

Approved: \_\_\_\_\_  
Approved with changes: \_\_\_\_\_  
Unapproved: \_\_\_\_\_

**Effingham Capital Improvements Plan (CIP)  
Meeting Minutes  
September 19, 2019**

**Members Present:** Grace Fuller- chairperson, Elaine Chick, Carol Pfister, Chuck Fuller, Dave Strauss- budget committee representative.

**Members Absent:** Theresa Swanick, Mike Cahalane, George Bull

**Others Present:** Nate Fogg, Ian McMillan- Police Sergeant

Meeting called to order at 6:30pm.

**Minutes**

The minutes of the August 15<sup>th</sup> 2019 CIP meeting were reviewed.

**A motion was made by Grace Fuller and seconded by Elaine Chick to approve the minutes from August 15, 2019 as presented. The motion passed by a vote of 4-0-1, with Dave Strauss abstaining.**

**Review Draft CIP**

The CIP Committee began reviewing the draft CIP.

Nate Fogg asked to reconcile the list of CIP Committee members on the draft CIP with the list of members on the minutes. Dave Strauss was added to the minutes, and Carol Pfister was added to the list of members in the draft CIP.

Page 3, In the Introduction the town web address was corrected. In the Authority and Purpose authorization for the CIP was given in March of 2000.

Page 6, Rework the last sentence of the Project Identification paragraph and add the completed CIP data worksheets to Appendix A.

Page 7, Change the first word in the Tracking section from project to Funding and add summary before spreadsheet in the second sentence.

Page 8, Add sources for data in the graphs and check to see if the Population and Housing graph can be estimated to a more recent date.

Page 9, In the Fiscal Analysis section, break up the paragraph into two paragraphs.

Page 10, See if the 2019 Equalized Assessed Property Valuation can be added to the graphs and add a page break before the Governor Wentworth Regional School District section. Explain that property reval made the total valuation change in 2010, 2015, and will again in 2020.

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Page 11, Update numbers relating to GWRSD in the first paragraph and will have to look into any bond information relating to the elementary school. Also break up the 5<sup>th</sup> paragraph into 2 paragraphs.

Page 12, Add “Enrollment” to the title of the Average Daily Membership title of the graph at the top of the page. Add 2018 data if available. Make the first paragraph clearer and update the numbers. Update the numbers in the final paragraph on the page. The numbers should be available in October. Dave Strauss has updated student population numbers.

Page 13, Rework first paragraph for clarity, split the paragraph into 2 paragraphs and change “of” between fire truck and police cruiser to “or”. Add dollar amounts to percentages in the graph.

Page 15, Add dollar amounts to percentages on the graph. Fix overwritten text. In the first sentence of the last paragraph change “can” to “is intended to” and updated numbers in example to match the actual numbers.

Page 16, Update road numbers. Change “1” (below second paragraph) to “Roads and Infrastructure”. Updated numbers in paragraph 3 and make the information more generic. Remove “2”, because the order of repairs is too much in flex. We need to add the wording of warrant articles and the different ways that monies can be raised to fund projects and purchases.

Page 17, The Elm Street Bridge Project is already under contract. Other road projects need to be prioritized and listed. Include a road summary in the CIP for the priority list and note that projects are subject to change.

Page 18, Under the Police Department section. CIP Committee Comments need to be changed to 6-year police vehicle replacement cycle and purchase a vehicle every third year. CIP Committee Recommendation to place \$10k in the vehicle replacement fund.

Page 19, (police cont) Submission “replacement of the 2017 SUV in 2023” and “includes required equipment” for vehicle. Police vehicle equipment replacement cycle runs

Other items to mention in the CIP are an adult recreation center and transfer station relocation. The replacement of the Snow Road Bridge may affect a possible location for these projects. These all work together.

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**Next Meeting Date**

The next CIP meeting is scheduled for September 23<sup>rd</sup> to finish the draft CIP review. The meeting will begin at 6:00pm.

**Adjournment**

**A motion was made by Elaine Chick and seconded by Carol Pfister to adjourn the meeting. The vote was 5-0. The meeting adjourned at 8:33pm.**