



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Capital Improvement Program (CIP)

Approved Meeting Minutes

June 26, 2014

The regular meeting of the Capital Improvements Program (CIP) was called to order on June 26th at 7:04pm, by 2013 Chairman Rob Gustafson, at the Town Hall

Present

Rob Gustafson, Chair 2013

Neelima Gogumalla, Citizen Member

Roger Hohenberger, Board of Selectmen Representative

Steven Bookless, Planning Board Representative

Jennifer Simmons, Citizen Member

Paul Gosselin, Planning Board Representative

Elizabeth Wood, Staff Advisor

Excused

Al Letizio, Board of Selectmen Alternate

Jerome Rekart, School Board Representative

Dennis Senibaldi, School Board Representative

New Business

I. First Order of Business was the Election of Officers

1. **Chair – Rob Gustafson** as the current Chair was nominated by Roger Hohenberger and seconded by Neelima Gogumalla. Vote: 6-0
2. **Vice Chair – Jennifer Simmons** was nominated by Neelima Gogumalla and seconded by Roger Hohenberger. Vote: 6-0
3. **Secretary – Steven Bookless** was nominated by Neelima Gogumalla and seconded by Roger Hohenberger. Vote: 6-0

II. Review and Approve Cover Letter, Forms, and Distribution List

1. Mr. Hohenberger questioned the \$75,000 threshold for CIP expenditures. He felt that this amount was too large a hurdle for most departments in town. Both Mr. Hohenberger and Ms. Gogumalla believed the limit should be lowered to \$50,000. Mr. Gosselin and Mr. Bookless explained that the planning board had discussed the \$75,000 limit at length at one of their meetings and decided that this amount was appropriate. Mr. Gustafson opened the floor for public input. Town resident, Mr Daniel Popovici-Muller, was in favor of lowering the limit to \$50,000. He felt that a lower limit would encourage more supervision on how the funds were

intended to be spent. Discussion ensued and the CIP will reach out to Kristi St. Laurent, Chair of the Planning Board, to revisit the \$75,000 limit.

2. Mr. Hohenberger requested a change made to the definition of Capital Expenditure, but after discussion withdrew his request.
3. Ms. Simmons made the observation that the date on the current letter needed to be changed.
4. A motion was made by Mr. Gosselin, and seconded by Mr. Hohenberger, to accept the form, distribution list, and cover letter, with the final amount to be determined. Motion approved 6 - 0

III. Meeting Schedule

1. Future meeting times were set at 7:00pm for the following dates:
 1. July 31st – Presentations
 2. August 14th – Presentations
 3. August 28th – Presentations
 4. September 4th – Tentative Meeting (if needed)
 5. September 18th – Ranking
 6. October 2nd – Draft Plan
 7. October 15st – Presentation, and Public Hearing, at Planning Board Meeting

IV. Review of the Application Process

1. **All Town Departments** are invited to submit applications by completing the “Project Request Forms” with attachments and additional pages if needed.
2. Mr. Gustafson outlined the CIP application process:
 - A. Notify Department Heads
 - B. Review Submissions
 - C. Hear Presentations
 - D. Rank Projects
 - E. Pull Financial Plan Together
 - F. Draft a Report

Mr. Gustafson explained that CIP Board Members will help (with the report) by writing up a section to include in the report. Each member will be assigned a section(s) depending on the number of department submissions.

V. Participation in the CIP

Mr. Hohenberger expressed concern that the School Committee is not utilizing the CIP for funding some of its capital projects. Discussion ensued and it was agreed that input from the School Board representatives would be welcome.

Adjournment

Motion to adjourn at 8:15 pm by Neelima Gogumalla and seconded by Jennifer Simmons. Vote: 6-0

The next general meeting will be at 7:00pm, on July 31, 2014, in the Community Development Department Meeting Room.

Minutes submitted by: Steven Bookless

Approved by: CIP Committee on 7/31/14