

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Capital Improvement Plan Committee (CIP)
January 24, 2019

Members Present: Grace Fuller, Elaine Chick, Theresa Swanick

Members Absent: Paul Potter, George Bull

Others Present: Susan Slack (Lakes Region Planning Commission (LRPC)), Chuck Fuller, Dave Strauss

Meeting called to order at 6:30pm.

Minutes

A motion was made by Grace, seconded by Elaine, to approve the minutes as amended from October 21, 2018 as amended. All were in favor.

Page 1, Under ‘Minutes’, third paragraph, 1st sentence, change from ‘A letter of resignation was accepted by Gary Jewell and Gary Dean.’ to “Letter of resignation were accepted from Gary Jewell and Gary Dean.’

School District Notification

George contacted the School District about obtaining the necessary information, and copies of the letter received was reviewed. Good news that no significant capital improvement costs from School District anticipated. It was determined we need to see further info about number of students, grades 7-12 and number of homeschool students in town. Also, need to determine schedule of bond payments for Effingham school.

Scoring/Prioritization Discussion

Chuck and Susan reviewed methodology options for helping departments and CIP team prioritizing requests. Reviewed classification descriptions from Office of Strategic Initiatives, as well as sample memo for requesting info from departments. Also reviewed capital funding request forms from Towns of Exeter, Tuftonboro, Belmont and Gardiner Maine. Will use next meeting for developing Effingham CIP request form.

Historic Town Hall, Library & New England Masonic Charitable Institute (NEMCI)

Chuck provided update on the Historic Town Hall (HTH) project. Last meeting provided good generation of ideas about future use of building (as requested by consultant for completion of his report). Chuck is continuing to gather data from contractors on potential costs for repairs. Also working with Mae Williams as the Historic Preservation Consultant.

Trust Fund Warrant Article

Theresa provided an update on the rationale for the warrant article to change the title of the library trust fund, to modify the definition of how funds may be used.

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Town Report update article

The team reviewed copy of the update article to be included in the Town Report. No edits suggested.

Other

Discussion about reviewing Master Plan and integrate into CIP. Will spend more time on this next meeting.

Recommendation from Theresa to look through Town Reports from past 10 years to determine what was appropriated, what was expended and who was agent to expend.

Discussion about timeline for gathering information:

April-June: gather data from department heads; July-August: summarize; September: summarize for Budget Committee.

To-dos:

- 🍏 gather additional data from School District on number of students in each grade, 7-12
- 🍏 determine from School District the schedule of bond payments for Effingham School
- 🍏 check on availability of table on Voting Day
- 🍏 develop webpage for CIP on town website.

Next Meeting is February 21, 2019. Agenda items for the February meeting are:

- Development of Scoring/Prioritization form
- Review Master Plan for items to be considered

Meeting adjourned at 8:00pm.