



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Capital Improvement Program (CIP) Approved Meeting Minutes September 18, 2014

The regular meeting of the Capital Improvements Program (CIP) was called to order on September 18, 2014 at 7:06 PM, by Chairman Rob Gustafson, at the Windham Cable Studio

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. Approval of the CIP meeting Minutes of September 4, 2014

Mr. Hohenberger made a motion to approve the minutes as written.
The motion was seconded by Jennifer Simmons

Vote 7 – 0

II. Amended request of the Selectmen/Administration

Roger Hohenberger outlined an amended request for additional funding for the improvement of the Greenway Trail Project. Specifically, the request is for funds be amended from a gross appropriation of \$650,000 with \$520,000 being offset by a reimbursable state/federal TAP grant (that is being submitted), for a town net allocation of \$130,000 to a revised gross appropriation of \$800,000 with \$640,000 being offset by the reimbursable grant, for a town net allocation of \$160,000. This change would result in a net town appropriation change of \$30,000. The reason for the amendment is due to more complete estimates for the work contemplated, including needed engineering oversight costs as part of the grant requirements. Mr.

Hohenberger explained that to be eligible for the grant the town would have to adhere to certain staffing guidelines which add cost to the overall project. The net effect would be an additional cost to the town of \$30,000 from the original request.

III. Amended Request of the School Board

Mr. Adam Steel presented the following amended request on behalf of the School Board

The Windham School District is respectfully requesting that the CIP proposal originally submitted be revised. This revision is being made so that our request includes all of the infrastructure and maintenance projects identified in our 20-year Capital Needs Assessment (CNA) Project for the 2015-2016 school year rather than just the roof replacement as originally requested. Please note that this request is consistent with the identified financing need for \$675,000 per year as indicated on page 4 of the supporting memorandum that was submitted with our original proposal. If the voters approve such an article, the monies will go into the School Building and Grounds Maintenance Fund (established in 2006-2007) and would only be used to fund projects associated with the CNA. The increase in funds from the originally requested \$395,000 (i.e. WMS roof replacement) would go to address additional needs including WMS classroom finish upgrades for approximately \$152,580 and upgrades to the WMS classroom HVAC systems (\$127,420). The School Board believes that this revised request is now more aligned with the objectives of the CIP.

Mr. Gosselin asked Mr. Steel how he could justify expenses for WMS classroom finish upgrades as a capital expense. Mr. Gosselin felt this expense would fall under general maintenance and should be covered under the normal operating budget. Mr. Steel's response was that most other school systems classify these projects as capital improvements.

Mr. Gosselin was also concerned that if the CIP were to recommend the funding for the Schools Capital Needs Assessment via the School Building and Grounds Maintenance Fund, would the School Board place a corresponding amount in their operating budget request for next year. Mr. Gosselin was concerned that there could be a redundant request made. Mr. Steel and Dr. Rekart both assured Mr. Gosselin that this would not be the case.

Mr. Bookless was concerned that if the CIP were to approve funding, could these funds be used for anything other than capital projects. Mr. Steel and Dr. Rekart both explained that money appropriated for the School Building and Grounds Maintenance Fund could by law, only be used for capital projects.

IV. Ranking of CIP Requests

Mr. Gustafson briefly outlined the process of ranking. Each member of the CIP would present the proposals they were responsible to write – up and the members would rank the proposals based on timeliness, need, and funding requested. Each proposal was presented and discussed. Individual members of the

CIP ranked the proposals independently and gave a brief justification of their ranking. Mr. Gustafson loaded the rankings into a spreadsheet and will calculate a composite rank for each proposal.

V. Discussion on Finalizing the Report

Mr. Gustafson explained he will take the composite rankings and “plug” the data into the Financial Plan. At the next meeting, the CIP will discuss the plan in preparation to present a draft plan to the Planning Board on October 15, 2014.

VI. Adjournment

A motion to adjourn was made by Roger Hohenberger and seconded by Jerome Rekart

Vote: 7 - 0

The next general meeting will be at 7:00pm, Thursday, October 2, 2014, in the Town Hall. This meeting will be devoted to developing a draft plan to present to the Planning Board on October 15, 2014.

Minutes submitted by: Steven Bookless

Approved by: [Type name here]