



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Capital Improvement Program (CIP)
Meeting Minutes
August 27, 2013

The regular meeting of the Capital Improvements Program (CIP) was called to order on August 27th at 5:04pm, by Chairman Rob Gustafson, at the Community Development Department.

Present

Rob Gustafson, Chair 2013, Citizen Member
Sy Wrenn, Vice Chair, Planning Board Representative
Al Letizio, Jr., Board of Selectmen Representative
Alan Carpenter, Planning Board Representative (joined the meeting at 5:28pm)
Jennifer Simmons, Secretary, Citizen Member
Jerome Rekart, School Board Representative
Neelima Gogumalla, Citizen Member

Excused

Elizabeth Wood, Staff Advisor

I. Chairman Rob Gustafson introduced the members of the board and reviewed the agenda.

II. **Heritage Commission CIP Presentation**

By: Carol Pynn and Peter Griffin

Proposal: To continue the history of Windham in written and bound form. The total project cost is \$50,000.

Justification: It has been many years since the history of Windham has been updated. The Heritage Commission feels because the Master Plan is being updated, this is the best time to also update our history.

Discussion: Ms. Pynn told the Board that the Heritage Commission would like to update our town history, in written and bound form, as it would be a wonderful research tool for the generations. The town currently has almost 300 years of written history which includes Morrison's "History of Windham, New Hampshire 1719 to 1893" and "Rural Oasis" which was written in 1975 and includes the years 1893-1975. Ms. Pynn informed the Board that Windham will be celebrating its 275th anniversary in the year 2017 and the Heritage Commission would like to have a publication of the town's history, from 1975-present, for that anniversary. The gathering of information and documenting will take a while.

Mr. Gustafson asked if the book would be for sale. Mr. Griffin replied that it would be for sale to recoup some of the costs of publishing. He said that Morrison's History Book can be viewed or purchased at the Nesmith Library and "Rural Oasis" can be purchased at Prudential Dinsmore and at the Nesmith Library.

Ms. Gogumalla wondered if this would be a new, separate book. Ms. Pynn replied that this would be a new book encompassing the years 1975-present.

Mr. Wrenn asked what the \$50,000 would be used for. Mr. Pynn said that the money would be used for research and cost by professionals and feels that the \$50,000 figure is a solid number.

Mr. Letizio asked how the writing/documenting of "Rural Oasis" was funded. Mr. Griffin replied that the town put up the initial funding for the book. Mr. Letizio asked how long it took for "Rural Oasis" to be written/published. Mr. Griffin said that the research/writing began in 1973 and the book was published in 1975. Mr. Griffin said that it is much easier to research history now.

Mr. Rekart wondered if the Boy Scouts or Windham High School students could be included in the project to make it more inclusive. Mr. Griffin said that they could be included. Ms. Parenteau said that the High School has already been contacted to help with the map. Ms. Parenteau also said that it can sometimes be a little bit work coordinating and managing the project with multiple groups.

Mr. Gustafson wondered who would be coordinating the project and who would control the dispersing of funds. Mr. Griffin said commission would be formed which would be made up of 4-5 people to coordinate the project. He said that the funds would be dispersed in conjunction with the Board of Selectmen. The funds would be used for book binding, art work, layout, and cover design.

III. Recreation Committee CIP Presentation

By: Dennis Senibaldi

Proposal: A repeat request for phase-one (of a two-phase project) of the Spruce Pond Field Project. Phase one is a rectangular multi-use field which is approximately 330' x 240'. The total project cost is \$275,000.

Justification: Over the years, the participation in youth sports has increased significantly in Windham. This has led to two issues. The first is that the scheduling of the fields is difficult because the number of the fields is limited. The other issue is maintenance. It is difficult to maintain the fields as they are constantly in use. The field being proposed was sized with input from the Soccer and Lacrosse organizations. The field could also be used to accommodate the newly formed Windham Football organization and the Pelham Razorbacks. Currently, all permits and approvals are in place. The project is ready for the construction portion.

