



CIP Meeting Minutes

Tuesday, May 24, 2022 - 6:00 p.m.

Franklin Public Library

Council in attendance: Councilor Bob Desrochers (Chair), Councilor Paul Trudel, Councilor Valerie Blake, Councilor Olivia Zink, School Board Chair Tim Dow, School Board Vice Chair Delaney Carrier, School Board Treasurer Deborah Brown and Leigh Webb

Absent: James DeBernardo and Kathy Fuller

Others in attendance: Mayor Jo Brown, Councilor Ted Starkweather, Councilor Vince Ribas, Councilor George Dzujna, City Manager Judie Milner, Superintendent Daniel LeGallo, School Business Administrator Jefferson Braman and Finance Director Pessy Gaudette

Call to order

Chairman Councilor Desrochers called the meeting to order upstairs at the Franklin Public Library at 6:09 p.m.

Salute to the Flag was led by Councilor Trudel.

Agenda Item I: Review of Capital Improvements Plan

Councilor Desrochers stated that he has never headed this meeting before and asked if City Manager Milner would help get it started.

Milner let the committee know that the CIP packet she provided everyone is a general guideline. She highlighted areas in the packet that this committee needs to consider and the rest was copied from the 2017 recommendations.

She added that page 9 in the Draft CIP packet has no change and page 10 is set by RSA debt limits. Long term debt is listed on page 11, debt retirement chart is on page 12, which has been updated. Page 13 has been updated for the committee and hasn't changed much due to interest rates and the Police Dispatch amount is under a resolution. Page 14 – 19 has a summary of all projects for everything, including the school district. D47, D36, D121 and D32 are all vehicles that were included in the budget, plus D7, which was included in the school budget. Page 18 shows the general fund total of \$31,802,228 and the enterprise fund is on page 19 with a total of \$15,692,666.

There was a discussion about the bridge that will need to be replaced, which is a \$3 - \$4 million dollar project. The city may be able to get state funding, but the city would need to come up with the first \$1 million.

It was also mentioned that the school windows are being taken care of with ARPA funds. Milner did explain that resetting the tax cap to \$800,000 could fund the roads program or go to

debt services. She has been discussing this with the City Council.

School Board Chair Dow asked Milner if she goes through everything and updates after the CIP is approved. She said that she tracks it in house, but it is possible to make it a part of the budget so that items come out by the next CIP meeting.

There was a question about employees taking company vehicles home, specifically MSD employees. Milner explained that this year the legislature made MSD 1st responders as well. This means that the MSD Director and Deputy are on call, which is why they are taking the vehicles home.

Milner also gave descriptions of the priorities listed on each item in the packet:

- Untouchable = This is critical
- Committed = This means there is funding for this item or will be funding
- High, Medium or Low = This is self-explanatory
- On the Radar = This is being considered or looking for grant money on this item

A time table for the priorities can be defined better at budget meetings.

Milner also recommended that they take advantage of ARPA funding as much as possible and look into operating grants and capital grants.

She also stated that it would be good if the committee started going through some of the highlighted items.

Councilor Desrochers decided to go through some of the highlighted items, starting at the beginning.

Motion – Councilor Blake moved that even if a small amount, the CIP Committee recommends appropriating an amount to begin the process of building a stronger capital reserve fund balance and committing to a long-term funding plan. Seconded by Tim Dow.

There was a discussion about this process and Councilor Zink recommended making a change to the wording to strike “even if a small amount” from the sentence, change “appropriating an amount” to “appropriating *any* amount”, and adding “from various funding sources” to the end of the sentence.

All in favor; motion passes.

Motion – Councilor Desrochers moved that the CIP Committee meet annually, instead of every 5 years per item 1 on page 4 of the Draft Capital Improvement Plan under *Scheduling and General Planning*. Seconded by Councilor Trudel.

All in favor; motion passes.

Motion – School Board Chair Dow moved that the CIP Committee approve items 2 – 5 on page 4 of the Draft Capital Improvement Plan under *Scheduling and General Planning*. Seconded by Councilor Blake.

There was a discussion about item 2 and it was decided that the wording should be amended to add "school district". This will read "City Departments **and School District** shall begin revision of CIP information and new requests in February of the preceding fiscal year."

All in favor; motion passes.

Motion – School Board Vice Chair Carrier moved that the CIP Committee approve items 1 - 6 on page 4 of the Draft Capital Improvement Plan under *Capital Improvement Planning*. Seconded by School Board Treasurer Brown.

It was decided that item 1 should have the amount changed from \$25,000 to \$10,000. This will read "Projects costing a minimum of **\$10,000** shall be included in the City's Capital Improvement Plan."

7 in favor; 1 opposed; motion passes.

School Board Chair Dow recommended putting the rest on hold and scheduling another meeting to continue and the committee agreed.

Agenda Item II: Other Business

No other business was discussed.

Motion to adjourn was made by School Board Chair Dow and seconded by Councilor Trudel. All in favor. Motion PASSED.

Motion to meet again at the end of September was made by School Board Chair Dow and seconded by Councilor Trudel. All in favor. Motion PASSED.

City Manager Milner will send out an email to confirm the next meeting date and time.

The meeting adjourned at 8:16 p.m.

Respectfully submitted,
Lisa Jones
Executive Secretary