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Unapproved: _____

Effingham Capital Improvements Plan (CIP)
Meeting Meeting
June 20, 2019

Members Present: Grace Fuller, Theresa Swanick, Elaine Chick, Carol Phister, Mike Cahalane (6:55pm), Chuck Fuller (7:24pm)

Members Absent: George Bull

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

Meeting called to order at 6:35pm.

Next Meeting Date

By consensus it was agreed that the next CIP meeting could remain on its regularly scheduled date of July 18th. The meeting will begin at 6:30pm.

Minutes

The minutes of the last meeting (5/30/19) were reviewed. 3 changes were proposed to the minutes: Two different paragraphs began with “Grace passed out...” this was changed to “Grace handed out...” for clarification. The third change was to the Fire Department request. “Cardiac Monitor for animals...” which was corrected to “Cardiac Monitor Defibrillator...”. A motion was made by Theresa Swanick and seconded by Elaine Chick to approve the minutes from May 30, 2019 with the changes discussed. All were in favor.

CIP Next Steps

The Budget Committee needs budget/CIP information by the end of August.

The Fire Department has provided their Capital Inventory and Replacement Schedule and are fairly well organized with their CIP needs.

The Police Department is preparing the Capital Inventory and Replacement Schedule for the committee and these items have been discussed previously.

The third area is the other items in town, such as buildings, bridges, and roads to name a few. Getting information on expenditures from the past years has been difficult. Many expenditures involve multiple items and figuring out what are normal operating budget costs and what are capital expenditures is proving difficult to pull out of financial records.

Susan Slack suggested that the CIP be together by 9/1/19. She showed an example of charts included in another CIP that show where the town is spending money. The focus of capital expenditures tends to move from one area to another over time. The focus might be on road improvements and then switch to building improvements over a given period. She feels that this

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can help the CIP committee, Budget committee, and even the votes more easily see where the town's money is going. A list of Capital Reserve Funds is also typically shown in a CIP.

Binders found in the town office contain good financial information up through 2017 and include a Town Asset Inventory.

The committee discussed how best to determine the funds in and out of the Capital Reserve Funds. Trustees received information about expenditures from Capital Reserve Funds. Annual Reports have information about trust fund balances and monies approved to go into Capital Reserve Funds. Expenditures are not currently filed by each Capital Reserve Fund.

Carol Phister stated that she would go through the Capital Expenditures and sort them into their correct Capital Reserve Fund. This will help to clarify previous spending.

Susan Slack suggested that it would be best to put together the data that we have available, even if it is not complete. We should not hold up the entire process since we have a lot of data that can be shown and placed into the CIP. Better record keeping and additional detail in the future will help to fill in missing information. We need a starting point and we can fill in deficiencies in future updates. We should simply start with overall money in and out of funds.

The source of funding is on the CIP form and is important to help for planning.

A good CIP helps to smooth out spikes in the tax rate which is a benefit to the town.

Sergeant McMillan noted that police car #3 has been taken out of service and they are expecting to replace the car next year. Sergeant McMillan left the meeting to respond to a call.

The Board of Selectmen are currently looking into bridges and the transfer station. Some information may be available for the CIP.

Elaine Chick has revised the Tuftonboro CIP to utilize some information for the Effingham CIP.

The CIP committee will get the Capital Inventory together for this year's CIP.

The committee will focus on the Fire Department, Police Department, and Transfer Station for this year's CIP.

The CIP Vehicle form is ready and has been used successfully. That form will be revised for "All other CIP Requests".

We will use historical data available to help pull the document together. The CIP will plan out spending for police, fire, and transfer station.

Grace has reviewed the Master Plan to help look for and prioritize future project needs.

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Susan Slack needs all data available by the August CIP meeting (8/15) in order to pull together a draft CIP for review and approval at the September CIP meeting (9/12).

Road Assessment Inventory

A road assessment inventory for paved roads could be done for paved roads by LRPC for an approximate cost of \$7,500. Too many of Effingham's roads are gravel, so this does not sound like a logical approach to use.

UNH's Technology Transfer (T²) has guidelines for road evaluation. The committee agreed that the Road Assessment Inventory could be done in house following the UNH guidelines. Elaine Chick noted that she had done a section of road and had located utility poles to identify the section of road. It was noted that using utility poles AND GPS coordinates may allow for a map of road conditions to be produced to help evaluate what roads need the most attention.

Chuck and Mike will let the CIP committee know when the transfer station information is available. The committee may hold an extra meeting to get the data ready to use in the CIP.

Adjournment

A motion was made by Grace Fuller and seconded by Elaine Chick to adjourn the meeting. All were in favor. The meeting adjourned at 8:08pm.