

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Planning Board
June 14, 2018

Members Present: Theresa Swanick, Elaine Chick, George Bull, Gary Dean (A), Mike Cahalane, Paul Potter

Members Absent: Gary Jewell, Grace Fuller

Others Present: Dianne Park, Dave Strauss, Chuck Fuller, Lloyd Wood-Tuftonboro Capital Improvement Plan (CIP) Member, Susan Slack-Lakes Region Planning Commission (LRPC) Representative, Jim Morris, Melissa Seamans

Meeting called to order at 6:00pm.

A motion was made by George, seconded by Gary Dean, to nominate Grace Fuller, chairman of the Capital Improvement Plan Committee. All were in favor. Grace was absent and her personal acceptance is pending.

A town meeting vote gave the Planning Board authorization to move forward with a CIP Plan. The Planning Board decided to have a separate CIP Committee. Committee members are being solicited.

LRPC Capital Improvement Plan

Susan Slack was present representing LRPC. She presented the proposal from 2012 going through different options available. Points discussed:

- Committee duties
- Funding
- Definition of a capital project – How much money defines a capital project?
- Inventory of town assets
- LRPC giving analytical help
- Online fillable form for town assets
- Historical data sheets
- Tuftonboro CIP
- Town expenditures – actual money spent not what was appropriated
- How far into the future should the plan to go?
- Keeping the public informed
- Historical trends
- LRPC acting as a Project Manager/Facilitator keeping the committee on track and moving forward
- 12 steps to creating a CIP
- Master Plan

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Jim Morris pointed out that next year the Master Plan would need to be revised. He reminded the board that more bodies will be needed for this project. Discussion arose about tackling the updates chapter by chapter rather than one full update.

Melissa Seamans asked for an explanation of a CIP and was told it was an advisory document to the Budget Committee.

Tuftonboro CIP

Lloyd Wood, Tuftonboro CIP Committee, presented information on how they started their CIP. He first asked all present to introduce themselves. He stated the three starting points were budgeting, help from LRPC and the course 'Knowing the Territory'. All were very useful in CIP management. Steps to start were:

- 1-Town needs a Planning Board
- 2-Town needs a Master Plan
- 3-Town needs a warrant article to pass at town meeting giving permission to form a CIP Committee.

The question was asked 'How many people should be on a CIP Committee?' The answer was ideally 5-7 but 10-12 would work. People needed are: a member of the Board of Selectmen, A Budget Committee person and a member of the Planning Board. Lloyd then gave background on Tuftonboro committee member knowledge and project information. He said Tuftonboro's CIP Committee starts in September and ends in November with a joint meeting with the Budget Committee. He then spoke about different ways of funding i.e. taxes, grants, betterment assessments, CIP funds. He passed out evaluation forms, pertinent RSA's and Tuftonboro CIP dated 2018-2027. He then gave background information on ways Tuftonboro saves/saved money.

Drop Box

Chuck explained the creation of Drop Box where committee can store information. He has uploaded documents to this site.

Susan will send the 2012 proposal. A subcommittee was created, consisting of Theresa, Chuck and Grace Fuller, to go through the proposal making changes where necessary.

The next CIP Meeting is July 19, 2018 at 6:30pm.

A motion was made by Elaine, seconded by George, to adjourn the meeting.
Meeting adjourned at 7:45pm

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