



**TOWN OF FRANCONIA  
INCORPORATED 1764**

**CAPITAL IMPROVEMENT COMMITTEE REGULAR MEETING  
SEPTEMBER 27, 2017 AT 3:30 O’CLOCK PM AT TOWN OFFICES**

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

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 asset worksheets for the Transfer Station. The Committee discussed assets and the status of the Special Revenue Fund. As the committee was reviewing the asset sheets, it was readily determined that most of the equipment is not scheduled for replacement till 2022-3. The only piece of equipment that is due in 2018 is the 2007 PTR Compactor that was purchased new in 2007. Greg Wells’ asset sheet states that the motor is due for replacement at a cost of \$2500. The estimate for a new compactor is roughly \$16,000. Steve Plant questioned on what we could use the Special Revenue Fund for. There is approximately \$140,000 in the fund.

Ms. Karen Foss would like the three towns of Easton, Franconia, and Sugar Hill to present their budget as a coalition to address capital funding for the shared assets. Karen also suggested that we have one member of the CIP Committee attend the Tri-Town Transfer Agreement Meeting.

**HIGHWAY BUDGET:** Karen distributed the revised asset worksheets based on the meeting with Scott Leslie from the Highway Department. The changes were asset specific and included amongst others: useful life, trade-in values, costs, and funding. There seemed to be a consensus that things are well funded and under control for the Highway Department.

Selectman Costa distributed the Highway Department Road Plan to the members for review. Bernie discussed chip sealing the roads early on to preserve the asphalt especially when spring

thaw arrives. The committee also reviewed the roads that are scheduled for shimming and reclaiming as well as those that are scheduled for binding based on Scott's road plan. Ms. Costa also advised that chip sealing and sandsealing is performed by contractors that specialize in this type of work.

The committee also discussed the John Deere Tractor from Buildings and Grounds. The tractor has a great deal of rust and rot especially on the back end and will cost eight to nine thousand dollars to repair, Chris reported. The committee may need to look at purchase options to replace the tractor which is on schedule to be replaced next year. The asset is partially funded through the CIP, albeit with an estimated trade-in position.

- 2) **MEETING MINUTES OF SEPTEMBER 13, 2017:** The meeting minutes of September 13, 2017 were reviewed by the committee members. Selectman Costa made a motion to accept the minutes with Mr. Plant 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 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.*

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\*Ms. Foss made a motion to adjourn the meeting and Mr. Plant seconded, and through a voice vote, all were in favor at 4:33 pm.

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Prepared and respectfully submitted by:

*Mr. Christopher J. Gautreau*

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Administrative Assistant

