

Town of Windham  
2009 Capital Improvement Program Subcommittee

CIP Subcommittee Meeting Minutes  
August 4, 2009

ROLL CALL: Rick Okerman, Planning Board Member – Present  
Walter Kolodziej, Planning Board Member – Present  
Roger Hohenberger, Selectmen – Present  
Jack Merchant, Community Member – Present  
Rob Gustafson, Community Member – Present  
Dennis Senibaldi, Community Member – Present  
Mike Hatem, School Board Member – Absent  
Galen Stearns, Alternate Selectmen Member - Absent  
Bruce Anderson, Alternate School Board Member – Absent

Meeting called to order at 7:00 PM at the Town Hall.

Mr. Okerman introduced the members and reviewed the agenda.

Motion made by Mr. Hohenberger to appoint Mr. Okerman as Chairman, Mr. Kolodziej as Vice Chairman and Mr. Gustafson as Secretary. Motion seconded by Mr. Senibaldi. No objections from the three members. Motion passed 6-0.

Mr. Okerman requested that a new list of members with contact information be published.

The committee reviewed the document and process for last year. Mr. Merchant will write up the document this year as opposed to having various members write up separate sections.

There was a discussion on splitting School and Town appropriations within the CIP. The consensus was to take this up when the committee meets with the School Board.

The committee discussed the guideline of \$50,000 minimum for capital requests versus the instructions given by the Board of Selectmen (BOS) to the department heads to use a \$100,000 minimum for requests. Mr. Hohenberger moved to have the Chairman send a letter to the Board of Selectmen to request the BOS to instruct the department heads to reduce the minimum capital request to \$50,000. And the letter should include the definition of what items are considered for capital improvement requests. Motion seconded by Mr. Gustafson. Motion carried 5-1; Mr. Senibaldi opposed the motion. As time is of the essence, Ms. Scott will draft the letter for the chairman's approval in order to be sent to the BOS before their next meeting.

Committee members received a package of capital improvement requests from the following departments: Fire, Police, BOS, Recreation and Transfer Station. The Transfer Station submittal was a memorandum stating that there were no capital improvement requests for the CIP. The committee discussed the lack of requests from the School District, the Library and the Highway

Department. Ms. Scott will send a letter to all Departments/Committees that did not submit requests asking them to do so, or provide confirmation that they will not be submitting any requests to the CIP this year.

The committee determined the schedule for meetings for the CIP as follows:

August 18<sup>th</sup> @ Library - Police, Fire, BOS

September 1st @ Town Hall - Recreation, Highway, other submittals

September TBD (tentatively September 19<sup>th</sup>) - School and Discussion on formatting/presentation of CIP (school & town separate)

September 29<sup>th</sup> @ Library - Scoring & Ranking

October 6<sup>th</sup> @ TBD - Scoring & Ranking

October 13<sup>th</sup> @ TBD - Finalize CIP

October 21<sup>st</sup> - Presentation to Planning Board

November 4<sup>th</sup> – Planning Board Public Hearing

Motion made by Mr. Hohenberger to adjourn, seconded by Mr. Senibaldi. Motion carried 6-0.  
Adjourned at 7:50PM

Respectfully submitted,  
Rob Gustafson  
August 4, 2009