

TOWN OF FRANCESTOWN
PLANNING BOARD
27 MAIN STREET • P.O. BOX 5
FRANCESTOWN, NEW HAMPSHIRE 03043-0005
EMAIL planningboard@francestownnh.org

September 19, 2023

TO: All Department Heads
FROM: Francestown Planning Board
SUBJECT: 2024-2029 Capital Improvements Program (CIP)

The Planning Board has established its schedule for the CIP process this year. The CIP deadline is Thursday, October 19, 2023. On November 7th & 8th the Board will hold workshops with department heads to review their capital needs for the 2024-2029 plan.

This year, new forms have been developed for the gathering of information on existing assets and new projects. These forms are requested for each piece of equipment, vehicle and building within your department. This data will be used to forecast projects into the long-term, develop and revise equipment/vehicle replacement schedules and infrastructure needs. In addition to the asset data collection forms, we request updated project forms for every project in the 6-year CIP. The information provided by you in these forms will be used to educate the public about your projects and advocate for their endorsement. These worksheets are to be turned into the Town Administrator's office no later than October 19th.

All of these forms have been prepared in a fillable .pdf format, and can be found on the Planning Board page of the Town's website under 2024 CIP Forms on the left-hand menu bar. (<https://www.francestownnh.org/planning-board/pages/2024-cip-forms>)

If you should have any questions, please do not hesitate to reach out to Town Administrator Jamie A Pike.

Thank you for your cooperation.

Robert Lindgren, Chair

Enclosed:
Vehicle/Equipment Data Collection Form
Building Data Collection Form
CIP Project Submission Form
2024 Budget / CIP Schedule
Current Project List

Vehicle/Equipment Data Collection Form

Department _____
Highway, Fire, Police, Recreation

Vehicle Nickname _____
Engine 1, Jason's Trk, Cruiser 2, Etc.

Make _____

Model _____

VIN _____

Year of Mfg. _____

Year of Purch. _____

Purchase Price \$ _____

Fuel Type _____

Engine Hours _____

Mileage _____

Estimated useful life from purchase date _____

Estimated year for replacement _____

Has this vehicle/equipment undergone any type of overhaul that would extend its service life? _____
Yes/No

If yes, describe work completed in detail. _____

Has this vehicle/equipment had any major engine component failures and/or repair? _____
Yes/No

If yes, describe work completed in detail. _____

Has this vehicle/equipment had any major chassis and/or drivetrain failures and/or repair? _____
Yes/No

If yes, describe work completed in detail. _____

Form completed by _____ Date _____

Building Data Collection Form

Department _____
Highway, Fire, Police, Other

Building Name _____
Town Offices, Salt Shed, Annex, Etc.

Year Built _____ Year of Latest Major Rehabilitation _____

The checklist below is to encourage you to look at your building(s) as a whole on an annual basis and to note the condition of the following elements (if applicable). This is not a comprehensive list and building elements specific to your facility should be addressed as applicable.

Roof: (Check downspouts, flashing, gutters, valleys) Look for broken, cracked, loose, missing, rusting, sagging, or warping materials, or biological growth.

Windows, Doors, Vents: (Check frame, glass, sill, sash, putty, seals) Look for water/air seepage, condensation, cracked panes, rotted sashes, working sash/cords/hardware, sticking doors.

Exterior Wood: (Check eaves, cornices, siding, trim) Look for flaking paint, rot/deterioration, leaning walls, staining, biological growth, or mildew.

Attic/Basement: (Check chimneys, eaves, foundation, floors) Look for water staining/standing, vermin/insect infiltration, bowing rafters, poor insulation, venting, vapor barrier, or mold odor.

Exterior/Interior Masonry: (Check chimneys/caps, parapets, stairs, walls, basements) Look for efflorescence, damaged brick.stones, spalling, missing mortar, vertical

Paint: Look for flaking, blistering, weathering

Exterior/Interior Foundation: Look for moisture penetration, cracks, spalling, loose mortar, bowing, shifting stones, or rain backsplash.

Interior Walls and Ceilings: (Check areas around windows/doors) Look for cracks, chips, stains, dampness/mold, loose paint/wallpaper, sagging/leaning.

Grounds: (Check drainage, vegetation, stone/retaining walls, fences, outbuildings) Look for puddling, vegetation near structures, working hardware, shifting posts, rodent damage.

Interior Floors: Look for warping, damage, sagging/bouncing, or excessive wear.

Decks, Porches, Balconies, Entries: (Check floors, piers, roofs, railings, stairs) Look for loose/deteriorated components, porch slope/settling, insecure railings/stairs, rotted thresholds, backsplash.

