



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Capital Improvement Program (CIP)
Meeting Minutes
August 22, 2012

The regular meeting of the Capital Improvements Program (CIP) was called to order at 7:32pm, on August 22nd, by Chairman Rob Gustafson at the Community Development Department.

Present

Rob Gustafson, Chair 2012
Stephanie Wimmer, Vice Chair, School Board Representative
Bruce Breton, Board of Selectmen Representative
Jennifer Simmons, Citizen Member
Carolyn Webber, Planning Board Representative
Neelima Gogumalla, Citizen Member

Excused

Ruth-Ellen Post, Planning Board Representative
Elizabeth Wood, Staff Advisor

I. Chairman Rob Gustafson introduced the members of the board and reviewed the agenda.

II. **Highway Department CIP Presentation**

By: Jack McCartney

Proposal: A request for larger road projects including pavement reclamation and/or reconstruction and drainage improvements. The total cost of the project will be \$360,000. A request has also been made for the purchase of trucks and equipment necessary to reduce salt use on Windham roads. The equipment could also be used throughout the year on other highway projects. The total cost for this request is \$300,000.

Justification: Roads Project - Ongoing improvements to infrastructure, both to improve conditions for daily travel and reducing plowing problems (icing conditions) and help towards "best management practices" efforts where possible. If the highway department completes all projects proposed, they will exceed 2+ miles of repairs and repaving work. However, this only represents half of where it should be annually. We should average four miles per year. Equipment for salt use - The equipment is eligible for an 80% grant reimbursement through the Salt Ed Outreach Program. It is a federally sponsored program to reduce chloride uses on roads. Funds are in place at the state level. To be eligible, we must buy equipment capable of reducing salt uses and show how it will be accomplished.

Discussion:

Mr. McCartney told the board that the highway department has 2 requests which are ongoing. One is for roads monies to continue improving infrastructure. For the year

2013, the highway department is requesting \$360,000. Over the 8 years, the highway department will be requesting approximately \$3,000,000 with increasing, the first 4 years, at \$30,000 a year and \$35,000-\$40,000 over the remaining 4 years. This is to continue ongoing projects such as London Bridge Road, Morrison Road, and Meetinghouse Road. They have a life expectancy of up to 25 years and most with improved drainage. With the \$300,000, they are averaging 2,400 feet a year (with total reconstruction). This year, the highway department has focused more on paving and they expect to exceed 3,000 feet.

Ms. Wimmer asked which roads would be included in this project.

Mr. McCartney said that no set roads have been chosen yet.

Mr. Gustafson asked if Mr. McCartney had an updated list of roads that needed attention.

Mr. McCartney responded that he hasn't put together a list yet. However, several roads are in need attention. Some roads are also starting to come on line.

Mr. McCartney told the board that the second request was for equipment relating to the Salt Reduction Program. They are still working for grant money from the federal government. The federal government hasn't set an amount for the year except to say that the maximum will be \$300,000. Mr. McCartney said they will be seeking 80%, or \$240,000, of the total cost from the grant and the remaining 20%, or \$60,000, from the CIP allocation to purchase the brine truck. The trucks currently cost \$150,000-\$200,000. The remaining items, on the CIP request list, for 2013-2020, are mainly for scheduled replacements.

Mr. Gustafson wondered how the request, from last year, for a 5 ton truck (with the grant program for \$150,000) is different from this year's request for \$300,000.

Mr. McCartney answered that the amount is up to \$300,000, but they have not set a limit yet.

Mr. Gustafson asked when would know the exact amount.

Mr. McCartney said in September, before town meeting.

Ms. Webber noted that the useful life, for the truck, is 8 years.

Mr. McCartney agreed. He said that the salt can cause damage over time and the trucks have 7 year complete warranties. 8 years is the standard.

Ms. Webber asked what the figures, on savings in salt, would be.

Mr. McCartney stated that with the one truck, that we are currently using, we are saving 4 tons per application (or \$80), so with the 3 trucks we would save 12 tons per application (or \$240). The brine truck, we could cut approximately another 10 tons.

Mr. Gustafson asked about the front end loader request.

Mr. McCartney answered that another request (a repeat request) was submitted for a front end loader that would be used for loading sanding vehicles, plowing, moving materials on projects, working at landfill on brush and compound piles, and during wind and rain storm events. The total project cost is \$135,000. However, this request has been put off in favor of the brine truck.

