

CIP SUBCOMMITTEE MEETING MINUTES

October 21, 2003

ROLL CALL: Lee Maloney, Chairperson, Planning Board Member – Present
Nancy Prendergast, Vice Chairperson, Planning Board Member – Present
Suzanne Jortberg, Secretary, Citizen Member – Present
Marcia Unger, School Board Member – Present
Bev Donovan, Alternate School Board – Present
Roger Hohenberger, Selectmen – Present
Galen Stearns, Alternate Selectmen – Present
Jack Merchant, Citizen Member – Present
Julie Morgan, Citizen Member – Excused

Ms. Maloney called the meeting to order at 7:13 PM in the Planning and Development Room.

CORRESPONDENCE: Ms. Maloney read a letter received from the town department heads stating that they felt the 15-minute presentation time was not long enough and requested the subcommittee consider follow-up workshops after the initial presentations to better relay their requests and to invite discussion in a teamwork effort. Mr. Hohenberger stated that this year's subcommittee process is now in its final stages. Their request for subsequent workshops could be implemented next year. Ms. Unger felt that this subcommittee asked lots of questions following each presentation and those questions were adequately answered and that no specific time limit was actually imposed. We also asked some dept. heads back for further information during our subsequent meetings. Consideration was given to the idea of sending out a preliminary CIP spreadsheet to the dept. heads and to give them the opportunity to make a subsequent appearance if they so desired. Ms. Maloney agreed to respond to the letter regarding our discussion. Mr. Merchant added the idea of having the CIP subcommittee make its preliminary presentation to the dept. heads before making it to the Planning Board.

MINUTES: Motion by Ms. Unger, seconded by Mr. Merchant, to approve the minutes of the CIP meeting held on October 16, 2003, as written. Motion was unanimously approved.

OLD BUSINESS: Mr. Hohenberger invited Mr. Poulson, Transfer Station Manager, to this meeting to discuss the future needs of the facility, particularly, expansion/improvement needs. Considering future needs of the school district, the Selectmen (present) felt there was a need to fund any needed improvements now. Mr. Poulson discussed the study that was conducted about a year ago which called for a \$400,000 renovation project that would remodel the transfer station to provide for more storage space. He felt that type of project was not necessarily the right decision at this time. Mr. Poulson expressed his preference of "don't store it, but move it out". The discussion moved on to the property next to the transfer station to the East. There are approx. 9 acres, for which topography has been done, but nothing further. Any infrastructure issues spelled out in the study are being addressed under Mr. Poulson's operating budget. He wants to do an in-house feasibility study with Mr. Sullivan, and then bring in an engineering consultant to consider the options. The feasibility study would consider projections of the town's growth, outsourcing and curbside pick-up options. Mr. Merchant and Mr. Hohenberger suggested allocating \$100,000 for 4 years, 2005-2008, because they felt something will be needed in the future and it should be funded now. All present concurred. Mr. Merchant also commented that a full study of the adjacent property to the transfer station should be done now. The discussion with Mr. Poulson moved on to the articulating loader, which he requested in 2005, but is currently scheduled for 2008 in the CIP. Mr. Poulson would like to consider a lease program with a service maintenance contract, but he hasn't determined the cost of such a program.

The subcommittee expressed its desire to see Mr. Poulson acquire the 5-ton truck he requested at a state surplus auction. In the future, it was suggested that the transfer station and highway agent consider collaborating on vehicle purchases and shared use. The subcommittee thanked Mr. Poulson for coming in.

NEW BUSINESS: Following up on Mr. Hohenberger's request, Ms. Unger explained that due to its bond size, Nashua bonded its school project in stages. The last portion bonded was almost \$39 million and was bonded for 20 years at 4.73% in January, 2002. Mr. Merchant then requested a discussion about the funding of the school district's future high school bond in relation to the CIP. He commented that when paying tuition to Salem, there was always a capital recovery component to it (Ms. Unger guesstimated it was approx. 2%); therefore, he felt there should be a line item on the revenue side of the CIP spreadsheet to account for this which would offset a portion of any bond obligation. A credit on the revenue side equal to the Salem capital cost allocation amount. Mr. Hohenberger questioned whether such monies would be reflected elsewhere, in the school district's budget. Mr. Merchant went on to say that Windham has always had a level funding CIP program. It should be noted here that the school district's elementary school needs could possibly be delayed until 2010, at which time additional CIP funds will become available as the present bond obligations expire to apply toward this new obligation. Mr. Merchant went on to say that by putting the high school bond in the present CIP program, we lose the ability to ever balance the CIP budget again. Given the needed high school bond amount, the CIP level or tax rate will need to be raised. It was suggested keeping the high school bond in the CIP program, but to create a separate section from the current CIP program to distinguish between the current CIP level and the additional tax rate needed to fund the high school bond. All present agreed, but this format would likely need to be adopted next year since our preliminary presentation to the Planning Board is next week. Ms. Unger mentioned that this idea should be discussed and we should be prepared to answer questions about the CIP figures in the years 2008 and beyond.

Lastly, the following subcommittee members agreed to write the specified departmental narratives for the CIP report: Mr. Hohenberger and Stearns: Fire Dept., Highway Agent, and Selectmen; Mr. Merchant: Transfer Station and Planning & Development; Ms. Unger and Donovan: School District and Conservation Commission; Ms. Prendergast: Library Dept., and Recreation. The subcommittee's preliminary presentation to the Planning Board is set for October 29th at 7:30 PM in the Planning and Development Room. The subcommittee then scheduled a follow-up meeting for October 30th at 7:00 PM, at the same place.

The meeting was adjourned at 9:00 PM. Motion to adjourn by Mr. Merchant, seconded by Ms. Unger. These minutes are in draft form and have not been approved by the CIP Subcommittee. Respectfully submitted, Suzanne Jortberg 10/26/03