



*OLD VALUES - NEW HORIZONS*  
**COMMUNITY DEVELOPMENT**

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Capital Improvement Program (CIP)  
Meeting Minutes  
August 20, 2013

The regular meeting of the Capital Improvements Program (CIP) was called to order on August 20<sup>th</sup> at 5:08pm, by Vice Chairman Sy Wrenn, at the Community Development Department.

**Present**

Rob Gustafson, Chair 2013, Citizen Member (joined the meeting at 5:10pm)  
Sy Wrenn, Vice Chair, Planning Board Representative  
Al Letizio, Jr., Board of Selectmen Representative  
Alan Carpenter, Planning Board Representative  
Jennifer Simmons, Secretary, Citizen Member  
Jerome Rekart, School Board Representative  
Neelima Gogumalla, Citizen Member

**Excused**

Elizabeth Wood, Staff Advisor

I. Vice Chairman Sy Wrenn introduced the members of the board and reviewed the agenda.

**II. School District CIP Presentation**

By: Adam Steel, Business Administrator for SAU 95

**Proposal:** To replace the failing roofs at Windham Center School and Windham Middle School. The total project cost is \$400,000.

**Justification:** The need to replace the roofs at both Windham Center School and Windham Middle School has been projected for several years. The work, on the roofs, will preserve the infrastructure of Windham assets and will positively impact learning and safety of the children of SAU 95. The assessment of the condition of the 16 (total) Windham Center School and Windham Middle School roofs revealed that at least half of the roofs are currently in "poor" condition or worse.

**Discussion:** Mr. Steel told the Board that there are problems, with the roofs, at Windham Middle School, Windham Center School, and the Golden Brook Modular. He explained that there are 11 roof systems at the Center School and 5 roof systems at the Middle School. It is possible to replace one roof system at a time and another at another time. Over the past two years, the district has spent \$15,000, per year, in repairs to the Center School roof. There have been leaks in the library/media center, down the 3<sup>rd</sup> grade wing, and in classroom spaces. In the last couple of months, a company has come in to evaluate the roofs starting with Center School and moving on to the Middle School. At Center School, a number of the roofs are in dire condition. Some of the roofs needed to be fixed immediately, with funding coming from the Capital Reserve Fund. At Windham Middle School, Windham Center School, and the Golden Brook Modular there is approximately

\$800,000 worth of roof repair that needs to be completed – that is in addition to the \$125,000 that is currently being used to repair the roofs at Center School. At this time, the School Board is requesting \$400,000, from the CIP, to start on the roofs at Center School.

Mr. Rekart pointed out that there are major problems at the Center School with buckets collecting water, even when it is not raining, due to puddles on the roof and seaming issues. Also, he wanted the Board to be aware that the funds being requested are for replacement of the roofs and not repairs. The average life of the roofs, looking to be replaced, is 10-15 years with these roofs being 18 years old.

Mrs. Simmons asked if the roofs, currently being worked on at the Center School, are being repaired or replaced. Mr. Steel said that the roofs are being replaced.

Ms. Gogumalla wondered what “rm” and “ss” stood for in the handout. Mr. Steel responded that “rm” stands for rubber membrane and “ss” stands for standing seam.

Mr. Carpenter asked why the CIP request form lists the useful life of the project being 30 years when Mr. Steel said the roofs should last 15 years. Mr. Rekart responded that the form was filled out before the information was received from the company. Mr. Rekart said the form needs to be updated. Mr. Steel informed the Board that the new roofs will come with a 20 year warranty.

Mr. Wrenn asked if any of the roofs, looking to be replaced, are under 20 years of age and if so, he wondered if they had warranties. Mr. Steel replied that some of the roofs are 18 years old and one that is 15 years, and another at the Middle School that is 12 years old. Mr. Steel said that he doesn’t have any information regarding the warranties on the current roofs looking to be replaced. He believes that most are Carlisle Roofs. Mr. Wrenn also asked if, going forward, there will supervision to make sure that the roofs are installed properly. Mr. Steel said that both roofs will be removed and replaced. Also, he said that the manufacturer will supply the warranties in document form.

