



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Capital Improvement Program (CIP) FINAL Meeting Minutes September 03, 2015

The meeting of the Capital Improvements Program (CIP) was called to order on September 3rd, 2015 at 7:05 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
Paul Gosselin, Planning Board Representative
Steven Bookless, Citizen Member Alternate
Dennis Senibaldi, School Board Representative (Seated at 7:18 pm)

Excused

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

I. Call to Order

Call to order at 7:06 pm in Community Development Center

II. CIP Presentation – Planning Board – Continued from 8/27/15

- Ruth Ellen Post responding to carry over questions
 - Is \$50k sufficient to complete the Master plan
 - Board relied on December 2014 recommendation for the \$50k number
 - Number validated by Community Development staff
 - No RFP or Bid yet – was pending approval of the funds prior to initiation of RFP process
 - \$50k will get the board to a position where if the Master plan is not completed, the planning board would be able to complete
 - What is the urgency?
 - Urgency was conveyed by the planning board at a 5-1 vote. Chair Alan Carpenter felt that a rolling update would suffice to meet the ordinance. Alan also communicated that he felt the dollar amount was low and that the ask would need to be higher to fully complete the 2015 master plan. – Paul Gosselin highlighted that current work would significantly reduce the amount of funding necessary highlighting Energy, Economic Development
 - Ruth Ellen highlighted the 10 year practice is past due in light of major changes in light of the current proposal of the Market Square proposal, Growth

Management ordinance and Village Center District. Without having these items addressed it would basically write the ordinances for the board in a de facto manner if they go directly to ballot at the 2016 Town Meeting.

III. CIP Presentation Highway Department – Continued from 8/3/15

Jack McCartney

Roads

- Ministerial road – started in 2015 to be completed in 2016
- East Nashua road – telephone polls moved and replaced
- 400-500 foot stretch of Flat Rock Road
- Penachuck water project has accounted for the repaving for road associated with that project.
- Roger asked if the cost of materials is impacted by the decrease in oil. – Jack said price has remained consistent and more impacted by supply and demand than the direct change in oil prices. Sold in ton increments.
- Rob – 4.06m with professional services of 5% validated instead of the 4.2m

Trucks

- Roger asked what was voted on in 2015 – approved in 2013 but the grant was not completed due to vendor and RFP issues.
- Trucks replaced based on Hours and conditions not just hours. Potential cost reduction to just caps and chassis depending on how the new infrastructure wears.

Additional items

- Wood chipper? Is there any additional information. Current work is subbed out – 3 used, 1 has closed and 2 are considering retiring leaving the towns ability to subcontract the work out at risk. Limit to 6 wheeler trucks reduces subcontractors available to perform the work. Current work is done by hand since we do not have the equipment
- Denis highlighted this equipment is day to day requirement and clearly a piece of equipment we should own. – Jack what we pay in rentals we could have bought two for the price spent.
- Steve – Leasing vs buying – Jack said we would get 10 years out of a chipper
- Rubber Track Excavator – Jack highlighted availability

IV. CIP Presentation – Maintenance Department – Continued from 8/3/15

Jack McCartney

- HVAC quote does not meet the expected quote and has been withdrawn
- Neelima – Specs for what was expected? Jack – proposal being generated incorporating Neelima comments. Will be brought back to the CIP in 2016.
- Denis – will this be done budgetarily in 2016? Jack confirmed

V. CIP Presentation Recreation Committee

Cheryl Haas

- Passive recreation section (formerly known as the skate park)
- Based on feedback from Master plan survey and public meeting hosted by selectment in 2014.

- Focus on shade trees – Dan – did you speak with an arborist for a local / native trees that would thrive in this environment? Agreed and looking for donations
- Kid friendly zone next to the grass closest to Baseball field A
- Wall along the basketball courts/tennis court
- Has current support of the selectmen however Roger highlighted caution on the price of Sitting wall and Pavers. Expectation is that some of the costs could be offset by donations. Budget must be requested to complete the project. Donations would be applied either to initial or to augment the project.
- To be completed in 2016 if approved on ballot
- Surfacing and platforms could be made of cheaper less expensive materials however they would require more investment annually and shorter lifespan requiring replacement sooner. Selectmen requested a project that would last and be a focal point
- Vote would be simple majority

VI. CIP Presentation School Board

Adam Steele / Ken Eyring

- See Windham School District FY 17 CIP Submission PowerPoint presentation
- 2016 Withdrawal of \$675k has not been removed pending result of Option 2 plan on 2016 Town Meeting ballot.
- Rob – out year projections requested. Action Adam to provide numbers based on 1.5%
- Steve – \$1.3m surplus, where is that money being allocated? – Adam that fund was submitted directly to remediate the tax rate.
- Roger – if Option 2 is \$20m, those numbers could go through CIP. – Denis highlighted that could exceed CIP limits. Paul – YoY preventative maintenance appropriate. Neelima asked when would the budget evaluation and adjustment occur. Roger agreed that it would not be feasible at this time.
- CIP has 0.75/1000 tax rate.

VII. Boards/Committees/Departments not submitting requests

- Library will not be submitting as they are still working on HVAC. Carpet and Paint projects will be upcoming

VIII. Boards/Committees/Departments no response to CIP request

- Searles has not responded although it appears

IX. Review Approve meeting Minutes

- August 3rd
 - o Motion Roger to approve as written, 2nd Denis
 - o Vote passes 5-0-2 (Rob / Paul)
- August 27th
 - o Motion Denis to approve as written, 2nd Paul,
 - o Vote passes 7-0

X. Old Business

- Request for clarification from Nichole Bottai on whether the costs would include all facets including the online access and digitizing of all records for access? (action: Roger)
- Action for all: Narratives are due prior to the 24th – preference is October 1st.

XI. Adjournment

Mr. Gosselin made a motion to adjourn at 8:57 PM

The motion was seconded by Mr. Senibaldi

Vote: 7 - 0

Minutes submitted by:

Dan Guttman