

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Planning Board
Work Session
July 20, 2017

Members Present: Theresa Swanick, Mike Cahalane, Henry Spencer, Elaine Chick (A), Joanna Bull, George Bull

Members Absent: Gary Jewell, Paul Potter

Others Present: Dianne Park, Randy Burbank

Work Session started at 6:30pm.

Capital Improvement Plan

Topics Discussed

- Process
- Define Capital Improvement
- Inventory of Town Assets (existing)
- Previously Approve Projects
- Department Requests
- Criteria to Evaluate Requests
- Financing to put Together
- Departments
 - Board of Selectmen
 - Library
 - Police Department
 - Fire Department
 - EMS
 - Transfer Station
 - Tax Collector
 - Town Clerk
- Insured Properties that are Town Owned (16 with unknown owners-Mike has this list)
- Towns has an Official Asset Inventory (Henry will find this report)
- Cost Structure (forget the cost for the first step of the process)
- Costs as Part of the Operating Budget
- Capital Improvement Plan as a Guideline

Henry will submit categories to the Board of Selectmen looking for their input. Mike and Henry started a bulleted list of town projects.

Theresa drafted a document to be given to the town departments for Capital Improvement Planning Proposal – 2017. The board made changes to this document.

- Add 'Other' under 'Reasons that apply to your request'
- Under 'Estimated Total Cost' add 'Estimated Total Cost Includes'

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- Indent 'Previous Grant Proposal' and put it under 'Estimated Non-Tax Funding'
- Add to the second page: 'Attach supporting documentation'
- Add to the second page: 'Explain level of urgency'

Randy Burbank came into the meeting at this point and he and the board used his Capital Improvement Proposals to critique the form. Topics discussed for the form were:

- Project Priority
- Where to put
 - Planned Date of Expenditure
 - Moving Previously Proposed
 - New Project
 - Previously Submitted Project

Theresa will do the edits to the form and send the completed form to Mike, Henry and Randy to be filled out. Henry will be in charge of Board of Selectmen Project.

Work Session adjourned at 8:00pm.