

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Capital Improvement Plan Committee July 19, 2018

Members Present: Mike Cahalane, Elaine Chick, Chuck Fuller, George Bull, Theresa Swanick, Grace Fuller, Gary Jewell

Members Absent: Paul Potter, Gary Dean (A)

Others Present: Dianne Park, Dave Strauss, Pat Riker

Meeting called to order at 6:35pm.

Minutes

A motion was made by Mike, seconded by George, to approve the minutes from June 14, 2018 as amended. All were in favor.

Page 1, change the title from 'Effingham Planning Board' to 'Effingham Capital Improvement Plan Committee'

A Scope of Work document was passed out to all committee members. Chuck gave background information on how the document was put together. The committee went through the document making changes. Grace made 3 points:

- 1-She wants to confirm with Lakes Region Planning Commission (LRPC) to make sure they are going to be the project manager.
- 2-A committee member will be appointed to work with LRPC.
- 3-Clarify the type of report LRPC will be responsible for.

Changes to document

Page 1, Under 'Key items for incorporation into document', add 'o Educational Mailing'

Page 1, Under 'Key items for incorporation into document, delete 'Use Master Plan topics as a place to start a discussion and update of the information.'

Task 1: Correspondence

Under the fourth bullet point, add 'Budget Committee Representative'

Task 2: Fiscal Analysis I – Historic Trends

Under the first bullet point, change 'Consider using 'actual'...' to 'Use 'actual'

The committee discussed what are the LRPC Data Requirement Lists and how does the committee get the Governor Wentworth Regional School District Information. Dave Strauss told the committee about a New Hampshire website that shows financial information per town.

Task 3: Develop Process Forms/Documents

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The second bullet point will be taken out of the Scope of Work document sent to LRPC.

Fourth bullet point will be moved to the beginning of the document under 'Educational Mailing'.

Task 4: Kick Off Meeting – CIP Committee

Change the title of 'Task 4: Kick off Meeting' to 'Task 4: Initial Meeting'

First sentence, change 'LRPC staff will assist in facilitating a meeting....' to 'LRPC staff will facilitate a meeting...'

Delete the two 4a statements

Task 5: Committee Meeting 2

Change through the entire document any reference to 'Committee Meeting 2, Committee Meeting 3' etc. to 'Committee Meeting'

Task 6: Committee Meeting

Add 'and Liaison person' to the end of the paragraph.

Task 7: LRPC Compiles Project Request Results

Delete 'Ten year anniversary is 2019-2021.'

Task 8: Committee Meeting

Task 9: Committee Meeting

Leave as written

Task 10: Fiscal Analysis

Use 'ten year capital improvement program...'

Task 11: Final Document

Delete everything after 11c

Chuck will update the Scope of Work document and make the initial contact with LRPC. Mike will be the contact between LRPC and the committee also negotiating the final Scope of Work contract. Once confirmed the Scope of Work will be sent to the Board of Selectmen for signature. The Board of Selectmen will be sent the Scope of Work before their next meeting so they can read through it before hand. Grace will present the Scope of Work at the next Board of Selectmen Meeting.

A motion was made by Elaine, seconded by George, to adjourn the meeting.
Meeting adjourned at 8:10pm.

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