



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Capital Improvement Program (CIP) FINAL Meeting Minutes August 14, 2014

The regular meeting of the Capital Improvements Program (CIP) was called to order on August 14, 2014 at 7:06PM, by Chairman Rob Gustafson, at the Town Hall

Present

Rob Gustafson, Chair

Neelima Gogumalla, Citizen Member

Roger Hohenberger, Board of Selectmen Alternate

Steven Bookless, Planning Board Representative

Paul Gosselin, Planning Board Representative

Excused

Al Letizio, Board of Selectmen Representative

Jerome Rekart, School Board Representative

Dennis Senibaldi, School Board Representative

Jennifer Simmons, Citizen Member

New Business

I. First Order of Business was the assignment of Committee Members to lead Write – Ups of Project Requests

1. **Paul Gosselin** volunteered to write up the Highway and Maintenance Proposals
2. **Steven Bookless** volunteered to write up the Fire Department Proposal

II. Library Proposal

Mr. Carl Heidenblad, Library Director, gave a short presentation on the library's request to secure funding to purchase and install new carpeting and to paint the interior of the building. The estimated cost of these improvements is \$85,000. Mr. Gosselin questioned the sequencing of the project requesting the painting be done prior to replacing the carpeting. Mr. Heidenblad agreed with this request.

Mr. Heidenblad explained that the estimate was several years old but he was reasonably sure that the cost would be basically the same. Mr. Bookless asked Mr.

Heidenblad in the event the cost exceeds the original estimate, where the additional funding would come from. Mr. Hiedenblad replied “the operating budget”.

The library had a second request for funding of a HVAC project at a cost of \$24,000. Mr. Gustafson was under the impression that funding for this project was already in the library’s Capital Reserve Fund. A discussion ensued between Mr. Gustafson, Mr. Hohenberger, and Mr. Heidenblad regarding the reserve fund. Mr. Heidenblad stated the purpose of the fund was to pay for library expansion only. He continued to explain that according to Article 19 the Capital Reserve Fund was renamed the Maintenance and Capital Reserve Fund and accordingly the purpose of the fund changed to include library maintenance. Mr. Hohenberger suggested that this request, since it didn’t meet the CIP threshold, should be submitted as a warrant at the next town meeting.

As a side note, Mr. Gosselin noticed that there would be requests from Fire and Police for HVAC work and suggested that the three facilities send out one RFP to obtain a more beneficial estimate.

Full details of Mr. Heidenblad’s proposals will be detailed in Ms. Gogumalla’s write - up

After discussion of the library’s proposal was complete, Ms. Gogumalla was excused

III. Highway and Maintenance Proposal

The representative for the highway and maintenance department was not present so Mr. Gustafson suggested the CIP attend to the remaining agenda items to give the representative more time to show up. All members were in agreement.

IV. Boards/Committees/Departments not submitting requests

- Tax Department
- Senior Center
- Housing Authority
- Cable
- Community Development Department
- Town Clerk’s Department
- Cemetery Trustees
- Planning Board
- Assessing Department
- Police Department
- Windham Economic Development Committee
- Forestry Committee
- Local Energy Committee
- IT/GIS Department

V. 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

VI. Review and approval of the July 31, 2014 meeting minutes.

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

Vote: 4 – 0 – 1

VII. Highway and Maintenance Proposal

Since the Highway and Maintenance representative failed to show up, a motion was made by Mr. Gosselin to defer the Highway and Maintenance proposal to the September 4, 2014 CIP meeting. The motion was seconded by Mr. Hohenberger

Vote: 4 - 0

Adjournment

Motion to adjourn by Roger Hohenberger and seconded by Paul Gosselin

Vote: 4 - 0

The next general meeting will be at 7:00pm, Thursday, August 28, 2014, in the Town Hall

Minutes submitted by: Steven Bookless

Approved by: CIP Committee on 8/28/14