



*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  
June 12, 2012

The regular meeting of the Capital Improvements Program (CIP) was called to order at 6:32pm, on June 12<sup>th</sup>, in the Media Center at Windham High School.

**Present**

Rob Gustafson, Chair 2011  
Stephanie Wimmer, School Board Representative  
Neelima Gogumalla, Citizen Member  
Carolyn Webber, Planning Board Representative  
Ruth-Ellen Post, Planning Board Representative  
Jennifer Simmons, Citizen Member  
Elizabeth Wood, Staff Advisor

**Excused**

Bruce Breton, Board of Selectmen Representative

**New Business**

I. First Order of Business was the Election of Officers

1. **Chair – Rob Gustafson** as the current Chair was re-nominated by Neelima Gogumalla and seconded by Carolyn Webber. Vote: 6-0
2. **Vice Chair – Stephanie Wimmer** was nominated by Neelima Gogumalla and seconded by Carolyn Webber. Vote: 6-0
3. **Secretary – Jennifer Simmons** was nominated by Neelima Gogumalla and seconded by Rob Gustafson. Vote: 6-0

II. Review of the Application Process

1. **All Town Departments** are invited to submit applications by completing the “Project Request Forms” with attachments and additional pages if needed. Those departments **NOT** submitting an application will still need to submit the “Project Request Form” to that effect.
2. Mr. Gustafson outlined the CIP applications process:
  - A. Notify Department Heads
  - B. Review Submissions
  - C. Hear Presentations
  - D. Rank Projects
  - E. Pull Financial Plan Together
  - F. Draft a Report

Mr. Gustafson noted the new threshold, \$40,000, which was lowered from last year's threshold of \$50,000. Ms. Webber explained that the Planning Board voted for the lower threshold, at the June 6<sup>th</sup> Planning Board meeting, to accommodate some of the smaller town departments.

### III. Schedules and Deadlines

1. The Committee agreed that the deadline for the departments to prepare their requests will be Friday, July 13<sup>th</sup>.
2. Future meetings times were set at 7:30pm for the following dates:
  1. July 25<sup>th</sup> – Presentations
  2. August 8<sup>th</sup> – Presentations
  3. August 22<sup>nd</sup> – Presentations
  4. August 30<sup>th</sup> – Tentative Meeting if needed
  5. September 12<sup>th</sup> – Ranking
  6. September 26<sup>th</sup> – Draft Plan
  7. October 3<sup>rd</sup> – Presentation, and Public Hearing, at Planning Board Meeting

### **Adjournment**

Motion to adjourn at 7:02 p.m. by Carolyn Webber and seconded by all those in attendance.

Vote: 6-0

The next general meeting will be at 7:30 p.m. on July 25, 2012 in the Community Development Department Meeting Room.

Minutes submitted by: Jennifer Simmons

Approved by: [Type name here]