth seconded the motion with all in favor.
- 3) **DEPARTMENT HEAD APPOINTMENTS:** As part of the process to conceptualize equipment replacement, it was decided to meet with each of the individual department heads and review the status and condition of the assets under their control.

Here is a summary of the forward looking schedule and times:

- *Wednesday September 13, 2017 at 3:30 pm- Scott Leslie –Highway & Kim Cowles- Buildings/ Grounds.*
- *Wednesday September 27, 2017 at 3:30 pm- Greg Wells- Transfer Station.*

- *Wednesday October 11, 2017 at 3:30 pm- Rick Gaudette- Fire Dept & Paul Schmucker- Life Squad.*
- *Wednesday October 25, 2017 at 3:30 pm- Kim Cowles-Recreation Department.*

*Ms. Foss made a motion to adjourn the meeting and Mr. Meth seconded, and through a voice vote, all were in favor at 6:47 pm.

Prepared and respectfully submitted by:

Mr. Christopher J. Gautreau

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Administrative Assistant