

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

**Effingham Capital Improvements Plan (CIP)  
Meeting Minutes  
October 17, 2019**

**Members Present:** Grace Fuller- chairperson, Elaine Chick, Carol Pfister, Theresa Swanick, Chuck Fuller.

**Members Absent:** George Bull, Dave Strauss- budget committee representative, Mike Cahalane- Selectboard Representative.

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

Meeting called to order at 6:38pm.

**Review Minutes**

The CIP committee reviewed the minutes from the October 7, 2019 meeting.

Revisions to the minutes included typos “have” replaced by “half”, “EFT” replaced by “ETF”, “Special Reserve Fund” replaced with “Special Revenue Fund” in two places.

**Elaine Chick made a motion to approve the October 7, 2019 minutes as amended. The motion was seconded by Chuck Fuller. The motion passed 5-0.**

**Review Effingham Draft CIP Report, October 2019 v3**

After a brief discussion Theresa Swanick and Susan Slack agreed to modify the school section of the report. They will try to make it more readable and move some of the data and graphs to the appendix. Keep the report simple so that people can read it and not be overwhelmed with numbers and graphs.

The cost per student and state subsidy will be added to the school portion of the report.

The town of Hill CIP Report is a similar sized town. Their report has some useful information that could be modified and used in the Effingham CIP.

Elaine Chick’s County tax effort information chart is on page 28 in the appendix. This chart will be moved to the county section of the report on page 13.

The town has limited historical data on operating expenses verses capital expenses. In the future this information will be kept separate for better tracking. A graph showing town spending based upon the best data available will be prepared to try and show a history of capital spending and guide CIP, Selectmen, and Budget Committee members on how much capital spending has taken

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place over the years to help give a guideline for future budgets. Tuftonboro has used a bar chart, which appeared to clearly show operating verses capital expenditures.

On page 10 of the report, a better explanation of assessed value verses market value will be provided, and many questions tend to arise over the difference between the two.

Theresa Swanick has looked up capital expenditures and noted that not all capital expenditures come from trust funds, some come out of operating expenses. She will continue looking through records and compiling data for the past 10 years to use in the graph.

The CIP Committee agreed that the pie charts on pages 14 – 16 were difficult to read especially in B&W. The charts will be made a full page each to make them more readable.

The town has settled with Eversource and will pay \$64K to Eversource for the next three years. The payment will be in the form of a tax credit for three years.

The Roads and Bridges budget has been running approximately \$250K per year. The allocation of the money has bene adjusted over the years to cover actual contracts when received.

The Granite Road Bridge is not listed in the CIP because it will be more than 10 years before State AID Bridge money is available.

Updates to the report are due by 10/28 so the final draft report can be reviewed at the 10/31 CIP meeting and presented to the PB for approval on 11/14.

**Next Meeting Date**

The next CIP meeting is scheduled for October 31<sup>st</sup> in the meeting room.

**Adjournment**

**A motion was made by Chuck Fuller and seconded by Elaine Chick to adjourn the meeting. The vote was 5-0 in favor. The meeting adjourned at 8:55pm.**