

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Capital Improvements Plan (CIP)
Meeting Minutes
July 18, 2019

Members Present: Grace Fuller, Theresa Swanick, Elaine Chick, Carol Pfister, Mike Cahalane, Chuck Fuller, George Bull

Members Absent: None.

Others Present: Nate Fogg, Susan Slack- Lakes Region Planning Commission, Ian McMillan- Police Sergeant

Meeting called to order at 6:31pm.

Minutes

The minutes of the June 20th 2019 CIP meeting were reviewed. Changes included: Changing “Meeting Meeting” to “Meeting Minutes” in the title; removing the first paragraph on the second page which was not complete and did not belong in the minutes; In the eighth paragraph on the second page remove “leave the” which did not belong; in the first line of the third page change “That form” to “A new form”; and in the fifth paragraph on the third page replace a sentence to read “Elaine Chick noted that she had created a form which included fields to identify utility pole numbers and GPS points to assess roads.

A motion was made by Grace Fuller and seconded by Theresa Swanick to approve the minutes from June 20, 2019 with the changes discussed. All were in favor.

CIP Concerns

Grace Fuller brought up the concerns Paul Potter raised at the July 11th planning board meeting. He felt that the CIP committee has had ample time to prepare the CIP and that it needs to be approved so that impact fees can be put in place for a proposed gravel pit in town.

Susan Slack gave an overview of RSA’s for Impact Fees and how they are implemented. Many small towns opt to forego impact fees because of the paperwork involved to create and monitor the fees. The planning board has authority in Site Plan and Subdivision to implement controls over their approvals to mitigate any cost that may be incurred by the town.

George Bull noted that the town could limit truck traffic from a business to certain roads as part of the town approval.

CIP Format

The first CIP will include sections on the Police Dept, Fire Dept, and Transfer Station. Municipal Buildings as well as Bridges and Roads will be added to the next CIP. Information can be added for these incomplete sections in paragraph form to give people an idea of what is happening and would include a Green Mountain Road update, a schedule on the Elm Street Bridge project (which is currently under contract), and the Snow Road Bridge. Information on

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the Library is ready to be added also. Roads are in year two of a six-year plan. Tim Eldridge has put together a spreadsheet of roads. The plan includes improvements to Highwatch, Bailey, Town House, and Green Mountain Roads.

Theresa Swanick will give Tim's spreadsheet to Mike Cahalane and Chuck Fuller for their paved road assessment. There are forty-two miles of town roads to assess. The paved roads will be assessed on Monday, July 22nd. Susan noted that the paved road assessment can be included in the CIP with an added paragraph to explain the other roads in town. Gravel roads are being maintained for the time being. No gravel roads are scheduled to be rebuilt. Any project that totals over \$10k such as Bailey Road, including culvert, belongs in the CIP.

Susan Slack showed examples of graphs that will be included in the CIP. These graphs include money into capital reserve funds, equalized property values, student population, tax rate, etc.

The LRPC contract ends on December 31st 2019. The contract needs to be extended before the end of this year. The town will need a warrant article to keep funds available for LRPC's assistance with the CIP.

The draft CIP will be posted when ready. A meeting, or meetings, will be scheduled after the draft CIP is released. The overall scope of the CIP will be reviewed, and it will be explained that a CIP is intended to even out the tax rate to avoid spikes created by required spending.

Some pictures will be added to the CIP to make it a little more interesting to look at. Pictures will include some of the projects.

Elaine Chick has edited Tuftonboro's CIP for Effingham's use. Susan Slack has a copy.

Capital Reserve Expenditures

Susan Pfister and Theresa Swanick have prepared a spreadsheet that looks back ten years at capital expenditures. Trustees only verify that the expense request is for the proper purpose, so capital expenditures cannot necessarily be broken down into individual projects verses regular expenditures.

The CIP committee needs to work with the town to ensure that Capital Projects are separated from Expenses in the future. Expenditures in the past are not likely to be broken out separately.

Projects that include several parts that are each under \$10k but total to over \$10k are capital projects and should be tracked and reflected that way in the future.

Transfer Station Submission

The capital expenditure form needs to have a section to allow multi-year project to be laid out and tracked. Projected life span of equipment needs to be included in capital reserve projects.

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Other

The office computers are scheduled to be updated on Monday, 7/22/19.

Road Assessment Inventory

A list of town roads was distributed and edited. CIP members received a copy of the road assessment form. The CIP committee divvied up which roads each member would review. Road reviews completed by CIP members are to be turned in by Friday, 8/9/19. Be sure to use the comment section in the reviews.

Next Meeting Date

The next CIP meeting is scheduled for August 15th. The meeting will begin at 6:30pm.

Adjournment

A motion was made by Elaine Chick and seconded by George Bull to adjourn the meeting. The vote was 6-1-0 with Mike Cahalane against. The meeting adjourned at 8:02pm.