

**Franconia Capital Improvements Committee Meeting**  
**Monday, July 8, 2013**

A meeting of the Franconia Capital Improvements Committee (CIP) was held on Monday July 8, 2013 at 1:00 pm at the Franconia Town Hall. The minutes were recorded by Suzanne MacDonald.

Regular members in attendance were, Bob Montagno, Brian Williams, Bernie Costa, Mogens Jessen and Carl Schafer.

The meeting was called to order by Bob Montagno.

The fire ponds and cisterns were discussed. It is clear that a system needs to be in place for these items.

The NH PDIP accounts and balances were discussed.

There was much conversation about proceeding and move forward. The blank forms will need to be printed and given to Department Heads at the next meeting. A copy of a letter will be send to all managers. The letter will be drafted using the CIP outline. The Town should have a fixed asset policy and we will need to locate that.

A kick off meeting will be scheduled that will provide department heads with more direction and support.

The Select Board has looked into an engineering firm as a professional resource to evaluate Town Buildings. The Engineering firm will be looking at the flat roof and the steps of the Town Hall first.

The “other” buildings seem to do things independently. Town projects and responsibility of these buildings need to be defined. The CIP needs to have a more active view of the facilities. The Select Board needs to initiate a program to access buildings. Are there clear job descriptions for all Department Heads? And when is the last time they have been reviewed? Job descriptions should include the CIP process on them. The CIP discussed hiring a consultant for a one-time thru of the whole organization for personal. Is this something the State could offer help with to organize the Town?

Suzy will schedule a meeting with Department Heads. What can the CIP do to help them prepare their CIP paperwork? Scott will be invited to the meeting with the Frost Place, Museum and the Library. A board member of each of these places can also attend.

The schedule will be: July 18, 2013 Scott Leslie – HW/ B&G/Cem  
Kim Cowles – Recreation/Parks  
Greg Wells – Transfer Station

July 25, 2013 Museum, Frost Place and Library (Scott Leslie also)

August 15, 2013 Fire Department, Life Squad, Police Department

Blank forms will be available at the meetings. Also included will be a request for quote paper.

Once all information is collected and a plan made the CIP will meet with the Select Board, Planning Board and hold a Public Meeting in January of 2014.

The next CIP meeting will be held on July 18, 2013 at 1:00.

With no other business to conduct the meeting was adjourned at 2:15 PM.

Respectfully Submitted,  
Suzanne MacDonald  
CIP Secretary

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