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Approved with changes: _____
Unapproved: _____

Effingham Planning Board
Work Session
May 17, 2018

Members Present: Theresa Swanick, Elaine Chick, Mike Cahalane, Gary Dean (A), Grace Fuller (A)

Members Absent: Paul Potter, Gary Jewell, George Bull

Others Present: Dianne Park, Chuck Fuller

Meeting called to order at 6:30pm.

Gary Dean is a full member in place of George Bull.
Grace Fuller is a full member in place of Gary Jewell.

A motion was made by Theresa, seconded by Elaine, to appoint Grace Fuller a full member of the Planning Board. All were in favor.

Capital Improvement Plan (CIP)

The Capital Improvement Plan Committee is a sub-committee of the Planning Board. It was decided to have the Planning Board Work Sessions be strictly for the Capital Improvement Plan Committee (CIPC).

Discussion followed on various points:

- Attendance by CIPC member at Board of Selectmen Meetings to keep them up to date.
Chuck volunteered for this.
- CIP Agenda for future meetings
- Publicize Agenda Notices
- Advertise on Effingham town Facebook pages (there are 2 separate Facebook pages)
Chuck will handle
- Webpage for CIPC separate from Planning Board
Theresa will handle
- CIPC Committee Members so far: Elaine Chick, Mike Cahalane, Gary Dean, Chuck Fuller, Grace Fuller, Theresa Swanick, George Bull
- Looking for public participation
- Can Lakes Region Planning Commission (LRPC) get us to where we want to be?
- Tuftonboro CIP Process/Who wrote the Tuftonboro CIP Report and would they be willing to come to talk with us.
Gary will handle
- Madison CIP Process/Would they be willing to come and talk to us?
Theresa will handle
- Having other groups make presentations on June 14, 2018. (Ex. 30 min. presentations each)

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- Advertise the June 14, 2018 LRPC CIP Presentation Process.
- Time Frame for CIP Program/Budget Committee translated into town warrant articles.
- Assign board members to act as liaisons between town department heads.
- Excel spreadsheet to populate a graphic report
- How far back to we need to get data (ex. 5 yrs., 10 yrs., 15 yrs., etc.)
- Can we live with 7 year data information?
- Additional man hours for town employees to get the needed information.
- Power of the CIPC – Advisory
- Identify each item needed, when it needs to be replaced and how much money is needed each year for replacement
- Exeter, NH uses a point system for each project
- Grant possibilities for projects
- Town Capital Asset Policy
- Digital copies of documents
- What is needed if LRPC is chosen for CIP and where to get the information?
- Cloud site for document storage and sharing
- Transportation Plan vs. Capital Improvement Plan
- Online submission forms
- How much of the Master Plan applies to the CIP?

The LRPC Meeting is June 14, 2018 at 6:00pm.

Assignments

Gary-Will invite someone from Tuftonboro, NH

Theresa-Will look at LRPC for a small write up on CIP introduction

Chuck-Will place the LRPC write-up on Effingham Facebook pages and newspaper advertisement.

Chuck-Will attend the Board of Selectmen meeting to advertise the 6/14/18 LRPC Meeting.

There is a Budget Committee Meeting on June 5, 2018. CIPC Members are urged to attend.

A motion was made by Gary, seconded by Grace, to adjourn the meeting.

Meeting adjourned at 8:40pm.