

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

**Effingham Planning Board  
Work Session  
May 16, 2017**

**Members Present:** Theresa Swanick (Chair), Mike Cahalane, Gary Jewell, Henry Spencer, Elaine Chick (alternate)

**Members Absent:** George Bull, Joanna Bull, Paul Potter

**Others Present:** Jim Morris, Tom Hart, Erik Jones, Lenny Espie, John Miesner

Meeting called to order at 6:50pm.

Due to the absence of a recording secretary Theresa asked for a volunteer to take minutes. Elaine Chick agreed to record the Minutes for this Work Session.

**Work Session Agenda:** Capital Improvement Plan (CIP)~ Development for Effingham

Theresa opened the meeting outlining the need for a CIP for Effingham and the importance of collaborative input between the Planning Board (PB), Select Board (SB), Budget Committee (BC) and other town departments.

Mike expanded upon the benefits of having a CIP.

Copies of the Tuftonboro CIP were distributed, to the PB and the others present, as an excellent example of how a well-designed CIP outlines future capital expenses and defines projected Capital Capacity. The Tuftonboro CIP is designed for a 9-year period. Tuftonboro defines a Capital project as an expenditure of \$10,000 or more with a life expectancy of a minimum of 2 years.

Theresa encouraged all present to comment.

**Discussion**

Jim Morris (BC) spoke in support of a CIP, referencing the Master Plan which states that the towns people are in favor of a CIP. He stressed the importance of incorporating the Master Plan into the CIP development process. The Master plan names the PB as responsible for facilitating a CIP.

At 7:10 PM the Select board members joined the meeting. At this time, a brief recap of the previous discussion took place.

Discussion often drifted to focus on the detail of a capital purchase item rather than the broader plan developing a CIP.

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A suggestion was made to compile a list Capital Projects based on input from those areas with Capital expenses Specifically the Select board, Police and Fire Departments. The following were some suggested starting point capital projects to be included in the CIP:

- Roads
- Bridges
- Library Building
- Municipal Buildings

Additional input will be solicited from the Fire Chief and the Police Chief. Requesting they each project their capital expenses for current and future years.

**Action items:**

1. Develop questionnaire to aid in outlining Capital purchases to include justification for purchase
2. List potential Capital purchases for at minimum the next 9 years
3. Create a spreadsheet listing historical Capital expenditures and future needs
4. Graph Historical Expenditures against Capital Capacity and projected

**Next CIP Work Session:**

TBD at next regular Planning Board meeting on June 1, 2017

Motion to Adjourn ~ Henry Spencer,  
Seconded Gary Jewell.  
All in Favor (3), opposed (1), motion carried

Meeting Adjourned at 8:30 PM

Minutes Recorded by:

Elaine Chick