



*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)

CIP (Capital Improvements Program) Meeting Minutes  
Sept 14th, 2011

**Present:**

**Chair** – Rob Gustafson, Citizen Member  
Ed Gallagher, School Board  
Carolyn Webber, Planning Board  
**Secretary** – Neelima Gogumalla, Citizen Member

Roger Hohenberger, Board of Selectmen Alternate – **Present but not seated**

**Excused:**

**Vice Chair** – Kristi St Laurent, Planning Board  
Phil LoChiatto, Board of Selectmen  
Dennis Senibaldi, Citizen Member  
Elizabeth Wood, Staff Advisor

The regular meeting of the Capital Improvements Program (CIP) was called to order at 7:07 p.m. at the Community Development Dept.

Chairman Rob Gustafson introduced the members and reviewed the Agenda

**Local Energy Committee/Maintenance Dept CIP Presentation**

Al Barlow, Director of Maintenance and Member of the Local Energy Committee gave a little background on the Energy Efficiency Conservation Block Grants (EECBG) program which financed ASHRE Level II energy audits of the 5 historical building. The CIP application to replace and upgrade the HVAC (Heating, Ventilation, and Air Conditioning) equipment is based on the recommendations of the Energy Audit report from Arbogast Energy Auditors. CIP funds will be used for:

Bartley Building: 30 year old furnace will need to be replaced in the near future with a high efficiency propane unit. **Request for \$5,856.21**

Town Hall: Major problems with the duct work. It will need to be replaced and reconfigured before replacing the HVAC systems. The units are 21 years old. The placement of the units in the back of the building is not ideal. Rain and melting snow/ice drain toward the units and corrode the exterior. **Request for \$87,032.68**

Community Development Building: The packaged unit is 10 years old and has another 5 years before it would require replacement. **Request for \$12,890.39**

Mr. Gustafson asked about possible asbestos in the ceiling at Town Hall. None was found during the renovation in 1993 and there is a good chance there possibly isn't any there but that would have to be checked.

Mr. Gallagher suggested that perhaps to fund the replacement of the systems over a number of years when the need arises, a Capital Reserve or Cash Reserve be established.

Mr. Hohenberger was seated at 7:22 for Mr. LoChiatto.

Mr. Hohenberger asked about the windows in Town Hall. Those windows were replaced with energy efficient ones about 10 years ago. Some of them were nailed down.

Ms. Gogumalla added that the recommendations from the Auditors were divided into 2 projects – weatherization which includes windows would be covered with an increase in the Town maintenance budget and the capital expenditures. The latter were part of this CIP application.

### **Minutes – Aug 24<sup>th</sup> 2011**

Mr. Gallagher had a correction to the minutes. At the last meeting, with regard to the application from the Recreation Committee, he said that he would meet with the Athletic Direction at the WHS for input on the town and school ball fields, not with Cheryl Hass and Dennis Senibaldi.

Motion by Mr. Gallagher to adopt the minutes as amended, seconded by Ms. Webber.

Vote: 4-0-1 (Mr. Gustafson)

**Conservation Commission** – Will not be submitting an application

**Recreation Department** – Additional information from Cheryl Haas on the ball fields in neighboring towns.

Mr. Gallagher commented that it would make it easier to score and rate the Recreation application if the information on the use, coordination between the town and school sports, and downtime on the fields, is represented visually in a matrix. Furthermore, are additional fields and their development part of the Recreation Master Plan?

Mr. Hohenberger responded that the Recreation Master Plan was drafted in 2007 but is yet to be approved by the Recreation Committee.

Mr. Gallagher reiterated a more visual presentation highlighting the use, cost of maintenance, variety of sports played, flexibility of schedule, and the impact of multiple uses to each field would help determine the need for more fields.

Mr. Gustafson expressed concern about ranking the applications with so many regular members absent and incomplete data from the Recreation Committee.

Ms. St Laurent was seated at 7:32 p.m.

Mr. Hohenberger volunteered to contact Cheryl Haas.

Mr. Gustafson decided to go ahead with the ranking and raised his concerns again about scoring Recreation now or wait for more data. Mr. Hohenberger would vote for Mr. LoChiatto.

Ms. Webber asked for an explanation on the scoring process.

Mr. Gustafson explained that in the past rank was never used, only classification by need. Typically, each member takes a project and leads the discussion.

