

**Town of Franconia
Board of Selectmen's Regular Meeting
Monday, November 10, 2025
at 4PM at Town Hall**

Board Members Present: Jill Brewer, Eric Meth, Dan Walker

Others in Attendance: Libby Staples, Jenny Monahan, Steve Plant, Cindy Berlack, Bruce Caplain

The meeting was called to order at 4:00PM.

Appointments/Work Sessions

Steve Plant – CIP Recommendation to Select Board: Steve reviewed the Capital Improvements Committee Report with the board. The full report is attached at the end of these minutes.

To Sign/Approve

Minutes of November 3, 2025 – Approved as amended.

Transaction List – November 7th thru November 13th, 2025 – Approved.

Bike the North Country Sign Application – Approved.

Intent to Cut Applications – Map 14 Lot 70 – United Church of Christ – Approved, Map 14 Lot 72 – Berlack - Approved.

To Discuss/Review

PT Transfer Station Hire – The board reviewed an application from Kevin Johnson for a part-time transfer station attendant.

Selectman Walker made a motion to hire Kevin Johnson as a part-time transfer station attendant for \$21 per hour. Selectman Meth seconds, motion passes unanimously.

Clock Tower Painting Contract – Town Administrator Staples updated the board on the request for additional deposits from Moosehead Painting for the clock tower painting contract. While the contract only asks for a 10% deposit, the proposal included a tiered seasonal deposit schedule with multiple 10% deposits accumulating to 40% up front before the work begins. The contractor stated that without the deposits being fulfilled, the contract would be cancelled.

The board discussed industry standards for deposits and that it isn't necessarily unusual for some types of projects to require as much as 50% up front to secure the contract. After a lengthy discussion, the board agreed to move forward and instructed Jenny to create another 10% deposit check.

2026 Cost of Living Adjustment – Based on the Corporate Price Index projections, the board decided to use 3% as the proposed COLA adjustment for budgeting.

Additional Discussion – Town Administrator Staples said she spoke with Road Agent Jeremy Hall and he proposed adding a fourth full-time highway employee as having a part-time employee over the summer and fall season has significantly increased project completion.

Town Administrator Staples also received the new tax rate from the Department of Revenue Administration, which is \$15.94 per thousand dollars of valuation. The breakdown of the rate is as follows:

- Municipal Rate: \$6.74 (decrease of 6 cents over last year)
- County Rate: \$1.73 (increase of 29 cents over last year)
- Local Education: \$5.87 (decrease of 27 cents over last year)
- State Education: \$1.60 (unchanged from last year)

There followed a brief discussion about whether the board should designate any funds from the Unassigned Fund Balance to offset the tax rate, with the board ultimately deciding not to do so this year.

After the discussion, Chair Brewer made a motion to finalize the tax rate of \$15.94 per thousand dollars of valuation. Selectman Meth seconds, motion passes unanimously.

Selectman Meth let the board know that the Planning Board public hearing to approve the improved zoning map is tomorrow, November 11th at 6PM at town hall.

With no further discussion, the meeting was adjourned at 4:55PM.

Respectfully,

Jenny Monahan
Executive Assistant

2026-2030 CAPITAL IMPROVEMENT PLAN

The Capital Improvements Committee completed a review of the 2026-2030 Capital Improvement Plan over a series of meetings starting in May 2025. The seven-member committee consists of the Town Administrator, a Select Board representative, a Planning Board representative and four citizen appointees. The plan's objective is to outline capital requests over a five-year period including estimates for future year expenditures and submit a recommendation to the Select Board.

Preparation of this report included meetings with all the Town Operational Department Heads and reviewing their capital requests for equipment and projects. The Committee also worked on updates to the core spreadsheet to assist in future planning.

Each year the Committee faces challenges including the soaring prices of capital equipment and projects, and the length of time it takes to build certain trucks and heavy equipment. Department Heads have mentioned waiting times of 2 to 4 years for replacement equipment.

