



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Capital Improvement Program (CIP)
Meeting Minutes
August 11, 2016

The meeting of the Capital Improvements Program (CIP) was called to order on August 11, 2016 at 7:12PM, by Chairman Rob Gustafson, at Windham Town Hall

Present

Rob Gustafson, Citizen Member, Chair
Steven Bookless, Citizen Member, Vice Chair
Ken Eyring, School Board Member
Neelima Gogumalla, Citizen Member
Roger Hohenberger, Board of Selectmen
Dan Guttman, Planning Board Representative, Secretary

Excused

Kathleen DiFruscia, Planning Board Representative
Dennis Senibaldi, Alternate School Board Representative
Joel Desilets, Alternate Select Board Representative

I. Call to Order

The meeting was called to order by Chairman, Rob Gustafson at 7:12 PM August 11, 2016.

II. Assignment of Committee members to Lead Write-ups of Project Requests

Chairman

- Fire – Steve B.
- Solid Waste – Neelima G.
- Police – Steve B.
- Selectmen – Roger H.
- Schools – Ken E.
- Recreational – Dan G.
- Highway / Roads – Roger H.
- Town Clerk – Roger H.
- Library – Neelima G.
- Rail Trail – Roger H.
- IT/GIS – Dan G.

III. CIP Presentation: Windham Police Department

- Chief Gerry Lewis presented the Police Department request for new Dispatch equipment, furniture and construction
- All 911 calls are received at state police and then funneled to the community
- Dispatch center is the one area that must be updated (past due)
- Dispatchers room, off the lobby, where public is met when entering the building
- Console built by local contractor not police design
- 18 years of 24/7 wear and tear has taken its toll
- \$284.5K request slightly higher than 2015
- Communication equipment is Motorola and goes out of warranty and availability of replacement parts will become increasingly difficult to obtain
- 2018, radio voters which feed the signal to Jenny's Hill will be obsolete and no longer supported
- Goal of upgrading from copper to IP based system
- Need to make the room ADA compliant
 - Rob – \$180k in 2015 vs. \$285k in 2016 – What is driving the cost? Computers and need to adjust for the IP networking. Does he have a floor layout? No, just general purposes based on dimensions of the room. Isometric view looks like the workstations won't fit in the room with the required space to the walls. Do they have power redundancy? Will they lose IP if they lose power when they go to Generator power? When they go out for bids, all cables must be labeled and not clipped.
 - Dan – Speak about the vendor for the IT and design? 2way communications is the name of the vendor. They do work throughout New England. Why multiple computers and multiple monitors instead of multiple desktops on single computer or a server to host multiple sessions? Vendor design
 - Roger – Only 1 vendor, who from outside the town are you talking to in order to ensure from an IT perspective that we are looking at the optimal solutions? Plan to address as they move forward. Must be done all at once? Yes. High School, Middle School, Mammoth Rd, Jenny's Hill and the department are the locations for the voter sites. Impact fees not applicable for this request.
 - Steve – Fiber to the schools? SAU to station – all schools do connect via fiber to the SAU. What is the back up should comms go down? Cell phones. New system would be scalable?
 - Ken – visit potential? Possibly Pelham? Possible tour – early evening visit. Have they included the town IT director?
- **Action:** Schedule Field trip to Pelham – Chief Lewis to work with Dick G. to obtain timing. Detailed breakdown to be provided. 5-5:30 for the 25th of August recommendation of timing to the chief. (Ken, Dan, Roger, Rob, Neelima to attend) Chief will provide electronic version of the presentation
 - Neelima – if approved, what is the timeframe for completion? 3-4 months start to finish. If this does not happen, what is the alternative, should voters not approve? Patch and make it work.

IV. CIP Presentation: Windham Library Department

- Carl Heidenblad, Director of Nesmith Library

- 2 projects 1 urgent need and 1 for the future
- Project 1: Carpeting, Flooring and painting request
- Carpet tile provides the greatest flexibility versus rolled material
- Multiple vendors providing quotes
 - Roger – internal improvements that included carpeting that already occurred or were approved but didn't get done? There was a project for interior lighting and exterior painting. Will not move the stacks but carpet around them
 - Rob – estimate from actual bids? No based friendly comments
 - Ken – what are the dimensions for the vinyl? 11,000 Sq ft. with majority going with carpet tile?
 - Dan - Is carpet tile essential for all rooms? Meeting rooms etc? It's a 10% increase on the cost for the carpet tile vs standard carpet
- Project 2 – Roof replacement
- Some ice damage from 2014-15 winter
 - Ken – what are the square feet?
 - Rob – have we considered metal roof?

Action: Provide square footage for the roof to be replaced – Carl

V. CIP Presentation: Windham Highway Department

- Jack McCartney, Highways
- \$420k to redo multiple roads in 2017
- 100 miles of road, 25 years expected life before repairs, 4 miles per year ideal average. Actual was 2 miles in 2015-16 year
 - Rob – \$420k will cover how many miles of road? 3000-3500 feet
- Consistent costs in out years
- **Action** – Roger to ask Dave if a new warrant article is needed for 5 Ton Truck since the 20% grant was approved
- 2017 wood chipper
 - Rob - currently subcontract and do you have the manpower to use it?
 - Steve – if we had it would we save on manpower costs? Could you mulch it?
 - Roger – what is cost for a normal year for the chipper?
- 2018 Excavator
- **Action:** Wood chipper and excavator examples of bills – Jack
- 5 ton trucks
 - Roger – do the trucks really need to be replaced? Mostly salt and plows?

VI. Review and Approve July 28th Meeting Minutes

Motion to accept as written by Dan,

2nd Roger,

Approved 6-0

VIII. Future CIP Presentations

- a. Clerk August 25th
- b. Recreation August 25th
- c. Schools – August 25th
- d. IT/GIS – August 25th
- e. Rail Trail – August 25th

Action: Roger to confirm BOS submission status

IX. Meeting Schedule

1. July 28th Presentations
2. August 11th Presentations
3. August 25th Presentations
4. September 8th Ranking (Roger not able to attend)
5. September 15th Plan
6. September 22nd On Hold

IX. Adjournment

Mr. Guttman made a motion to adjourn at 9:14 PM
The motion was seconded by Mr. Hohenberger

Vote: 6 - 0

Minutes submitted by: Dan Guttman

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