

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Capital Improvement Plan (CIP) Committee
68 School Street
March 21, 2019

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

Members Absent: none

Others Present: Eric Jones, Karen Anthony, Dave Strauss, Randy Burbank (fire chief), and Nate Fogg

The meeting was called to order at 6:36pm.

New Business - Officers

Grace Fuller asked for nominations for a new chair for the CIP Committee. Theresa Swanick suggested Grace continue on as chair of the committee. No further nominations were brought forward.

Theresa Swanick made a motion to elect Grace Fuller as the Chair of the CIP Committee. The motion was seconded by George Bull. The motion carried with 5 in favor, none opposed, and 1 abstaining (Grace Fuller).

Old Business - Minutes

The CIP minutes from February 21, 2019 were reviewed. Amendments were noted including: Adding Carol's last name (Phister); changing "I" to "If" in the third paragraph on the second page; changing Chair Fuller to Grace Fuller at the start of the fourth paragraph on the second page; changing "GASP" to "G ASB" to represent the Governmental Accounting Standards Board; Removing Grace and leaving Chuck to contact Exeter in the fifth paragraph; and adding a sentence after the sixth paragraph that Chuck and Grace will review the inventory of assets.

Elaine Chick made a motion to approve the February 21, 2019 minutes as amended. The motion was seconded by Theresa Swanick. The motion carried with 6 in favor and none opposed.

New Business

Chuck Fuller gave an Historic Town Hall update. The \$20k warrant article passed to add to the trust fund. The Historic Town Hall Committee had tri-fold brochures which they handed out at the town meeting. They are currently working on bids for sill and window/storm window replacement. They are also discussing working on the plans to expend approximately \$5k in 2019 leaving them with approximately \$50k in the trust fund. Insurance quotes are being prepared to fix the leak in the roof behind tower. The group also has purchased Grant Station software to help them receive additional funds for Historic Town Hall repairs and improvements.

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Mike Cahalane noted that parking lots repaving at the Historic Town Hall, Police Station, Fire Station, and new road repair are important to be considered in the CIP. George Bull noted that there are drainage and regrading to be done at the Historic Town Hall prior to any paving.

Grace Fuller noted that the town needs to evaluate current road conditions to help prioritize improvement projects. UNH has prepared a road management plan previously that was never put into use. Dave Strauss handed over a copy of a previous road ranking report. The 2013 UNH road management plan is on the town's website. Lakes Region Planning Commission is also a resource that could be used for road evaluation.

Fire Chief Randy Burbank noted that he uses a 20-year replacement plan. Engine 2 is the next fire truck to scheduled to be replaced although the 1999 Utility Vehicle has a host of problems and is becoming expensive to maintain.

The group agreed that the Exeter guidelines for evaluating vehicles and prioritizing replacements is too complicated for Effingham's needs. It was felt that if Randy filled out a sheet of vehicle details and added a paragraph of explanation for each on the sheet, this would be very satisfactory for the needs of our CIP.

Chuck Fuller and Elaine Chick both felt that if we get digital copies of Exeter's spreadsheet, it could be modified and simplified for our use. The vehicles forms can automatically populate a summary for an overall analysis.

Each form needs to have the source of funding for the project.

Theresa Swanick is reviewing the town reports from the previous 10 years to determine the actual capital expenses for that period. Many road projects are worked into the operating budget.

Road maintenance projects need to be listed as projects because they are a town asset and repair and replacement should be scheduled. Maintaining roads is less costly than replacing/rebuilding roads. Road capital improvements should be separated from ongoing maintenance (plowing, sanding, roadside mowing & ditching), which should be included in the operating budget.

Next Meeting

The next CIP meeting will be April 18th at 6:30pm.

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 7:54pm.