



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Capital Improvement Program (CIP)
Meeting Minutes
August 25, 2016

The meeting of the Capital Improvements Program (CIP) was called to order on August 25, 2016 at 7:05PM, by Chairman Rob Gustafson, at the Windham Town Hall

Present

Rob Gustafson, Citizen Member, Chair
Ken Eyring, School Board Member
Neelima Gogumalla, Citizen Member
Dan Guttman, Planning Board Representative, Secretary
Kathleen DiFruscia, Planning Board Representative

Excused

Dennis Senibaldi, Alternate School Board Representative
Joel Desilets, Alternate Select Board Representative
Roger Hohenberger, Board of Selectmen Representative
Steven Bookless, Citizen Member, Vice Chair

I. Call to Order

The meeting was called to order by Chairman, Rob Gustafson at 7:05 PM August 25, 2016. A tour of Pelham police department communications center at 5:30PM did not have a quorum so this is the call to order. Rob Gustafson and Ken Eyring attended the tour at the Pelham PD.

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

Chairman

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

III. CIP Presentation: Recreation

- Cheryl Haas presenting proposal for passive recreation area at Griffin Park.
- Fund raising for this project has resulted in revenue as follows:
 - Sale of ice cream – \$4k
 - Sale of water at Trump rally \$3.4k
 - Sale of Bricks - \$7k
 - Monetary donations – \$500
 - Karate Studio – \$400
 - Total of \$16-17k in donations
- Bricks will be sold until September 7th
- Dependent on installation costs, initially \$90k requested
 - Kathleen: landscaping / trees? Fund raising with plaques
 - Kathleen: When will construction begin? Fall 2016
 - Rob: Phase 1 is starting with already approved funds (\$90k from 2016 warrant). 2017 will request additional \$90k
 - Ken: Have you considered using the Boy Scouts to sell bricks? Or Mothers club?

IV. CIP Presentation: Rail Trail Alliance

- Mark Samsel presenting
- \$130k request for essential repaving (Engineering and Contingency)
- Longest paved rail corridor in the state
- 1,800 foot section called rainforest section (all ledge)
- Drainage required. Frost heaves are creating unsafe surface conditions.
- \$127k estimate from American paving
 - Dan: consideration of charging new developments for connections? Recreation impact fees offer potential however state owned land
 - Dan: Depth of the trail? 3-4 feet of pack pre-pavement
 - Ken: No grants leveraged? Private donations
 - Kathleen: is this purely for maintenance? Yes
 - Neelima: Can this be broken up into multiple years? Yes – could be done over 2 years

V. CIP Presentation: IT/GIS

- Eric DeLong, IT/GIS presenting
- 40 year old phone system
- Phones remain viable but handsets are replaced regularly
- 3 bids have been received
- Eliminates 95% of the copper, replaced with fiber connections
- \$50k request to upgrade
- 100 phones included in the system (Neelima)
 - Neelima: Who will provide support? Vendor support
 - Neelima: How soon does this need to be replaced? Right away – 15 years old
 - Dan: What are other towns doing? VOIP based phone systems, voicemail to email, potential transcribing to email

- Dan: Will police department PBX be upgraded as well? Yes – but not their radios or state communications.
- Kathleen: What will the impact be on the PBX closet? Reduce amount of equipment and wiring
- Ken: Will this reduce the monthly costs for phones? Currently spending \$2k per month on Earthlink bill. TCO \$500-1,000 monthly cost based on improved efficiency
- Ken: all 3 vendors submitted educated bids?
- Ken: Itemized breakdown available? Single copy available

VI. CIP Presentation: Town Clerk

- Nichole Bottai, Town Clerk presenting
- Vault project – Update
- Additional \$50k (2017) to be included along with the \$50k (2016) approved by warrant
- Early October for estimates
 - Ken: previously 3 phase project, what changed?
 - Dan: what will the \$100k provide? Indexing and reorganization of the current records. Numbers available from all RFP responses received. Prioritize record types
 - Neelima: if we don't meet the deadline or cut off, could this be accounted for in 2018? Yes however there are risks associated with delaying.

VII. CIP Presentation: Administration / BOS

- Dave Sullivan, Town Manager presenting two requests.
- \$900k request for the Greenway Trail paving of trail from Depot to beyond Fosters Pond area
- Tied into the DOT box culvert under I-93 in exchange for blazing (paving) the actual trail
- TAP program grants (80/20 with Town to cover 20% of \$900K project cost)
- \$180k request – article to support contingent on the grant
 - Neelima: Lost the grant by 3pts the past time, what is different this time? Socio-economic, fiscally ready and prioritized (evidence of support with passing warrant two years ago).
 - Kathleen: how do we look with regards to getting the grant this time?
 - Dan: Will this connect to Nashua's greeway trail? No – too many Windham parcels that would need to traverse in order to get to Hudson
 - Ken: Estimated duration for the project? 3 months beginning to end
 - Ken: Timeframe for usage? Year round or seasonal? Multi purpose year round usage.
- Town complex beautification
- Presentation assisted by Maureen Sooner Chair of the committee
- Estimated cost of \$250-275k, [\$130k is pavement and sidewalk)
- \$100k year 1, \$180 year 2 or 3
- 275th town anniversary project for 2017
- Clean up under growth, add cross walks, increase green space and continuity
 - Rob: Flooding from Collins brook? Should not be an issue with the proposed layout and also the reason why no irrigation on the east side of the road
 - Dan: Potential to leverage solar? Energy committee is reviewing

- Ken: Discrepancy between submitted materials vs. presented costs? Higher costs for pavement than anticipated.
- Rob: Timing for phase 1 should voters approve the project? Could phase 1 be finished before phase 2 comes to the voters? Do you have copy of the plans in 8 ½ by 11 for other members?

VIII. CIP Presentation: Schools

- Ken Eyring presenting
- Continuation of the 2016 request for \$800k to be added to the Building needs capital reserve fund.

IX. Review and Approve August 11th Meeting Minutes

Motion to accept as written by Dan,

2nd Neelima,

Approved 4-0, Kathleen abstained as she was not at the 8/11 meeting

X. Future CIP Presentations – none as all are completed

Neelima responsible for Rail Trail write-up

XI. Meeting Schedule

- ~~1. July 28th Presentations~~
- ~~2. August 11th Presentations~~
- ~~3. August 25th Presentations~~
4. September 8th Ranking
5. September 15th Plan
6. September 22nd On Hold

XII. Adjournment

Mr. Guttman made a motion to adjourn at 9:25 PM

The motion was seconded by Ms. Gogumalla

Vote: 5 - 0

Minutes submitted by: Dan Guttman

Approved by: [Type name here]