Ms. Wimmer asked if the total request, from the highway department, was for \$360,000 (for roads) and up to \$60,000 (for trucks and equipment) with the front end loader for years out.

Mr. McCartney responded that those figures are correct and the front end loader request is included for 2014.

Ms. Gogumalla asked what would happen if we didn't get the \$240,000 funding from the grant.

Mr. McCartney responded that the request would be null and void without the grant money.

III. Historic Commission CIP Presentation

By: Peter Griffin

Proposal: To repair the Searles School and Chapel where needed. This would include replacing plywood windows in the Chapel with clear glass, cleaning the inside of the foyer, cleaning the front roof, repairing the vallyes, and rebuilding the tower floor. A new septic system, the installation of sallies, exterior painting, landscaping (for the rear of the yard and patio), placing 60 granite dividers in the parking lot, building a web page, and renovating the basement under the west room (for use as a green room/bride's room) are also part of this request. The total project cost is \$100,958.

Justification: Searles School and Chapel is not only an historic asset to the Town, but a building that the Town uses for their needs. The Historic Commission takes care of the building as well as rents it to bring in income to maintain it. Many of the proposed projects will bring in additional rental prospects which will produce more income.

Discussion:

Mr. Griffin told the board that the Historic Commission is requesting \$100,000 for various repairs to the Searles School and Chapel which is located on Range Road. It is on the National Register of Historic Places. It was donated to the town by Edward Searles and is owned by the town. Because of age, it requires a lot of repairs. The Historic Commission would like to replace the plywood windows in the Chapel with clear glass because the plywood is beginning to rot and is not heat efficient. The septic is aged and is in need of replacement as there are more and more events being held in the building. There was a leak in the tower roof which stained brick and woodwork in the foyer, so the foyer needs to be cleaned. Sallies (rope pulls) need to be installed in order to play the chimes for events. The building needs an exterior paint job, but we will have to find someone certified to deal with lead paint. Landscaping for the yard and patio needs to be improved as more functions are being held outdoors, and can bring in more revenue. The tower floor needs to be replaced due to dry rot. The roof needs to be cleaned due to a moss problem and there is a leak which has caused interior water damage. 60 granite dividers are being requested to differentiate between the two parking lots. Mr. Griffin said the Historic Commission would also like to have a web page set up

to advertise. He told the committee that there is unused space under the West Room and the commission would like to renovate this area for use as a green room/bride's room. Mr. Griffin stated that 10 years ago, a bond was created for renovations. The bond will be retired in March 2013. The last payment of the loan will be paid at no cost to the Town. All money was paid by the money earned from renting the Building.

Mr. Gustafson asked if the proposal, for this request, was for a 10 year bond.

Mr. Griffin said he thought this would be the case as one of the benefits is the lower interest rates.

Ms. Wimmer asked if the numbers given were actual quotes and asked for a rough estimate, on revenue, from the past year.

Mr. Griffin said the quotes were correct and the request is for \$100,958. He also said that the average revenue is approximately \$20,000-\$25,000.

IV. Recreation CIP Presentation

By: Cheryl Hass with Dennis Senibaldi presenting

Proposal: A repeat request for phase one (of a two-phase project) of the Spruce Pond Field Project. Phase one is a rectangular multi-use field which is approximately 330' x 240.' The amount being requested is \$250,000.

Justification: Over the years, the participation in youth sports has increased significantly in Windham. This has led to two issues. The first is that the scheduling of the fields is difficult because the number of fields is limited. The other issue is maintenance. It is difficult to maintain the fields as they are constantly in use. The field being proposed was sized with input from the Soccer and Lacrosse organizations. The field could also be used to accommodate the newly formed Windham Football organization and the Pelham Razorbacks. Currently, all permits and approvals are in place. The project is ready for the construction portion.

Discussion:

Mr. Senibaldi told the board that this request is a repeat from last year's request for a field at the Spruce Pond subdivision. The Recreation Department has been looking for space, for more fields, due to the squeeze of sports programs for quite some time. This will be a two phase project. The first phase is for a soccer field and the second phase calls for a baseball field. The Master Plan, approved by the Planning Board and Board of Selectmen, calls for these fields. The Recreation Department tried to over seed Griffin Park, but it was not possible to keep soccer off the field for more than the 3 months needed. Mr. Senibaldi told the Committee that an additional 1,500 yards, of unscreened loam, was donated and could be used. The second phase will not be presented for another couple of years. Mr. Senibaldi will be working with the baseball to determine their needs.