Mr. Carpenter wondered if the \$400,000, being requested, was adequate to replace what needs to be replaced. Mr. Steel said that it would be as the roofs are in different sections and can be replaced in a piece meal fashion.

Mr. Letizio asked what percent of our roof structure does the Middle School, Center School, and Golden Brook Modular represent. Mr. Steel said that it is approximately 40% of the total roofs in the district. He said that the roof, at Golden Brook School, was looked at in 2010 and received good marks. Mr. Steel said that one of the upcoming tasks is to set up schedules for big ticket items going forward.

Mr. Gustafson if there are physical inspections done at the schools each year. Mr. Steel responded that there is currently nothing in place at this time. Mr. Rekart said that the issues with the roofs were identified in 2010 and 2011 and now is the time to replace them.

### **III. Library CIP Presentation** By: Carl Heidenblad

**Proposal:** A request has been made to replace the carpet and paint the interior of the Nesmith Library. The total project cost is \$80,850. A request has also been made to replace the current HVAC System with a Carrier Weather Series single packaged roof top unit (however, ground mounted on a pad). This would include both an air conditioning and boiler unit – new DDC controls included. The total project cost is \$94,871.

**Justification:** The carpet, at the Nesmith Library, is 16 years old. In many areas, the carpet is wearing thin and buckling. At best, the carpet is unsightly and at worst presents a tripping hazard. Since it will be necessary to close the library to public use in order to remove the old carpet and install the new carpet, it would be advantageous to paint the interior upon completion of the carpet. That way, the library will only need to be closed once. The current HVAC system is 16 years old. The control system is inadequate, temperamental, prone to breakdown, and maintaining a comfortable temperature is difficult. With a new HVAC, the cost of operation would improve and savings on maintenance should be realized. Customers, of the library, would appreciate the improved level of comfort.

**Discussion:** Mr. Heidenblad told the Board that the last time the library put in a CIP request was in 2008 for lighting and exterior painting. Mr. Heidenblad said the library/building is evaluated by the town and it is 16 years old. During the last building evaluation, it was determined that the carpet and the heating system were the primary issues. The carpet is 16 years old and the library gets a lot of traffic. The proposed carpet change would include carpet tiles. The tiles would be cut around fixtures/shelving. The project would go out to bid. Regarding the HVAC, from 2008-2012, the preventive maintenance (on the HVAC) was \$12,000 and the repairs were \$27,000. The Energy Committee came into the library, for an evaluation, and found that efficiencies could be gained with a replacement of the system. The control system has never been effective with the library being either too hot or too cold with poor humidity control. The Energy Audit found that it would take \$112,000 to secure some real efficiency with \$102,000 related to heating system. Mr. Heidenblad said that the new unit would be a combined unit.

Mr. Gustafson asked if the current wall to wall carpet would be replaced with the tiles and wondered if extra tiles would be purchased. Mr. Heidenblad replied that there would be tile carpet installed and extra tiles would be purchased for the high traffic/target areas.

Mrs. Simmons asked about the tile carpet. She wondered if any fixtures would need to be moved and asked if the tiles would bunch as the current carpet does. Mr. Heidenblad responded that no fixtures would need to be moved and said that you would never get raised surfaces. Painting is also included in the CIP request as it seems to go along with the carpet.

Mr. Rekart asked how many patrons visit the library. Mr. Heidenblad said that it varies. In the summer months, there may be 600-800 visitors a day. For the year, there are approximately 90,000 patrons using the library. Mr. Rekart wondered if the murals, in the children's room, would be preserved during the paint work and Mr. Heidenblad answered yes.

Ms. Gogumalla wondered why the amount requested was different on the two forms submitted to the CIP. Mr. Heidenblad said the correct amount is \$80,850. He said that there is a small margin in both projects.

Mr. Wrenn asked if the carpet was the original carpet that went into the library and Mr. Heidenblad responded that it was.