The following recommendations are for the upcoming calendar year of 2026. The Committee will review the estimates used in the subsequent years as equipment sales/trade-ins occur, and department heads update cost estimates. The Committee would like to thank the Departments for providing information over the course of the 2026 cycle to update this report.

FUNDING RECOMMENDATIONS

1. **Transfer Station** – The recommendation is to fund the Capital Reserve Fund (CRF) at \$13,992 for 2026. This is an increase from last year to reflect the cost of recently installed equipment.
2. **Police Department** – The recommendation is to fund the Capital Reserve Fund (CRF) with \$29,000 for 2026. This is an increase from prior years due to the cost of new cruisers.
3. **Highway Trucks & Heavy Equipment** – The recommendation for 2026 is to fund the truck CRF with \$118,492 and the heavy equipment CRF with \$48,323. The total funding was in line with last year.
4. **Highway Department Infrastructure** – The recommendation for 2026 is to fund the CRF with \$40,000 for Bridge Construction and fund the Expendable Trust Funds with \$21,000 for Sidewalks and \$75,000 for Highway Improvements. There was no change in funding levels from last year.
5. **Town Buildings and Grounds** – The recommendation for 2026 is to fund the Equipment CRF \$13,565. The Committee also recommends funding the Vehicle CRF in the amount of \$19,519. New funding recommendations are in line with last year's. In addition, the Committee recommends funding the Town Building(s) ETF at \$30,000, which is consistent with prior years.
6. **EMS Fire - Heavy Equipment** – The recommendation for 2026 is fund the Heavy Equipment CRF with \$55,188. This is in line with last year's funding level.
7. **EMS Fire – Safety Equipment** – The recommendation for 2026 is to fund the ETF at \$39,005.
8. **Recreation** – The Committee recommends funding the ETF for Rink Surface Maintenance with \$2,164; and the CRFs as follows: Recreation Bus \$5,412; Dow Field \$1,624. This is consistent with prior years.
9. **Miscellaneous Departments** –The Committee recommends funding the Library ETF at \$10,000; the Heritage Museum ETF at \$5,000; the Frost Place CRF at \$5,000. The totals reflect an increase from previous years to account for rising costs of repairs and the age of the buildings.

The total recommendation from the Committee for 2026 is \$532,285 compared to \$494,022 in 2025, a 7.7% increase.

PURCHASE RECOMMENDATIONS

The Committee is recommending the following purchases for 2026. There are two capital improvement painting projects that will move forward with funding from outside the CIP process with funds allocated from the America Rescue Plan Act (ARPA). There is also additional state funding that will be used for culvert replacement.

1. Highway Department
 - a. Replace Ford F350 for \$75,000
 - i. Funding Sources – Funds for the cost of this truck will come from the Highway Department Truck CRF.
2. EMS Fire
 - a. Purchase UTV and trailer for \$43,000.
 - i. Funding Sources – Funds for this purchase will come from the EMS Fire Department Safety Equipment ETF.

RECOMMENDATIONS FOR PROCEEDS FROM VEHICLE/EQUIPMENT SALES

1. The Fire Department sold the old Rescue 2 truck for a net of \$49,500. The Committee recommends this money be placed in the Fire Heavy Equipment CRF.
2. The Transfer Station sold two old containers for \$12,600. The Committee recommends Franconia's portion (54%) of the proceeds, or \$6,804, be placed in the Transfer Station Equipment CRF.

In closing, the Capital Improvements Committee would like to thank all the Town Employees and Departments Heads for their patience with changes the Committee made to CIP process. Without their input and expertise, the Committee would not have been able to deliver this Recommendation Report.

Respectfully Submitted,

The Capital Improvements Committee

Town Administrator, Libby Staples; Select Board Representative, Dan Walker; Planning Board Representative; Monica LaFlamme, Danielle Dawson, Jan Cole, Larry Plate, and Steve Plant