



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Capital Improvement Program (CIP) Approved Meeting Minutes July 31, 2014

The regular meeting of the Capital Improvements Program (CIP) was called to order on July 31, 2014 at 7:04pm, by Chairman Rob Gustafson, at the Community Development Conference Room

Present

Rob Gustafson, Chair
Neelima Gogumalla, Citizen Member
Roger Hohenberger, Board of Selectmen Alternate
Steven Bookless, Planning Board Representative
Jennifer Simmons, Citizen Member
Paul Gosselin, Planning Board Representative
Ken Eyring, School Board Alternate

Excused

Al Letizio, Board of Selectmen Representative
Jerome Rekart, School Board Representative
Dennis Senibaldi, School Board Representative

New Business

I. First Order of Business was the assignment of Committee Members to lead Write – Ups of Project Requests

1. **Roger Hohenberger** volunteered to write up the Administration and Solid Waste Proposals
2. **Neelima Gogumalla** volunteered to write up the Library Proposal
3. **Jennifer Simmons** volunteered to write up Recreation Proposal

A discussion ensued regarding the remaining Write – Ups and the consensus of the CIP was to wait until all Departments/Committees have submitted their proposals prior to assigning any more members of the CIP

II. Mr. David Sullivan, Town Administrator, gave a short presentation on the Vehicle, Equipment, and Infrastructure Plan (VIP) or Operations Plan. He proposed all lower price items and recurring costs be covered by the operating budget. Only items that met the \$75,000 CIP threshold would be submitted to the CIP.

III. CIP Administration Proposal

1. Mr. Sullivan outlined a proposal for a Greenway Trail Improvement. The request is for the 2015 budget year for \$650,000. Mr. Sullivan explained that 80% of the funding would come from a grant, and that his request for the additional 20% (\$130,000) would be made to the CIP contingent on successfully obtaining the grant.

Full details of Mr. Sullivan's proposal will be detailed in Mr. Hohenberger's write - up

IV. CIP Solid Waste Proposal

1. Mr. David Poulson, SWM Department Head, outlined four proposals based on his department's current operational status. All of his requests will be within a 4 year timeframe; 2018 – 2022. His proposals are for the replacement of 2 trucks and 2 loaders.

Mr. Poulson reviewed his replacement criteria, and vehicle maintenance policy. CIP members asked questions regarding buying new, leasing, or buying used. Mr. Poulson offered the pros and cons to each option and said his decisions were based on value.

One CIP member asked where the revenue from selling the town's recycling waste went. Both Mr. Poulson and Mr. Sullivan explained the revenue is placed in the town's general fund. The rationale was for the benefit of the greater good, because not all departments generate revenue.

Full details of Mr. Poulson's proposals will be detailed in Mr. Hohenberger's write - up

V. Boards/Committees/Departments not submitting requests

- Tax Department
- Senior Center
- Housing Authority
- Cable
- Community Development Department
- Town Clerk's Department
- Cemetery Trustees
- Planning Board
- Assessing Department
- Police Department

VI. Boards/Committees/Departments that have not yet indicated whether or not they will be submitting project requests this year:

- Windham Economic Development Committee
- Local Energy Committee (Scheduled to review this week)
- Conservation Committee (Scheduled to review at 8/14/14 meeting)
- IT/GIS Department
- Forestry Committee (Scheduled to review at 8/5/14 Meeting)
- Historic District Heritage Committee
- Windham Historic Commission (Searles School & Chapel)
- Rail Trail Alliance

VII. Review and approval of the June 26, 2014 meeting minutes.

Neelima Gogumalla made a motion to accept the minutes as presented
The motion was seconded by Jennifer Simmons

Vote: 6 – 0 - 1

Adjournment

Motion to adjourn at 8:15 pm by Roger Hohenberger and seconded by Paul Gosselin

Vote: 7-0

The next general meeting will be at 7:00pm, on August 14, 2014, in the Town Hall

Minutes submitted by: Steven Bookless

Approved by: CIP Committee on 8/14/14