



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Capital Improvement Program (CIP)
Meeting Minutes
June 22, 2011

The regular meeting of the Capital Improvement Program (CIP) was called to order at 7:08 p.m. on June 22nd in the Windham Community Development Department.

Present:

Rob Gustafson, Chair 2010
Phil LoChiatto, Board of Selectmen Representative
Ed Gallagher, School Board Representative
Kristi St. Laurent, Planning Board Representative
Carolyn Webber, Planning Board Representative
Neelima Gogumalla, Citizen Member
Elizabeth Woods, Staff Advisor

Excused:

Dennis Senibaldi, Citizen Member

New Business

- I. First order of business was the election of officers.
 1. **Chair – Rob Gustafson** as the current Chair was re-nominated by Phil LoChiatto and seconded by Neelima Gogumalla. Vote: 6-0
 2. **ViceChair – Kristi St Laurent** was nominated by Phil LoChiatto and seconded by Carolyn Webber. Vote: 6-0
 3. **Secretary – Neelima Gogumalla** was nominated by Ed Gallagher and seconded by Kristi St Laurent. 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. Ms. St Laurent added that each department should include the exact name of the contact and the preferred method of contact. Staff will maintain an updated list of departments/committees and point of contact.
 2. Mr. Gustafson outlined the CIP applications process:
 - a. Notify the Department heads

- b. Review Submissions
- c. Schedule meetings for Presentations
- d. Hear all Presentations
- e. Score and Rank Projects
- f. Plug plan details into the Financial Plan
- g. Discuss the Report format
- h. Draft a report

The question was raised as to the threshold for CIP requests. Historically the threshold has been set at \$50,000 with the BOS stating that \$100,000 would better limit requests to actual capital expenditures versus expenses that should be included in department budgets.

The committee needs clarification on the matter and requested Ms. Woods to review past history. Mr. LoChiatto suggested that perhaps we do not send out any requests for application until we get clarification on the minimum CIP request.

Motion by Ed Gallagher – To use the \$100,000 level as a minimum for a CIP request with a caveat that the BOS and Planning Board can revise at any time – seconded by Ms. St Laurent.

Discussion followed. Mr. Gallagher modified his original motion “To use \$50,000 as a minimum for capital asset funding request subject to review of the BOS and Planning Board. Seconded by Ms. St. Laurent. Vote: 6-0

Mr. LoChiatto added that a CIP request should not be an operating expense like a printer. Mr. Gustafson added investment in question should apply to a big ticket item, a capital asset or a depreciable item.

III. Project Request Form

Ms. Laurent suggested an additional line to the form for departments **NOT** submitting a CIP request for the current year. Mr. LoChiatto suggested a signature line - either a name or an email address of the department contact would be adequate. Committee requested Ms. Wood to add the line to the form.

IV. Schedule and Deadlines

The committee felt that July 6th might be too early and was not enough time for the departments to prepare their requests. Ms. Webber commented that most departments will have to review their matching funds process and which would come first – matching funds or Town Funds. Mr. Gallagher commented that the School Board keeps summer hours and will not be meeting before July 6th. Mr. Gustafson concurred that this was the earliest schedule historically. Usually submissions are gathered in August and ranking and evaluation happens in Nov.

Motion by Mr. LoChiatto to move the next meeting to the July 27th and official deadline for submitting the “Project Request Forms” on July 13th. Seconded by Ms. St Laurent.

Vote: 6-0

Projects will be assigned to each member when all the project requests are submitted. Committee members are responsible to prepare that part of the report pertaining to the projects assigned.

V. Other Business

Mr. Chiatto asked the committee why Windham has an 8 year planning cycle for CIP funds allocations while the State only required a 6 year cycle. Another concern raised was how the 8-year CIP meshed with the 6-year requirement for Impact Fees. Ms. Woods was asked to refer to the original draft of the CIP plan for the next meeting.

Adjournment: Motion to Adjourn by Ed Gallagher and seconded by Phil LoChiatto
Meeting was adjourned at 7:55 by Rob Gustafson. The next general meeting will be at 7:00 on July 27th, 2011 in the Community Development.

Minutes submitted by: Neelima Gogumalla

Approved by: **[Type name here]**