



OLD VALUES - NEW HORIZONS

## COMMUNITY DEVELOPMENT

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### Capital Improvement Program (CIP) FINAL Meeting Minutes August 27<sup>th</sup>, 2015

The meeting of the Capital Improvements Program (CIP) was called to order on August 27<sup>th</sup>, 2015 at 6:10PM, by Chairman Rob Gustafson, at the Transfer Station.

#### **Present**

Rob Gustafson, Citizen Member, Chair  
Jennifer Simmons, Citizen Member, Vice Chair  
Dan Guttman, Planning Board Representative, Secretary  
Neelima Gogumalla, Citizen Member  
Roger Hohenberger, Board of Selectmen  
Paul Gosselin, Planning Board Representative  
Dennis Senibaldi, School Board Representative  
Steven Bookless, Citizen Member Alternate

#### **Excused**

Tom Murray, School Board Representative Alternate  
Al Letizio, Jr., Board of Selectmen Representative Alternate

#### **I. Call to Order**

The meeting was called to order by the Chairman, Rob Gustafson at 6:10 PM July 20, 2015 at the Transfer Station.  
Tour of Archive Vault  
Call to order at 7:17pm in Town Hall

#### **II. CIP Presentation – Solid Waste Department**

- CIP Presentation Solid Waste Department
- 8/3/15 discussion continued
- Tour of Trailers

#### **III. CIP Clerks Department Tour: Archive Vault**

**Nicole Bottai**

#### **IV. CIP CIP Presentation – Clerks Department/Records Retention**

**Nicole Bottai presented**

- Definition of a record for the town
  - 70% required for Permanent record retention
  - Scan and Accessibility focus
  - Queried neighboring towns to ensure we are in line with actions of neighboring communities.
- Rob – 2 year budget for 130k, how does the budget breakdown over those 2 years? – N. Bottai - Fees and services will come in first year
- Roger – How many people request access to data? N. Bottai – Hundreds of requests over years but depends on the subject. Log book treated like a library, kept at Nicole’s work area, but highlights security and records disappearing issue. \$40k for scanning to permanent record?
- Paul – What is the security of these records? (Dan Guttman highlighted Pelham has already done this) N. Bottai highlighted this is now standard process with standard information security protocols to be addressed by Town IT Director.
- Neelima – when will you be applying for the grants? N. Bottai – Have reached out to department heads for guidance on writing the grants directly. Laura Bellavia is a professional grant writer
- Jennifer – will this include training to ensure we do not fall behind again? N. Bottai training is included with local onsite support available
- Dan – We will need to ensure that processes and procedures are updated to ensure we are not in the same position in 10 years. If we are digitizing the content, what is the value in storing the original documents?
- Dennis – Highlight that from a historic perspective, what is the purpose of the book. N Bottai – They serve an historic value.
- Roger – there is an RSA mandating hardcopy paper retention reference: CHAPTER 33-A DISPOSITION OF MUNICIPAL RECORDS Section 33-A:5-a
- <http://gencourt.state.nh.us/rsa/html/III/33-A/33-A-5-a.htm>
- Dennis - Would like to know the cost of offsite storage? N. Bottai to be calculated.

## V. CIP Presentation Police Department

### Chief Gerald S. Lewis

- Update aged communications center in the police department
- Radio system that goes to the school is outdated and no longer supported. Should it go down we would be at risk for extended outage.
- Voice recording system should be replaced every 6-7 years, current system is 8 years old.
- Comparator, Astro Spectra, Quantar and audio recorders are all End of Life and no longer supported by vendors.
- Actual request should be roughly \$190k instead of \$175k including \$10k for additional electrical and flooring related construction costs. Construction cost should move from \$30k to \$40k.
- Dennis – proposal is for 2017, would you consider putting on 2016 ballot and doing this?
- Neelima – why can’t we use the impact fees? Chief – for growth not replacement
- Dan – the enhanced monitoring of schools is new demand based growth so they should be eligible for this purpose. Chief – we have dog housing/kennel servicing that we have designated to be addressed by impact fees (~\$65k)
- Steve – is there grant funding available? Chief – grant funding must demonstrate regionalization and individual towns are not eligible.
- Dennis – What about asset forfeiture funds? Chief said they are not on the committee that would enable their access to that funding. Dennis highlighted the need for Chief to work with Mr. Steele on the radio system to the schools as the budgeting cycle is about to begin and this should be coordinated. Would rather replace before this system fails and potentially impacts the safety of the schools

## **VI. CIP Presentation Planning Board**

### **Ruth Ellen Post / Kathleen Defruscia**

- \$50k presentation on Master plan phase 2 – a consultant to update the 2005 master plan
- Prior request had been rejected by Board of Selectmen
- Severe lack of time due to workload has necessitated such a request
- Londonderry spent >\$150k on their 2013 release and included massive community outreach (including a Plan-a-palooza)
- Current arrangement has limited public outreach which is so necessary to draft a truly representative master plan
- Planning office lacks the necessary mapping capabilities, which are also integral to a successful master plan
- Rob – Review of existing master plan, what we accomplish vs what we have not which feeds forward – Ruth Ellen highlighted this is reviewed annually
- Rob – what is the total cost? Ruth Ellen – \$50k for 2016.
- Ruth Ellen highlighted that there was a 2014 proposal that is being leveraged as a baseline. While the contractor leveraged would not be re-used the data point remains accurate and substantive.
- Paul – We are pending response on refinement of the Planning Department and submission of the actual submission.
- Kathleen read a letter from Planning Board Member Kristi St. Laurent into the record in support of this request.
- Ruth Ellen - 7 Chapters which have not been started, 2 chapters in public hearing state, 1 scheduled for late October public hearing.

## **VII. Boards/Committees/Departments not submitting requests**

- No memorandum from Elizabeth
- Rob said that he read an e-mail which indicated WEDC will not submit

## **VIII. Boards/Committees/Departments no response to CIP request**

- No memorandum from Elizabeth
- Elizabeth to provide

## **IX. Review Approve August 3<sup>rd</sup> meeting Minutes**

Not in packet – moved to next meeting pending distribution.

## **X. Consideration of adding another meeting for project presentations**

- a. September 3rd Comm Development
- b. Change to the September 17<sup>th</sup> for Ranking from September 10th Town Hall
- c. Change to October 1<sup>st</sup> for Draft of final plan from September 24th Town Hall
- d. October 21st Public Hearing – Comm Development

## **XI. Future CIP Presentations**

- Recreation Committee – September 3rd
- School Board – September 3rd
- Highway Department - September 3rd

- Maintenance Department - September 3rd

## **XII. Adjournment**

Mr Gosselin made a motion to adjourn at 9:27 PM

The motion was seconded by Mr Senibaldi

Vote: 7 - 0

Minutes submitted by: Dan Guttman

Approved by: **[Type name here]**