



**TOWN OF FRANCONIA
INCORPORATED 1764**

CAPITAL IMPROVEMENT COMMITTEE REGULAR MEETING

SEPTEMBER 13, 2017 AT 3:30 O’CLOCK PM AT TOWN OFFICES

MEMBERS PRESENT: Karen Foss, Trevor Presby, Bernie Costa.

OTHERS PRESENT: Christopher Gautreau, Scott Leslie.

The meeting was called to order at 3:35 pm.

CIP AGENDA:

- 1) **ASSET REVIEW:** Committee members reviewed the Capital Improvement Submission Forms together with the pro forma Capital Improvement Worksheets focusing on The Highway Department. Scott Leslie discussed and answered questions for every asset under his control. Most of the changes recommended by the Committee were for priority and useful life. After hearing from Scott, he gave us a pretty good picture of the needs and condition of all the equipment. Each asset was reviewed and the appropriate changes to the replacement schedules were made. The Committee also discussed extended warranty contracts for the vehicles and trucks which may alleviate some of the maintenance costs as the equipment ages and puts on more hours. With that being said, Trevor Presby offered the Highway Department use of his new computer diagnostic machine at his shop. Mr. Leslie and The Committee thanked Trevor for his kind offering.
- 2) **MEETING MINUTES OF AUGUST 30, 2017:** The meeting minutes of August 30, 2017 were reviewed by the committee members. Ms. Foss made a motion to accept the minutes as amended with Mr.Presby 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 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. Presby seconded, and through a voice vote, all were in favor at 5:47 pm.

Prepared and respectfully submitted by:

Mr. Christopher J. Gautreau

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Administrative Assistant