

**Town of Franconia**  
**Capital Improvement Planning Advisory Board**  
1 July 2024 • Time: 1530 • Town Hall

**Present:** J. Cole, D. Dawson, S. Plant

**Regrets:** M. Laflamme, L. Plate, D. Walker

**Absent:** L. Staples

- I. Call to Order / Opening Remarks**
    - A. The meeting was called to order at 1533.
  - II. Approval of the Minutes from 20 May 2024**

Motion: To approve the minutes of 20 May 2024 as circulated  
Motion By: J. Cole  
Seconded By: S. Plant  
**Carried**
  - III. Approval of the Agenda - Accepted as circulated**
  - IV. Status of Form Distribution / Return**
    - A. Most departments have submitted and expressed receipt of documents with an effort to submit by the
    - B. e 1 July 2024 deadline. The remaining departments to provide documents are the Police & Recreation Departments.
    - C. Task:
      1. Connect with Libby to reach out to Police - L. Staples (*3 JUL 2024*)
  - V. Confirm Upcoming Meeting Schedule**
    - A. Meeting schedule is firm as posted to the town website. The CIP board will meet additionally on October 7th & 21st to wrap up the submission for the selectboard.
    - B. Task:
      1. Add the additional dates to the town website - D. Dawson (*3 JUL 2024*)
  - VI. Purchase Schedule Document**
    - A. J. Cole generated a summary sheet for the board to view anticipated purchased by year and shared with the board.
  - VII. Questions from Department Heads**
    - A. Recreation Department:
      - a. The recreation department inquired as to how maintenance is funded for the Dow. Buildings & Grounds maintain the field and gazebo. Expendable trusts under the Recreation Department can be used for improving and enhancing recreation activities in the town.
    - B. Transfer Station:
      - a. The values noted in the department worksheet should be the gross cost, not limited to Franconia's portion of the Tri-Town agreements.
  - VIII. Adjournment**
    - A. The meeting was called to adjourn at 1653.
  - IX. Next Meeting 15 July 2024**
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*Danielle Dawson - 1 JUL 2024*