

Town of Franconia
Capital Improvement Planning Advisory Board
19 DEC 2022 • Time: 1530 • Town Hall

Present: Kim Cowles, Dan Walker, Jan Cole, Larry Plate, Peter Grote, Steve Plant

Excused: Monica LaFlamme, Trevor Presby, Danielle Dawson

I. Call to Order / Opening Remarks

- A. The meeting was called to order at 1541.
- B. [Any opening remarks from the chair person or town administrator summarized]

II. Approval of the Minutes from 5 Dec 2023 were discussed but not approved.

III. Additions to the Agenda - N/A

IV. Approval of the Agenda - Accepted as circulated

V. Notes Circulated from the 12/8/2022 Work Session:

A. Notes discussed as outlined below:

1. Proposed Reductions – Reference new spreadsheet column “Proposed funding 2023”

- a) Eliminate Transfer Station funding - \$5,738
 - (1) There is currently enough money in the CRF to support projected future purchases.
- b) Reduce Police Cruiser funding - \$7,500
 - (1) Expect to make up this amount with trade-in proceeds in 2025 & 2027
- c) Reduce Ambulance funding - \$36,065
 - (1) Given the uncertainty of the future of this service, recommending pausing the funding.
- d) Reduce Ambulance equipment funding - \$18,143
 - (1) See above
- e) Reduce Fire Rescue funding - \$10,000
 - (1) Delete funding in 2023
- f) Reduce Fire truck Funding - \$50,000
 - (1) This shortfall should be made up with sale proceeds from the Rescue and a portion of the proceeds from the Sutphen Pumper sale.

The total of the proposed reductions is \$127,446. These reductions would reduce the new proposed tax impact by approximately \$.30/1000. These reductions would apply to 2023 only.

2. Proposed Purchases

- a) Buildings & Grounds – Ventrac Tractor: \$71,483

(1) This would take the place of the New Holland Tractor in B&G. The tractor would be kept to use for summer work only in the Highway Department. This purchase would also eliminate the need to replace the Gravely Mower in 2023 (\$16,487).

(2) Funding sources - \$12,000 from CRF \$60,000 from Unassigned Fund Balance

b) Buildings & Ground – Ford 350 Truck: \$72,129

(1) Funding Sources - \$45,000 CRF; \$28,000 Unassigned Fund Balance

(2) There will be proceeds on the sale of the current vehicle in 2023, recommend to deposit proceeds back in Buildings & Ground CRF.

c) Highway Department – Western Star 10 Wheeler - \$247,300

(1) Funding Sources - \$247,300 from CRF

The 2022 Skid Steer purchase for the Transfer Station was discussed. Kim informed the Committee the unit was on the M.B. Tractor lot. Due to constraints with timing, Kim is going to contact the dealer to see if the Skid Steer can be delivered no later than noon on Wednesday, 12/20/22. The reason for delivery as soon as possible is give the Trustees of the Trust Funds enough time to work with the investment broker to release the money to fund the purchase before calendar year end. An invoice has been received and will be added to the check run to be approved at tonight's Select Board meeting. The check will be cut but left unsigned until delivery can be sorted out. One hold up is the tires on the Skid Steer are soft tires and hard tires are to be installed. Kim will report back to Jan and Steve on her call to the dealer. NOTE: The skid steer was delivered on 12/21/22 per Kim.

3. Recommendations for Proceeds from Vehicle/Equipment Sales in 2022

a) Sutphen Pumper - \$57,890

(1) \$40,000 to the Fire Department Safety Equipment ETF designated for electric tools for the new Rescue Truck.

(2) \$17,890 to the Fire Heavy Equipment CRF

b) Highway Truck - \$38,000

(1) \$38,000 to the Highway Heavy Equipment CRF

c) Wright Mower - \$3,500

(1) \$3,500 to Buildings & Grounds Equipment CRF

d) Sale of Ambulance cardiac monitor equipment -\$5,000

(1) These proceeds were already used to offset the cost of new Ambulance cardiac monitor and ventilator. No recommendation needed.

B. No motions made during this session

C. No follow-up required

D. Actions:

1. Update the CIP Spreadsheet - *J. Cole*
2. Begin finalization of the Annual Report - *S. Plant*

VI. Presentation to the Selectboard

- A. Once the spreadsheet and report are complete, it will be circulated to Committee members for review and approval. Steve then will schedule to present to the Select Board for their acceptance. Depending on turnaround time, the presentation will either be scheduled on 1/3/23 or 1/9/23. Steve noted the Expendable Trust funding increase over previous year due to the Fire Equipment Fund being moved from a Capital Reserve Fund to Expendable Trust Fund at last year's Town Meeting plus an increase in annual Fire Equipment funding over the previous year.

VII. Adjournment

- A. The meeting was called to adjourn at 1647.

VIII. Next Meeting

The Committee discussed minutes and the presentation to the Select Board can be circulated and approved electronically. Steve suggested the Committee meet again late March/early April to discuss changes to the process and set a schedule for 2023.

Steve Plant - 19 DEC 2023