



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Capital Improvement Program (CIP) FINAL Meeting Minutes September 24, 2015

The meeting of the Capital Improvements Program (CIP) was called to order on September 24th, 2015 at 7:07 PM, by Chairman Rob Gustafson, at the Community Development Department.

Present

Rob Gustafson, Citizen Member, Chair
Jennifer Simmons, Citizen Member, Vice Chair
Dan Guttman, Planning Board Representative, Secretary
Neelima Gogumalla, Citizen Member
Roger Hohenberger, Board of Selectmen Representative
Paul Gosselin, Planning Board Representative
Dennis Senibaldi, School Board Representative (Seated at 7:33pm)
Steven Bookless, Citizen Member Alternate

Excused

Tom Murray, School Board Representative Alternate
Al Letizio, Jr., Board of Selectmen Representative Alternate

I. Call to Order

Call to order at 7:00 pm in Community Development Center

II. Updates to Project Request

- Adam Steele provided updated Capital Needs for Future Building Project
- Chief Lewis confirms 2016 capable for Police needs
- Rob - Highway Truck will not be purchased prior to Bond approval is generated
- Dave Sullivan conversation
 - Roger commented on budget ratio from town overall budget vs. CIP requests
 - Discrepancy between BOS and CIP budgets highlighted by Paul
 - Steve commented on \$0.75 CIP presented vs. \$0.37 voter approved
- Nikki Bottai – Representing record retention request
 - 3 phase project was presented to ensure that phase 1 was planned appropriately
 - Phase 1 would be represented as initial stage with software, professional services and digitization of town records for \$50,000 total.
 - Budget, payroll and HR data would not be digitized in phase 1
 - On demand scan presents non scanned data scanned upon request to the vendor to reduce unnecessary scans
 - Rob read into minutes Slide 1 Vendor Guidance Phase 1 & Software Application – would cover full index generation

- Nikki to provide formal request adjusting the Retention request to represent only phase 1 (received 8pm)
- Paul recommends a revote on Town Record Retention in light of adjustments to the proposal from 3 phase to 1 phase and drop from \$130,000 to \$50,000

III. Review and Discussion of Financial Plan

- Review of Record Retention vote
- Revote on Police Request
- ACTION: Rob to look into obtaining a legal opinion from Bernie on the usage of the Fire and Police impact fees for their requested items (Quint or communications equipment)
- Motion by Dennis, Second by Dan – keep it Roads request at \$390,000. Vote: 4-3 vote passes
- Motion by Roger, second Neelima to keep school at \$800,000. Vote: 4-3 vote passes
- Motion by Dennis to keep Police comms at \$190,000 in 2016. No second.
- Motion by Roger, second by Dan to move out Police comms request to 2017. Vote 5-2 vote passes
- Motion by Dan, second by Roger, keep record keeping at \$50,000 in 2016. Vote 7-0 vote passes
- Motion by Dennis, second by Dan, keep Master plan at \$50,000 in 2016. Vote 4-3 vote passes
- Motion by Dennis, second by Paul, to create appropriate legal mechanism of \$90,000 in 2016 with flexibility to spend the funds in 2016 or 2017. Vote 5-2 vote passes
 - Request to chair to obtain legal guidance on appropriate legal mechanism to allow for funding
- Motion by Dennis, second Paul, to put additional \$90,000 into 2017.
- Motion by Roger, second by Dan, any funds obtained through re-evaluation of Mill rate be applied to the school capital reserve rate. Vote 3-4 vote fails
- Motion by Paul, second Dennis, to normalize the Mill rate to be an equivalent funding mechanism to the existing. Motion fails 4-3
- Motion by Roger, second Jennifer. Once we find out what the reval number is we reconvene to assess how to adjust rate. Vote passes 7-0
- Motion by Paul, second Neelima, to push Quint purchase to 2017. Vote 4-3 vote passes
- Action: Rob to mail out the financial analysis

IV. Review of Document Preparation

- Initial submissions requested for October 2nd
- Write-ups are due October 9th

V. Review and Approve September 3rd Meeting Minutes

- September 17th – Not reviewed
 - No Motion
 - No Vote

VI. Future CIP Meetings

a) Presentation @ Planning Board Hearing: October 21st

VII. Adjournment

Mr. Gosselin made a motion to adjourn at 9:52 PM
 The motion was seconded by Mr. Senibaldi
 Vote: 7 - 0

Minutes submitted by:

Dan Guttman

Approved by CIP on 10/21/15