

Town of Windham
2010 Capital Improvement Program Subcommittee
CIP Subcommittee Meeting Minutes
October 6, 2010

ROLL CALL:

Rob Gustafson, Chair, citizen – present	Galen Stearns, Selectmen – present
Jack Merchant, Vice-Chair, citizen – present	Ed Gallagher, School – present
Nancy Prendergast, Secretary, PB - absent	Dennis Senibaldi, citizen – present
Lee Maloney, PB – present	

Meeting was called to order at 7:05 PM at the Windham Library

Mr. Gustafson introduced the members and reviewed the agenda.

Mr. Senibaldi motioned to approve the Sept 22, 2010 minutes. Motion seconded by Mr. Merchant. Motion passed 5-0-1 (Mr. Gallagher abstained).

CIP Presentation – School Board by Ed Gallagher and Warren Billings. Also in attendance was Dr. Frank Bass, Superintendant of Schools.

There are two requests.

The first request was for second phase of architectural/design fees in the amount of \$240,000.00 to be funded in 2011. Documentation outlining the use of these proceeds was presented. There was considerable discussion from the CIP members and the school representatives relative to the stage of completion of the first phase and the timing for completion. The first phase of compiling existing conditions plans for all school facilities has not been completed and it is anticipated that the work will be completed in the next couple of months. In addition to the use of proceeds documentation there was additional documentation presented relative to student population and trends. There was considerable discussion on the student projections and the method by which classes will be organized and the facilities will be designed. The school board representatives projected that a plan will be ready by the end of 2010 outlining the overall design and class organization and presented to the public at the March 2011 School Board Town Meeting.

The second request was for funding of a capital reserve account in the amount of \$250,000.00. Mr. Billings outlined the need for certain capital improvements that may be needed for roof repair, boiler replacement and energy related items prior to the resolution of the overall capital expenditures under the proposed expansion outlined above. There was discussion relative to the classification and itemization of the reserve funds to facilitate the use of proceeds. It was suggested that the board reconsider the request and possibly present a new breakdown. The CIP committee will attempt to receive information on the correct format for placing money in reserve.

CIP Presentation – Laura Scott, Community Development Director.

Laura presented background information and documentation for the request to have the CIP committee fund \$60,000.00 for engineering work to finalize the proposed layout and design of a sewer system in sections of Windham. The request also includes amounts for legal assistance for negotiations with the Town of Salem, NH and the Greater Lawrence Sewer District, grant proposal writing and public education of the project. There have been prior studies of the feasibility of sewer for certain sections of Windham which have been funded by grants and there has been developed a rough outline of the project. This request will fund the remaining tasks needed to determine the layout of the sewer lines, determine ROW needs and compile an estimate of costs. Once this process is completed a final plan will be developed for presentation to the Town of Windham. In addition to questions and comments from the CIP committee Mr. McMahan also presented comments from the public.

The Committee discussed that the next CIP meeting will be held October 20, 2010 at the Town Hall and will begin the classification process.

Mr. Senibaldi motioned to adjourn. Motion seconded by Ms. Maloney. Motion passed 6-0.

These minutes are in draft form and have not yet been reviewed and approved.

Respectfully submitted,

Jack Merchant