Mr. Gustafson asked if the fill that needed to be donated had actually been donated.

Mr. Senibaldi responded that the fill, that was needed, is now at the site. He suggested that the Committee take a site walk.

Ms. Wimmer asked if there would be parking.

Mr. Senibaldi said that there will be approximately 60 off street parking spaces and that parking is included in the request.

Ms. Gogumalla asked what the distance was between phase one and phase two.

Mr. Senibaldi responded that the distance between the soccer field and baseball field would be about 150 yards. He said there would be 10-15 parking spots in the upper field geared towards handicap spaces.

Ms. Simmons wondered if the quotes, which are from 2011, would remain the same.

Mr. Senibaldi said that the quotes are good and the numbers are solid.

Ms. Gogumalla wondered what the difference is with the PSNH quotes.

Mr. Senibaldi responded the overhead number, for \$5,979.60, would be the correct number as the project will go with overhead wiring vs. the underground as there are poles.

Ms. Webber asked if the residents, of Spruce Pond, were in favor of the fields.

Mr. Senibaldi said the majority of shareholders were notified and the Planning Board approved the project as is. There will also be a 300 foot no cut buffer from the houses.

Ms. Gogumalla asked how many fields there are in Windham.

Mr. Senibaldi said there are soccer fields at Searles, Nashua, and Griffin Park. There are currently 850 children enrolled in soccer. There are also children enrolled in football and lacrosse. Some of the high school teams have also used the recreation fields. Our fields do last as Nashua Road is 24 years old and Griffin Park is 12 years old. The fields are grass and do last with the proper maintenance.

Ms. Simmons asked if the quote for maintenance, which is approximately \$6,000, was correct.

Mr. Senibaldi said that quote is correct. He also told the Committee that he intends to install sod and there will be above ground wires. The fence will be a 9 ga. fence with bottom tension wire which will be 4 feet high. The field will be ready to be used in 2014.

Ms. Gogumalla wondered if the fields aren't able to rest is there another option other than building another field.

Mr. Senibaldi said that our fields are now at max capacity. The fields can't really be shut down as there is such a high demand for them. The fields will start to deteriorate if they can't rest.

Ms. Wimmer wondered if any sport associations were charged for using the fields and wondered if other towns charged usage fees.

Ms. Haas said that the town is not allowed to charge the sport associations. However, teams do help with maintenance costs. She wasn't sure what other towns do and stated that she could look into it.

Mr. O'Neil, a member on the Recreation Committee, told the Committee that some of the team charges go towards maintenance, referees, travel tournaments, hosting fees, etc.

Mr. Gustafson would like to try to set up a site visit. Mr. Senibaldi said that he will open the gate on Saturday, August 25th at 9:00am and members can stop by to look at the site.

V. Review Departments' responses to CIP Request for Proposals

The following departments will not be submitting applications:

- Administration
- Board of Selectmen
- Clerk
- Tax Collector
- Assessor
- Community Development
- Local Energy Committee
- Economic Development
- Planning Board
- Cemeteries
- Cable
- Senior Center
- Conservation Commission
- Historic District/Heritage Committee
- Library

The following departments have not yet responded:

- Housing Authority
- Rail Trail

VI. Review and accept the July 25th Meeting Minutes

Mr. Gustafson suggested changing the word "capacity" to "radius" on the 5th page.

Motion to approve the minutes, as amended, by Ms. Webber and seconded by Mr. Breton.

– Vote 5-0-1 (Ms. Wimmer)

VII. Review of Future CIP Presentations:

- School District – August 30th recommended
- Maintenance – TBD (August 30th) Mr. Breton informed the Committee that Maintenance still needs to hold a workshop.

Going forward, on September 12th, all of the requests will be ranked. The draft financial plan will be on September 26th. The presentation will be made on October 3rd.

Adjournment

Motion to adjourn at 8:48 p.m. by Ms. Wimmer and seconded by Ms. Gogumalla. Vote: 6-0

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

Minutes submitted by: Jennifer Simmons

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