

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Planning Board
November 1, 2012

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Members Present: Jory Augenti, George Bull, Joanna Bull, Bill Piekut, Paul Potter Theresa Swanick

Others Present: Barbara Thompson, Mike Izard

10 Minutes recorded by Dianne Park

Meeting called to order at 6:32pm.

Minutes

15 There was a motion by Bill, seconded by George to approve the minutes from October 4, 2012 as written. All were in favor.

Capital Improvement Program (CIP)

20 Mike Izard from Lakes Region Planning Commission (LRPC) was present to discuss how to start a CIP in Effingham. George gave background information on starting the program and the board and Mike talked through the process. The first questions the board had were ‘How to get started?’ and ‘How to administer the program?’ Mike explained that the best place to start would be the master plan and also contact the town department heads and ask for their future requirements. Put all information into a spreadsheet charting the capital improvements 5-10yrs.
25 into the future being sure to include cost and where money is coming from. Mike suggested starting simple and building from there. The Office of Engineering and Planning (OEP) has some very useful information. Joanna asked what role LRPC has taken in setting up and planning for a CIP. Mike said LRPC has set up CIP’s from beginning to end and is very familiar with what is required. Bill asked how much the cost would be further asking if a warrant article
30 in 2013 would be required to pay the cost. LRPC will submit a proposal as well as written examples of CIP’s. The adoption process for a CIP is the same process used to adopt a Master Plan. (A Town Meeting is not required just Public Hearing). Mike left an overview sheet with his notes for the board to read.

35 **Correspondence**

UNH Forest Laws for Municipal Officials Workshop – pamphlets were passed out
Local Government Center (LGC) Annual Conference; 11/14-15/12 – Theresa is attending

Request to amend Floodplain Ordinance at 2013 Town Meeting

40 Jennifer Gilbert, NH Floodplain Management Program Coordinator, sent the Planning Board step by step instructions to follow in updating the towns Floodplain Ordinance. Joanna will send Jennifer a note stating that Effingham Planning Board will be following these instructions.

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Next Worksession is scheduled for Monday, November 19, 2012. Topics to be discussed are: Natural Resource Chapter of Master Plan, Subdivision Edits, Site Plan Edits. Documents to be sent to all board members and printed copies made before this meeting include:

- 5 Joanna – Updated Site Plan Ordinance
Barbara – Site Plan Major/Minor Check List
National Resource Chapter including recommendations & Matrix
A ‘draft’ designation as well as a date will be added
- 10 Meeting adjourned at 7:45pm.

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