

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Capital Improvement Plan (CIP) Committee February 21, 2019

Members Present: Mike Cahalane, Theresa Swanick, Grace Fuller, Elaine Chick, Chuck Fuller

Members Absent: George Bull

Others Present: Susan Slack (Lakes Region Planning Commission), Heidi Foy, and Nate Fogg

Meeting called to order at 6:40pm, with a quorum.

Old Business - Minutes

The CIP members discussed how minutes would be handled as other committees each have slightly different procedures. After a brief discussion it was decided that the committee would post draft minutes in the binder in town hall, at their next meeting, vote on the minutes, make any necessary amendments to the minutes, and post the final approved minutes on the town website and in the binder in town hall leaving the draft minutes in the binder with the final minutes.

The CIP minutes from January 24, 2019 were reviewed. Amendments were noted including: listing Chuck Fuller as a “member”; adding Mike Cahalane to the “members absent” list; changing the date of the minutes amended to October 18th, 2018; the under School District Notification, changing Effingham School to Governor Wentworth School District relating to the bond payment schedule; and revising the time of adjournment to 8:11pm.

Theresa Swanick made a motion to approve the January 24, 2019 minutes as amended. The motion was seconded by Elaine Chick. The motion carried with 4 in favor, none opposed, and 1 abstaining (Mike Cahalane).

New Business

Chuck Fuller gave an overview of Historic Town Hall plans. The committee has come up with three uses to be allowed in the building. They are asking for \$20K as a 2019 warrant article to add to the trust fund. The Historic Town Hall Committee plans to expend approximately \$5k in 2019 leaving them with approximately \$50k in the trust fund. The group plans to have a table set up at town meeting to provide information to the voters. Their next meeting is scheduled for March 20th.

Susan Slack spoke about the CIP process and she feels the CIP committee is on track.

Carol (?) made a spreadsheet showing the list of current trust funds, when they were established, what has been added or spent from trust funds, and their current balance.

Another spreadsheet was pulled together by Theresa Swanick showing major expenditures over the past 10 years.

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Chuck Fuller will edit any files that we have and send them to Susan Slack to begin putting together the CIP report.

Not all of the numbers match between spreadsheets. More information may be needed to reconcile the numbers for the report.

Theresa Swanick will go through previous town reports to find information on warrant articles and expenditures. Discussion on how to get digital copies of town reports concluded that they should be available in old town emails from the printing vendor. If the old emails cannot be found, contacting the printer may yield the digital copies to use to collect data and to post on the town website.

Chair Fuller asked how to receive the CIP requests. Police, Fire, and Selectmen would provide most of the requests. The committee agreed that the first step was for each of the three departments to prepare a Capital Inventory. This would help each department prepare a list of needed capital items and prioritize their replacement importance and schedule. The departments should be able to use the GASP Audit reports previously prepared. The CIP committee and departments will also use the Exeter spreadsheet to help prioritize capital improvement items. This list can be altered to simplify for Effingham's less-intensive list of items.

Elaine and Chuck will contact Exeter to get a list of items on their inventory and also a digital copy of their capital item spreadsheet to utilize in Effingham's CIP.

The CIP committee will offer assistance to the Police, Fire, and Board of Selectmen to help them prepare, modify, and prioritize each of the department's lists. Police and Fire will be the two easiest to prepare and prioritize. The town has three police cars and five firetrucks, which are likely the bulk of their list of equipment. The selectmen's list will include buildings and roads.

The needs of the departments need to be reconciled with the town's Master Plan.

The committee will work with police and fire to get a complete list of items to get all of their current and future need "on the radar" so that they can be planned for accordingly.

CIP minutes are on the website and will continue to be placed there to make the committee as transparent as possible.

The CIP report needs to be complete and ready to present to the budget committee by September.

Other Business

Whether or not to have a table at the town meeting voting day was discussed. It was decided that it would be better left until next year when a completed CIP report could be presented to the voters to show the entire CIP process.

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The next CIP meeting will be March 21st. Susan Slack will be away, but she felt that the committee had plenty to work on in her absence.

Adjournment

Elaine Chick made a motion to adjourn the meeting. The motion was seconded by Theresa Swanick. The motion carried with all in favor. The meeting adjourned at 8:05pm.