

Town of Windham  
2007 Capital Improvement Program Subcommittee

CIP Subcommittee Meeting Minutes  
September 7, 2006

ROLL CALL: Pam Skinner, Planning Board Member, Chairperson – Present  
Ruth-Ellen Post, Planning Board Member, Vice-Chairperson – Present  
Jack Merchant, Community Member – Present  
Marcia Unger, Community Member, Secretary – Present  
Galen Stearns, School Board Member – Present  
Beth Valentine, Alternate School Board Member – Present  
Roger Hohenberger, Selectmen – Excused  
Dennis Senibaldi, Alternate Selectmen Member - Excused  
Bruce Breton, Community Member – Excused

Ms. Skinner called the meeting to order at 7:05 PM in the Planning and Development Room.

OLD BUSINESS:

1. Ms. Unger handed out a report from Dana Call with the current Capital Reserve Fund (CRF) balances. Some were as of 8/31/06, and some, like the library, were reported as of year-end, 12/31/05. Later Ms. Unger noted that the \$34,855 school paving funds are not yet moved to a CRF but will be soon. Ms. Call reported that the \$75,000 approved by the voters for the Lowell Road bike paths will remain part of the general fund, not in a CRF, and carried over no more than the five years specified in the warrant article.
2. Ms. Unger also reported that the current school impact fees fund balance as of 8/31/06 is \$660,000. This figure includes last year's reserve, still to be appropriated, of \$355,000 and the usual \$50,000 seed money for 2007. Therefore, after subtracting these items, approximately \$255,000 is available for this year's CIP funding. Ms. Unger provided the subcommittee with charts regarding new home construction (a low 43 so far in 2006) and impact fees collected.
3. Ms. Unger suggested that the sub-committee members follow the convention of choosing the department sections of the final report that they wish to write, in advance of the actual town department presentations. Volunteers were as follows:
  - Transfer Station – Jack Merchant
  - Highway Department – Galen Stearns
  - Historic District Commission – Ruth-Ellen Post
  - School Department – Beth Valentine
  - Nesmith Library – Pam Skinner

With three members missing, volunteers will be decided next meeting for the Police, Administration, and Fire departments from Mr. Hohenberger, Mr. Breton, and Mr. Senibaldi.

NEW BUSINESS: Town Department Presentations

1. David Poulson presented the Transfer Station requests (7:10 – 7:50 P.M.) Questions and discussions followed. He handed out a report of maintenance history expenses on the Mack truck and the Chevy 1-Ton. The sub-committee has requested additional cost information on the 6 or 10-wheel dump truck with one or more boxes for their 9/21/06 meeting.
2. Jack McCartney presented the Highway Department requests (7:55 – 8:25 P.M.). Ms. Unger asked that the mileage and repair cost history provided for the One-Ton Dump and One-Ton Pick-up be updated, as the information provided appears to be unchanged from last year's report. Questions and discussion followed.

3. Rex Norman has withdrawn the Tax Assessor department's CIP request.
4. Carol Pynn presented the Historic District Commission request (8:25 – 8:40 P.M.). The Commission originally submitted a request for \$50,000 for renovations and repairs on the Haseltine House, across from Griffin Park. However, it was withdrawn, and a new request was made for various projects at the Windham Depot site that are more critical. The Rail Trail committee has secured a grant of \$160,000 for work there, which requires that the town match the grant with an additional \$40,000 in funds in 2008 or 2009. Additional funding above the match monies would be needed after the initial trail grant is received for a parking lot on the site, rehabilitation of the Depot buildings, and restoration of a caboose and track being donated for use at the site. Questions and discussion followed. Mr. Stearns noted that it would be legal for the Commission to pose a warrant article to the voters to secure a percentage of the current use funds each year for this purpose, as well. The sub-committee asked that Ms. Pynn meet with the trail committee to get an estimate of the total funds needed by the 9/21/06 meeting. In addition, she will obtain estimates from Ms. Call of the average current use funds collected by the town, currently 100% allocated to Conservation.
5. Brian Gallagher presented the School District requests (8:40 – 8:55 P.M.). Questions and discussion followed. The sub-committee asked that due to the increasing costs of asphalt, he provide them with updated cost figures for the Middle School Repaving and New Parking request by the 9/21/06 meeting. In addition, the sub-committee asked that he get a firmer cost figure for the New Middle School Soccer Field request.

MINUTES: Motion by Mr. Merchant, seconded by Ms. Post, to approve minutes of the CIP meeting held on August 23, 2006. Ms. Post amended minutes to remove the Nov. 30<sup>th</sup> meeting date from the list, leaving just the Nov. 2<sup>nd</sup> and Nov. 16<sup>th</sup> meeting dates for that month as originally discussed. Mr. Merchant agreed to the amendment. Motion approved by those present 4-0, with one abstention.

The meeting was adjourned at 9:05 P.M. (motion by Mr. Merchant, seconded by Mr. Stearns, 6-0 approved).

Respectfully submitted, Marcia Unger 9/07/06