

Town of Franconia
Capital Improvement Planning Advisory Board
20 May 2024 • Time: 1530 • Town Hall

Present: J. Cole, D. Dawson, M. Laflamme, S. Plant, L. Plate

Regrets: D. Walker

Absent: T. Presby, P. Grote, L. Staples

I. Call to Order / Opening Remarks

- A. The meeting was called to order at 1531.

II. Approval of the Minutes from 30 October 2023

Motion: To approve the minutes of 30 October 2023 as circulated

Motion By: J. Cole

Seconded By: S. Plant

Carried

III. Approval of the Agenda - Accepted as circulated

IV. 2024 Leadership/Membership

- A. Members discussed board participation requirements and nominated leadership positions.

- B. Motion: To approve S. Plant as carrying on as the Chairperson

Motion By: J. Cole

Seconded By: M. Laflamme

Carried

V. Meeting Schedule & Structure

- A. Members laid out the meeting schedule for the 2024 CIP budgetary season.

Meetings will occur every two weeks beginning July 1st.

VI. EMS Fire Department Accounts

- A. Members discussed Fire continuing to status the ambulance and associated equipment funds as part of the Fire Department CIP Updates.

VII. CIP Distribution to Department Head

- A. The CIP will draft and publish a memo to department heads the week of June 3 to kickoff the season.

- B. Task:

1. Update & Distribute the CIP Memo & Department Worksheet to the department heads - *Danielle Dawson* (3 June 2024)

VIII. List of ETF/CRF Funds

- A. Members discussed Expendable Trust Fund (ETF) and Capital Reserve Fund (CRF) logistics, balances, and any modifications from Town Meeting.

IX. Buildings/Bridges Worksheet

- A. Members discussed the re-organization of supplemental worksheets to support the Highway and Buildings & Ground annual status.

B. Task:

1. Add lines for input regarding condition of each building and/or bridge - *Jan Cole* (3 June 2024)

X. Adjournment

- A. The meeting was called to adjourn at 1653.

XI. Next Meeting 1 July 2024

Danielle Dawson - 20 May 2024