Systems: (Check sinks/toilets, plumbing, heating, electrical, switches, outlets, thermostats, smoke detectors) Look for leaking, blocked registers/filters, fraying wires, and working fire extinguishers.

Please complete the following page to note your findings.

Form completed by _____

Date _____

Building _____

Exterior Features

Roof

Material _____
Asphalt, Metal, Other

Year Installed _____

Siding

Material _____
Clapboard, Brick, Panel, Etc.

Year Last Painted _____

Paint Condition (Circle One) **Good** (No peeling or flaking.) **Fair** (Some peeling, flaking, fading.) **POOR** (Needs attention)

Doors/Windows

Condition **Good** / **Fair** / **Poor** (Circle One)

Handicapped Accessible? **Yes** / **No** (Circle One)

Other Comments Regarding Exterior Condition

Interior Features

Heating, Ventilation and Air Conditioning (HVAC)

Air Conditioning? **Yes** / **No** (Circle One) Year of Install? _____ Type _____
Central, Mini-Split, Portable

Heating Type _____ Fuel Source **Oil** / **Propane** / **Geo** (Circle One)
Forced Hot Air, Baseboard/Radiator, Other

Restrooms

Qty _____

Shower? **Yes** / **No** (Circle One)

Flooring

Type _____
Wood, VCT, Sheet, Concrete, Etc.

Condition? **Good** / **Fair** / **Poor** (Circle One)

Finishes

Date of last interior paint _____

Painting Needed? **Yes** / **No** (Circle One)

Other Comments Regarding Interior Condition

Use Additional Sheets If Needed

2024 Budget/CIP Schedule

CIP BUDGET HOLIDAY CONFERENCE TOWN MEETING

| SEPTEMBER | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| OCTOBER | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| NOVEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| DECEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| JANUARY | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| FEBRUARY | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

| MARCH | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Sept 4: Labor Day - Offices Closed

Sept 12: Budget Requests Distribution

Sept 21: CIP Requests Distribution

Oct 2 - 4: ICMA Conference

Oct 19: Budgets & CIP Requests Due From Depts.

Oct 25 & 26: CIP Workshops

Nov 7 & 8: CIP Workshops

Nov 10: Veteran's Day - Offices Closed

Nov 13: TA presents budget to Selectmen

Nov 15 & 16: NHMA Conference

Nov 21: CIP Work Session

Nov 22: TA Presents Budget to Budget Committee

Nov 23 & 24: Thanksgiving - Offices Closed

Dec 6 & 7: Department Budget Meetings

Dec 19: CIP Approval Session

Dec 20: Budget Work Session

Dec 25 & 26: Christmas - Offices Closed

Jan 1: New Years Day - Offices Closed

Jan 5: Dept. Annual Reports Due

Jan 10: Budget Work Session

Jan 12: Financial Annual Reports Due

Jan 15: Civil Rights Day - Offices Closed

Jan 22 - 24: Audit

Jan 24- Feb 2: Candidate Filing Period

Jan 31: Budget Final Recommendation

Feb 6: Last Day to Receive Petition Warrant Article

Feb 8: Budget Public Hearing

Feb 12: Select Board Signs Warrant

Feb 16: Town Report to printer

Mar 12: Election Day

Mar 16: Town Meeting

Capital Improvement Program Project List

Exhibit 4

2024

| | | |
|------------------------------------|----|-----------|
| Highway Equipment | | |
| Plow Truck Replacement (1-TON) | \$ | 75,000.00 |
| Property Revaluation (Statistical) | \$ | 45,000.00 |
| Police Equipment | | |
| Replacement of 2018 cruiser | \$ | 57,750.00 |

2025

| | | |
|------------------------|----|------------|
| Fire Equipment | | |
| Fire Truck Replacement | \$ | 750,000.00 |
| Roads & Bridges | | |
| Road Reconstruction | \$ | 360,000.00 |

2026

| | | |
|-----------------------------------|----|-----------|
| Town Buildings | | |
| Library Roof | \$ | 25,000.00 |
| Carpet replacement (Town Offices) | \$ | 12,000.00 |

2027

| | | |
|----------------------------|----|------------|
| Roads & Bridges | | |
| Road Reconstruction | \$ | 370,000.00 |
| Town Buildings | | |
| Transfer Station Compactor | \$ | 30,000.00 |

2028

| | | |
|-----------------------------|----|-----------|
| Police Equipment | | |
| Replacement of 2021 cruiser | \$ | 63,000.00 |