



*OLD VALUES - NEW HORIZONS*  
**COMMUNITY DEVELOPMENT**

PO Box 120, Windham, New Hampshire 03087  
(603) 432-3806 / Fax (603) 432-7362  
[www.WindhamNewHampshire.com](http://www.WindhamNewHampshire.com)  
Capital Improvement Program (CIP)  
Meeting Minutes  
September 10, 2013

The regular meeting of the Capital Improvements Program (CIP) was called to order at 5:07 pm, on September 10<sup>th</sup>, by Chairman Rob Gustafson at the Community Development Department.

**Present**

Rob Gustafson, Chair 2013, Citizen Member  
Al Letizio, Jr., Board of Selectmen Representative  
Alan Carpenter, Planning Board Representative  
Jennifer Simmons, Secretary, Citizen Member  
Jerome Rekart, School Board Representative  
Neelima Gogumalla, Citizen Member  
Elizabeth Wood, Staff Advisor (joined meeting at 6:18pm)

**Excused**

Sy Wrenn, Vice Chair, Planning Board Representative

- I. Chairman Rob Gustafson introduced the members of the Board and reviewed the agenda.
- II. Review Board, Committee, Department Responses to CIP Request for Proposals

The following Departments/Committees will not be submitting project requests this year:

- 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

The following Departments/Committees presented requests:

- Solid Waste Department
- Board of Selectmen

- Fire Department
- Highway Department
- Searles School and Chapel
- School District
- Library
- Heritage District Commission
- Recreation Committee

### **III. Review and Classification**

Mr. Gustafson reviewed the classification process. The committee then reviewed and classified 21 requests for the 2014 - 2021 Plan. Those requests that were classified include: Solid Waste Management Department – Wheel Loader, Selectmen – Rail Trail, Fire Department – 2006 Ambulance Replacement, Fire Department – 1980 Ladder 1 Replacement, Fire Department – 1994 Engine-2 Replacement, Fire Department – Mobile Data Terminals, Fire Department – Ambulance Replacement, Fire Department – Public Safety Sub-Station, Highway Department – Roads, Highway Department – 5 Ton Truck, Highway Department – 5 Ton Truck, Highway Department – Wood Chipper and F-450 and F-350 Replacements, Highway Department – Small Rubber Track Excavator, Highway Department – 2014 – 5 Ton Truck Replacement, Highway Department – 2015 – 5 Ton Truck Replacement, Searles Historic Committee – Searles School and Chapel Improvements, School District – Replace Roofs at WCS and WMS, Library – Replace Carpet and Paint Interior, Library – Replace HVAC System, Heritage Commission – Continuing Windham History, and Recreation – Spruce Pond

### **IV. Review and Accept the August 20<sup>th</sup> Meeting Minutes**

Motion to approve the minutes by Mr. Letizio and seconded by Mr. Rekart.

Vote (6-0)

### **V. Review and Accept the August 20<sup>th</sup> Site Walk Minutes**

Motion to approve the minutes by Ms. Gogumalla and seconded by Mr. Carpenter

Vote (1-0-5) (Mr. Gustafson, Mr. Letizio, Mr. Carpenter, Mr. Rekart, and Mrs. Simmons)

### **VI. Review and Accept the September 5<sup>th</sup> Site Walk Minutes**

Because Mr. Wrenn was excused from the meeting, the acceptance of the minutes will be postponed until the September 24<sup>th</sup> meeting

### **VII. Review and Accept the August 27<sup>th</sup> Meeting Minutes**

Motion to approve the minutes by Mr. Carpenter and seconded by Ms. Gogumalla.

Vote (6-0)

### **VIII. Discussion of Finalizing Report**

Mr. Gustafson will put the classifications into a spreadsheet and send the spreadsheet to the Board. At the next meeting, the Board will review the classification of the proposals and develop the plan. The members will also need to put together their narratives by the end of the week of September 24<sup>th</sup>. The following narratives have been assigned: Mr. Letizio – Solid Waste Management and Selectmen, Mr. Wrenn – Fire Department, Mr. Carpenter – Highway Department, Mrs. Simmons – Searles Historic Committee and Recreation, Mr. Rekart – School District, and Ms. Gogumalla – Heritage Commission and Library. The final plan will be presented to the Planning Board on October 16<sup>th</sup>.

**Adjournment**

Motion to adjourn at 6:28 p.m. by Ms. Gogumalla and seconded by Mr. Letizio. Vote: (6-0)

The next general meeting will be held at 5:00 p.m., on September 24, 20123, in the Community Development Department Meeting Room.

Minutes submitted by: Jennifer Simmons

Approved by: [Type name here]