

Town of Windham
2007 Capital Improvement Program Subcommittee

**** FINAL MINUTES ****
CIP Subcommittee Meeting Minutes
October 19, 2006

ROLL CALL: Pam Skinner, Planning Board Member, Chairperson – Present
Ruth-Ellen Post, Planning Board Member, Vice-Chairperson – Present
Bruce Breton, Community Member – Present
Roger Hohenberger, Selectmen – Present
Jack Merchant, Community Member – Present
Marcia Unger, Community Member, Secretary – Present
Dennis Senibaldi, Alternate Selectmen Member – Excused
Galen Stearns, School Board Member – Excused
Beth Valentine, Alternate School Board Member – Excused

Members met at 7:00 PM with Chief McPherson and firefighter Scott Zins, mechanic for Engine-3, at the Fire Station to view the engine the chief would like to replace, and discuss its current condition and maintenance needs.

Ms. Skinner called the meeting to order at 7:45 PM in the Library Community Meeting room.

OLD BUSINESS:

Minutes: Motion made by Ms. Post to approve minutes of 10/05/06, seconded by Mr. Breton, and approved 6-0.

The subcommittee reviewed additional information provided by the following departments.

- a. Jack McCartney/Highway Department - current mileage and repair cost history for the One-Ton Dump and One-Ton Pick-Up and current hours on the Front End Loader owned by the town and year of purchase.
- b. Brian Gallagher/School District – Due to the priority of replacing/fixing the Middle School septic system, estimated cost figures for the Middle School Repaving and New Parking request and for the New Middle School Soccer Field request will remain unchanged for now. A new assessment of both items will occur upon resolution of the final septic location.
- c. Mr. Samsel and Ms. Pynn/Historic District Committee - Expiration date of the DOT grant for the Windham Depot restoration project is typically 3-4 years after the grant year, or 2010 for the Windham Depot restoration grant. It is their feeling that any use of the \$18,000 in the Recreation CRF for this project is up to the Board of Selectmen.
- d. Ralph Valentine/Recreation Committee – The Recreation Committee will be investigating the use of grant money for the new requested fields at Nashua Road beginning in 2007. No additional information on grant money is available at this time.

- e. David Sullivan and Dana Call/Administration – Roger will follow-up on the information from Pelham regarding their town's support and possible warrant article for repair of Castle Hill Bridge Road.

The CIP subcommittee finished the classification process on the remaining requests.

NEW BUSINESS:

The subcommittee began the task of inputting the ranked requests into the 2007-2014 CIP spreadsheet. Requests ranked between 1.00 and 2.00 were addressed within year 2007.

Planning Board members Ms. Skinner and Ms. Post will suggest to the Planning Board in their next meeting the dates of November 8th for a workshop between the two committees on the draft for the CIP plan, and the date of December 13th for the formal Public Hearing on the final CIP plan.

It was agreed that department project request write-ups for the final CIP report will be due electronically to Ms. Unger by end of day Monday, November 27th. The draft of the final report will be sent to the members by Monday December 4th, to be reviewed in the CIP subcommittee's December 7th meeting.

The meeting was adjourned at 9:10 P.M. (motion by Mr. Breton, seconded by Ms. Post, 6-0 approved).

Respectfully submitted, Marcia Unger 10/20/06.