Discussion: Mr. Senibaldi told the Board that this request is a repeat from last year's request for a field at the Spruce Pond subdivision. The Recreation Department has been looking for space, for more fields, due to the squeeze of sports programs for quite some time. This will be a two phase project. The first phase is for a soccer field. The field will be used by lacrosse, soccer, and possibly the Wolverines (there will be no goal posts). It is currently difficult to rest the fields as they are constantly being used. This summer, the fields, in the back of Griffin Park, were able to get some restoration as the Recreation Department was able to use the fields at the old golf course/driving range that is currently for sale. Mr. Senibaldi said that the Recreation Department has looked into renting fields. However, it is very expensive and the indoor fields are too small. Mr. Senibaldi informed the Board that the quotes that he supplied the Board with are good,

although they are 2 years old. He said that it would need to go out to bid. Mr. Senibaldi stressed that we are currently past crisis mode with 1,000 soccer players and over 200 in the Wolverine program. He said the field could be done by the fall of 2014. Mr. Senibaldi also mentioned that the price is different from last year's figure as a storage tank for water has been added and will be buried in the field. The Fire Department will be able to draw water from it.

Mr. Gustafson asked to explain what Phase 1 entails. Mr. Senibaldi said that Phase 1 will include a rectangular multi-use field, a full sized field, which will include 60 off street parking spaces. Parking has been included in the request.

Mr. Letizio wondered where the field would be going. Mr. Senibaldi explained that the field would be located in the Spruce Pond area which is off Route 28. The road, to the field, is gated and is on the right as you enter Spruce Pond from 28. Mr. Letizio also asked about the water tank. Mr. Senibaldi said that there would be 11-12 gallons of water a minute which would generate more water than would be used.

Mr. Carpenter asked why the Recreation Department didn't ask for a turf field. Mr. Senibaldi responded, that at this time, the department is focused on priorities and not what is on a "wish list."

Mr. Rekart asked what the usage of the field would look like. Mr. Senibaldi said that the fields would be used from spring thru early November. The fields will be shared by different town, sport organizations.

Mrs. Simmons asked for Mr. Senibaldi to describe Phase 2 of the project. Mr. Senibaldi told the Board that Phase 2 would be a full size, rectangular baseball field. No designs have been drawn up at this time. Some additional engineering still needs to be done to determine amounts. The field will be located in the upper half of the site. No CIP request is being made, for Phase 2, at this time.

Mr. Senibaldi told the Board that the field would serve both the town and the school side as they currently share fields. Donations, from town, sport's organizations, are made towards the fields.

Mr. Wrenn asked if the 4' fence would be sufficient. Mr. Senibaldi said the fence would most likely work for soccer and, for the most part, be used to keep the facility secure. Mr. Senibaldi said that he would supply the Board with a current topography map.

IV. Review Departments' Responses to CIP Request for Proposals

The following departments will not be submitting applications:

- Tax Department
- Senior Center
- Housing Authority
- Cable
- Community Development Department
- Police Department

- IT/GIS Department
- Assessing Department
- Town Clerk's Department
- Maintenance Department
- Cemetery Trustees
- Windham Economic Development Committee
- Local Energy Committee
- Conservation Committee
- Planning Board

V. Review and Accept the August 20th Meeting Minutes

Because the minutes, from the August 20th meeting, were not distributed to the Board before the meeting, a motion was made by Ms. Gogumalla and seconded by Mr. Rekart to postpone the acceptance of the minutes until the September 10th meeting. Vote: 7-0

VI. Review of Future CIP Meetings

Mr. Gustafson told the Board that at the next meeting, on September 10th, the Board would be ranking the proposals submitted. He asked that write-ups, for the report, be submitted to him by the 3rd week in September. Mr. Gustafson said that when ranking, those proposals receiving a 2 or 3 rating may still show up on the warrant depending on funding.

Adjournment

Motion to adjourn at 5:56 p.m. by Mr. Letizio and seconded by Mr. Wrenn. Vote: 7-0

The next general meeting will be at 5:00 p.m., on September 10, 2013, in the Community Development Department Meeting Room.

Minutes submitted by: Jennifer Simmons

Approved by: [Type name here]