Mr. Carpenter asked if any of the stacks/layouts of the library would be able to change. Mr. Heidenblad said that most stacks/shelves are fixed.

Ms. Gogumalla wondered how long the library would need to be closed for. Mr. Heidenblad said that it would be closed for approximately 7-10 days.

Mr. Carpenter asked what the staff would do when the library closed. Mr. Heidenblad answered that the staff would either work on projects or take vacation time.

Mr. Wrenn asked if only one HVAC unit serviced the whole library. Mr. Heidenblad said that the air conditioning unit is pad mounted (outside). In the utility room, there is a 3-boil boiler. The system is a hot water, baseboard system. The air conditioning works through the cooling ducts. The controls, on the system, have always been problematic.

Mr. Rekart wondered if the existing air conditioning was Carrier and wondered if another manufacturer will be looked at. Mr. Heidenblad responded that the current air conditioning unit is Carrier, but would definitely look into finding a more reliable unit that is compatible.

Mr. Carpenter asked if the current system was the original. Mr. Heidenblad said that it is the original. Ms. Gogumalla said that when the energy audit was done, on a cold day in February, the air conditioning was on and was pulling hot air out of the building. She told the Board that the thermostats were not put in the spots that they were originally slated to be. Mr. Heidenblad said that there were major installations errors and the economizer motor was wired backwards. Ms. Gogumalla informed the Board that the library has the highest electric bill out of all the town buildings.

Mr. Wrenn asked if there would be any checks and balances with the purchase/installation of the new system. Mr. Wrenn said that a system should last at least 20 years. Mr. Heidenblad said that there hasn't been any oversight implemented yet. However, it would be necessary.

Mrs. Simmons asked if there was a warranty on the current system and wondered if there would be a warranty on the new system. Mr. Heidenblad responded that there would be a warranty on the new system. He thinks that there is a 10 year warranty on current system. However, the system is now 16 years old.

Mr. Carpenter asked if Mr. Heidenblad could prioritize which project, the carpet or the HVAC, would be at the top of his list. Mr. Heidenblad said that would be difficult. However, he said that would have to choose the carpet.

Mr. Wrenn stated that it would be beneficial to remove the current boilers if they end up getting replaced as there is no use for them. Mr. Heidenblad responded that he would look into it.

#### **IV. Review Departments' Responses to CIP Request for Proposals**

The following departments will not be submitting applications:

- Tax Department
- Senior Center
- Housing Authority
- Cable
- Community Development Department
- Police Department
- IT/GIS Department
- Assessing Department
- Town Clerk's Department
- Maintenance Department
- Cemetery Trustees
- Windham Economic Development Committee
- Local Energy Committee
- Conservation Committee

The following departments have not yet responded:

- Planning Board (Reviewed on 8/7/13; scheduled to review again at 8/21/13 meeting)
- Heritage Committee (Scheduled to review at 8/14/13 meeting)

#### **V. Review and Accept the August 6<sup>th</sup> Meeting Minutes**

Mr. Letizio asked that Jr. be added to the end of his name. Motion to approve the minutes, as amended, by Mr. Letizio and seconded by Mr. Rekart. Vote: 6-0-1 (Mr. Wrenn)

#### **VI. Impact Fee Discussion**

Mr. Carpenter gave an overview of impact fees. He explained that Impact Fees are codified by the RSAs of New Hampshire to help offset the cost of growth to a town. We currently collect impact fees for the schools, police, and fire. The timeline, to use the fees for a project, is 6 years. A formula is calculated to determine the amount of impact fees collected at the time an occupancy permit is requested.

#### **VII. Review of Future CIP Presentations**

- Recreation Committee – August 27<sup>th</sup>
- Heritage Commission – TBD

#### **Adjournment**

Motion to adjourn at 6:44 p.m. by Mr. Letizio and seconded by Ms. Gogumalla. Vote: 7-0

The next general meeting will be at 5:00 p.m., on August 27, 2013, in the Community Development Department Meeting Room.

Minutes submitted by: Jennifer Simmons

Approved by: [Type name here]