



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Capital Improvement Program (CIP)

Meeting Minutes

October 2, 2014

The regular meeting of the Capital Improvements Program (CIP) was called to order on October 2, 2014 at 7:10 PM, by Chairman Rob Gustafson, at the Windham Town Hall

Present

Rob Gustafson, Citizen Member, Chair

Jennifer Simmons, Citizen Member, Vice Chair

Steven Bookless, Planning Board Representative, Secretary

Neelima Gogumalla, Citizen Member

Roger Hohenberger, Board of Selectmen

Paul Gosselin, Planning Board Representative

Jerome Rekart, School Board Representative

Excused

Al Letizio, Board of Selectmen Representative Alternate

Dennis Senibaldi, School Board Representative Alternate

New Business

I. The Meeting was called to order

Chairman Gustafson led the CIP in the pledge of allegiance and then introduced the members in attendance.

II. Presentation: Potential Financing of Fire Department Proposals

Mr. David Sullivan, the Town Administrator, presented several options for funding the Fire Department's proposals and their effect on the tax rate on the municipal side of the budget. He discussed the option for leasing a new engine truck and the pros and cons of leasing. A warrant article for leasing the truck would require approval of 2/3 of the voters in order to pass. Another option would be to issue a bond for acquiring the truck. In order for the bond issue to pass it would require 60% voter approval. Mr. Sullivan recommended issuing a 5year bond for the engine acquisition.

In addition to the Fire Department proposals Mr. Sullivan also suggested issuing a bond for the Spruce Pond Field project.

There was also discussion regarding the library's request. Apparently the library's administration notified the CIP that the carpet and paint project could be held off one more year. The library's administration is still requesting funding for the HVAC project for 2015.

Mr. Gustafson voiced his concern that there were too few requests to the CIP this year, and the effect it would have on obtaining balance across all town departments. The delay of investment requests "could come back to haunt us". Mr. Hohenberger also expressed his concerns. He feels the intent of the CIP is to be budgetary in nature, but instead it has taken a reactionary role.

III. Review and Discussion of the Financial Plan

Mr. Gustafson reviewed that CIP aggregate ranking from the previous meeting. Discussion centered on how the CIP could fund multiple Class I (Urgent) projects with the available funds at its disposal. The CIP members are well aware that any recommendations they make will be vetted by the Town Selectmen and will ultimately need voter approval.

IV. Review of Document Preparation

Mr. Gustafson briefly outlined the process of the document preparation. He will revise the original spreadsheet to reflect the changes made at tonight's meeting. He has requested that all CIP members assigned to the different departments have their write-ups to him no later than October 5, 2014 so he can draft a document to be presented to the Planning Board at the Board's meeting on October 15, 2014.

V. Review and Approve the September 18, 2014 Meeting Minutes

Roger Hohenberger made a motion to accept the minutes as written. Jerome Rekart seconded the motion.

Vote: 7 – 0 to approve

VI. Adjournment 8:57 PM

A motion to adjourn was made by Jerome Rekart and seconded by Paul Gosselin

Vote: 7 – 0 to adjourn

The next meeting will be in conjunction with the Planning Board at 7:00pm, Wednesday October 15, 2014, in the Community Development Department. This meeting will be devoted to presenting the CIP plan to the Planning Board

Minutes submitted by: Steven Bookless

Approved by: [Type name here]