



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

PO Box 120, Windham, New Hampshire 03087
(603) 432-3806 / Fax (603) 432-7362
www.WindhamNewHampshire.com

Capital Improvement Program (CIP)
Meeting Minutes
June 25, 2013

The regular meeting of the Capital Improvements Program (CIP) was called to order on June 25th at 7:04pm, by 2012 Chairman Rob Gustafson, at the Community Development Department.

Present

Rob Gustafson, Chair 2012
Neelima Gogumalla, Citizen Member (joined the meeting at 7:19pm)
Roger Hohenberger, Board of Selectmen Alternate
Alan Carpenter, Planning Board Representative
Jennifer Simmons, Citizen Member
Sy Wrenn, Planning Board Representative
Jerome Rekart, School Board Representative
Elizabeth Wood, Staff Advisor

Excused

Al Letizio, Board of Selectmen Representative

New Business

- I. First Order of Business was the Election of Officers
 1. **Chair – Rob Gustafson** as the current Chair was re-nominated by Alan Carpenter and seconded by Sy Wrenn. Vote: 6-0
 2. **Vice Chair – Sy Wrenn** was nominated by Roger Hohenberger and seconded by Jerome Rekart. Vote: 6-0
 3. **Secretary – Jennifer Simmons** was nominated by Alan Carpenter and seconded by Jerome Rekart. Vote: 6-0

- II. Review and Approve Cover Letter, Forms, and Distribution List
 1. Mr. Rekart recommended correcting the spelling of “rational” to “rationale” on page one of the “2014 Capital Improvements Program – Project Request Form”
 2. Mrs. Simmons recommended updating the date from “2013-2020” to “2014-2021” on the CIP Submission Letter.
 3. The Board decided to change the submission date, for CIP requests, from 4pm on July 12th to 4pm on July 19th.

- III. Meeting Schedule
 1. Future meeting times were set at 5:00pm for the following dates:
 1. July 30th – Presentations
 2. August 6th – Presentations

3. August 20th – Presentations
4. August 27th – Tentative Meeting (if needed)
5. September 10th – Ranking
6. September 24th – Draft Plan
7. October 2nd – Presentation, and Public Hearing, at Planning Board Meeting

IV. Review of the Application Process

1. **All Town Departments** are invited to submit applications by completing the “Project Request Forms” with attachments and additional pages if needed.
2. Mr. Gustafson outlined the CIP application process:
 - A. Notify Department Heads
 - B. Review Submissions
 - C. Hear Presentations
 - D. Rank Projects
 - E. Pull Financial Plan Together
 - F. Draft a Report

Mr. Gustafson explained that CIP Board Members will help (with the report) by writing up a section to include in the report. Each member will be assigned a section(s) depending on the number of department submissions.

Adjournment

Motion to adjourn at 7:36pm by Jerome Rekart and seconded by Neelima Gogumalla. Vote: 7-0

The next general meeting will be at 5:00pm, on July 30, 2013, in the Community Development Department Meeting Room.

Minutes submitted by: Jennifer Simmons

Approved by: [Type name here]