



OLD VALUES - NEW HORIZONS

## COMMUNITY DEVELOPMENT

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### Capital Improvement Program (CIP) Meeting Minutes August 28, 2014

The regular meeting of the Capital Improvements Program (CIP) was called to order on August 28, 2014 at 7:06PM, by Chairman Rob Gustafson, at the 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. First Order of Business was the assignment of Committee Members to lead Write – Ups of Project Requests**

1. **Neelima Gogumalla** volunteered to write up the Maintenance Proposal
2. **Steven Bookless** volunteered to write up the Fire Department Proposal
3. **Paul Gosselin** volunteered to write up the Highway Department Proposal

##### **II. Fire Department Proposal**

Chief Tom McPherson gave a presentation on the fire departments 2015 – 2022 CIP request to secure funding to purchase and /or lease two fire trucks, one ambulance, a vehicle exhaust capture system, and a public safety sub-station.

The chief had two requests for 2015. His first request was for replacement of Engine 2, a 20 year old truck, which has come to end of its useful life, and a vehicle exhaust capture system. In addition, the chief outlined his long term goals to replace the ladder truck and an ambulance.

Mr. Hohenberger asked the chief how many miles Engine 2 has on it. The chief explained the life of a fire truck is measured by engine hours and not miles. The chief said he did not know the exact engine hours off hand, but he would provide Mr. Hohenberger with that information.

Dr. Rekart asked questions regarding engine truck's water capacity and how much water it takes to extinguish a residential fire. The chief explained water requirements for extinguishing different types of fires.

Mr. Gustafson asked about leasing. The chief gave the CIP members a packet with several financial strategies to satisfy his requests.

Discussion was then directed toward the vehicle exhaust capture system. The chief explained that there exists a health hazard in the firehouse. Currently, prior to starting the trucks the firemen have to open the garage doors to vent the exhaust fumes. These fumes contain carcinogens and could be hazardous to all staff. Assistant Chief Edward Morgan also spoke of the hazards the current practice causes, including exposure of people in the training room. The vehicle exhaust capture system proposed by the chief would alleviate this problem.

The chief explained that his department is in the process of writing grant proposals to help with funding his request.

Mr. Hohenberger asked if the chief's request was contingent on receiving the grant. The chief replied no, due to the nature of the problem he sees this as a priority item and would pursue the project regardless of grant approval.

Dr. Rekart asked about maintenance of the system. The chief explained the system is very simple and requires minimal maintenance.

Mr. Gustafson asked if there was a heat exchanger in the system. The chief replied no, the system was a one way exhaust system.

Mr. Hohenberger asked if the chief could use impact fees to pay for the capital expense for the system. The chief replied that he would submit the request to use impact fees to the Town Selectmen.

The chief's long term requests were also discussed and will be outlined in Mr. Bookless' write – up

### **III. School Board Proposal**

Mr. Adam Steel, Director of Business, Finance, and Operations for SAU 95 presented the school boards' request for long and short term capital funding. This evenings conversation focused on the short term request for \$395,000 to repair and replace the roof on the WMS.

Mr. Gosselin asked Mr. Steel what was the total square footage of the roof to be replaced. Mr. Steel replied 31,000 square feet. Mr. Gosselin did a quick calculation in his head and came up with a rough cost of \$13 per square foot. In Mr. Gosselin's

professional experience, he told Mr. Steel the per foot cost of this project is double what would be expected. Mr. Steel stated that there were additional costs involved and that he would provide Mr. Gosselin with additional information.

Mr. Gustafson asked if the request for funding was specially for this project or would this money go into some school capital reserve fund. Mr. Steel seemed to imply that the funds would go into a reserve fund and if the cost was less than anticipated the remaining funds would be used on subsequent projects.

Mr. Hohenberger said if this were the case, then he would want to know the total cost of all the anticipated projects and have the School Board make one request.

Mr. Bookless asked why all of the schools in our district have leaky roofs, and why there is no preventative maintenance schedule. Mr. Steel explained the age of the buildings was a factor and in fact there is currently no maintenance schedule.

Mr. Bookless asked who would have control over these funds. Mr. Steel replied the School Board would have control of the expenditures from this fund.

Mr. Gustafson asked if the requested costs were firm. Mr. Steel replied that these were “ball park numbers” or estimates. Mr. Gustafson replied “we like to have more firm numbers by next week”.

Full details of the school board’s proposal will be presented in Dr. Rekart’s write - up

#### **IV. Recreation Presentation**

Dennis Senibaldi, Chairman of Recreation, presented a request for \$275,000 to finish Phase I of the Spruce Pond Recreation area. Mr. Senibaldi explained that all the engineering work has been done. Material that was needed was donated but there is a cost of \$275,000 needed to complete construction.

Dr. Rekart asked of the need for additional playing fields, and questioned the use of 2010 – 2011 estimates. Mr. Senibaldi replied that there is a greater need now, and the estimated costs were still reliable. To expand on the topic of need, Cheryl Haas, Recreation Coordinator, stated soccer has added travel teams, and high school teams are competing for existing fields. Ms. Hass stated that even though there has not been a great increase in the number of children playing sports, the number of children playing multiple sports has increased.

Full details of the recreation’s proposal will be presented in Jennifer Simmons’ write - up

#### **V. New Submittal Requests**

The CIP has not received any new proposals since the Meeting of August 14, 2014

**VI. Boards/Committees/Departments that have not yet indicated whether or not they will be submitting project requests this year:**

- Conservation Committee (Scheduled to review at 8/14/14 meeting)
- Historic District Heritage Committee
- Windham Historic Commission (Searles School & Chapel)
- Rail Trail Alliance

A motion was made by Mr. Hohenberger to require all new proposals to be in by the September 4<sup>th</sup> CIP meeting. The motion was seconded by Neelima Gogumalla.

**Vote: 7 – 0**

**VII. Review and approval of the August 14, 2014 meeting minutes.**

Paul Gosselin made a motion to accept the minutes as presented  
The motion was seconded by Roger Hohenberger

**Vote: 5 – 0 – 2**

**VIII. Department Write – Ups**

Mr. Gustafson made a request to have all write – ups done by the October 2<sup>nd</sup> meeting

**IX. Adjournment**

At 9:12 PM a motion to adjourn was made by Jerome Rekart and seconded by Jennifer Simmons

**Vote: 7 - 0**

The next general meeting will be at 7:00pm, Thursday, September 4, 2014, in Community Development Department

Minutes submitted by: Steven Bookless

Approved by: [Type name here]