**Project application and evaluation:**

***Energy Committee/Maintenance – HVAC systems***

This particular application needs were necessary but not urgent. Mr. Hohenberger agreed with the Capital/Cash Reserve financing for HVAC systems over the next 2-3 years however, if Bartley Building needed a new furnace in the next year or so, that cost could be covered by the Property Management Fund.

**Committee ranking: 2**

***Highway Agent – Front-end Loader***

The machine is beyond its useful life so it will have to be replaced

**Committee ranking: 2. Ms Webber: 1**

***Highway Agent – Roads***

Automatic annual appropriation

**Committee ranking: 1**

***Highway Agent – 5 Ton Truck***

80% Federal Funding and 20% from the CIP funds.

**Committee ranking: 1**

***Windham High School – Capital Reserve Fund***

This application was submitted last year and not considered urgent. This year, it is urgent. Smart planning, the reason why there is a CIP.

**Committee ranking: 1**

***Fire Department – Breathing apparatus replacement***

95% funding from a grant, and 5% or \$10,400 from the CIP funds. Town portion of the costs of replacement contingent on the grant. Write the warrant article to reflect the exception. Mr. Hohenberger suggested a conditional classification of a '1' based on the grant award.

**Committee ranking: 1**

***Fire Department – Mobile data terminals***

95% funded with grant money. Not as urgent at the breathing apparatus.

**Committee ranking: 2. Mr. Gallagher and Mr. Hohenberger: 3**

***Fire Department – Ladder Truck and engine 2 Replacement***

Existing truck was donated. Now it needs to be replaced.

**Committee ranking: 3. Ms Gogumalla and Ms St Laurent: 2**

***Fire Department – Ambulance***

Needs to be replaced – necessary but not urgent

**Committee ranking: 2**

***Fire Department – Public Safety sub-station***

Mr. Hohenberger suggested that this project needs a plan and investigate funding with impact fees. Mr. Gustafson added that there needs to a study about location.

Mr. Gallagher agreed that such a large ticket item needs more research and study.

**Committee ranking: 5**

***Fire Department – Ambulance replacement***

**Committee ranking: 3. Mr. Gallagher: 4**

***Recreation – ball fields at Spruce Pond & Nashua field and constructing a Turf field***

Spruce Pond – ready to move ahead with donations

Nashua Field – expanding a field already in existence

Ms. St. Laurent commented that with 17 town fields and 12 school fields, adding more fields would need more justification. Expanding Nashua field would optimize its existing use. Mr. Gustafson expressed concerns about the parking at Nashua field with the possible expansion.

**Committee ranking:**

**Spruce Pond: 3. Ms Webber and Ms Gogumalla: 4. Mr. Gallagher: 5**

**Nashua Field: Mr. Gallagher and Mr. Hohenberger: 3. Ms Webber and Ms St Laurent: 4. Ms Gogumalla and Mr. Gustafson: 5**

**Turf field: 5. Mr. Gallagher: 3**

Mr. Gallagher recognized Cheryl Hass for all her hard work which required a tremendous amount of coordination and commitment.

**CIP Report**

Mr. Hohenberger will get in touch with Rex Norman at that the Town Assessor's office about the final CIP request amount and confirm the 75 cents per \$1,000.

Mr. Gustafson raised the question about including Mr. Senibaldi vote as he was not present at the meeting. It was determined that the ranking was quite consistent and his vote would not change the overall impact.

Comments on the narrative:

Same format as 2010 report

Include specifics on the grants portion of the applications from the Fire and Highway Departments

Narrative drafting assignments:

Mr. Gallagher – School

Ms Gogumalla and Ms Webber: Energy Committee/Maintenance  
Ms St. Laurent: Fire  
Mr. LoChiatto: Highway  
Mr. Senibaldi: Recreation

**Misc:**

Prior to the next meeting, Mr. Hohenberger will follow up with Cheryl Haas and Rex Norman.  
Mr. Gallagher will follow up with WHS Athletic Director.

**Adjournment:**

Motion to adjourned by Roger Hohenberger and seconded by Carolyn Webber at 9:18 p.m. by  
Vote: 5-0

The next general meeting will be at 7:00 p.m. on Sept 28<sup>th</sup> 20110.

Minutes submitted by:           Neelima Gogumalla

Approved by: