



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Meeting Minutes
July 27th, 2011

The regular meeting of the Capital Improvements Program (CIP) was called to order at 7:07 by Chairman Rob Gustafson

Present:

Rob Gustafson, Chair
Kristi St Laurent, Vice Chair
Ed Gallagher
Phil LoChiatto
Carolyn Webber
Neelima Gogumalla, Secretary
Roger Hohenberger, Board of Selectmen Alternate

Excused:

Dennis Senibaldi
Elizabeth Wood, Staff Advisor

Mr. LoChiatto was excused and meeting start time delayed
7:19 p.m. – Mr. Gustafson resumed the meeting and Mr. Hohenberger was seated.

Review of the Agenda:

Old Business

New Business

School Board CIP Application Presentation by Mr. Ed Gallagher

Review department/committee response to CIP Request for Proposals

Review and accept the minutes

Adjournment

Old Business:

- I. Each member would create a portion of the final report.

Guidance was requested from the BOS at their 7/25/2011 meeting regarding the anticipated funding for the CIP for this year. The minimum amount for applications is \$50,000 not \$100,000.

CIP allocations are usually calculated at a certain amount per thousand of property value, and budgeted at a dollar value of property tax collected. In past years, it was as high as

\$1.4 million for CIP programs. In 2009 the level was lowered to \$0.75/\$1,000. In 2010, the \$0.75/thousand level remained, but a cap was set at \$750,000.

The BOS recommended the CIP to continue the review and ranking process and they will inform the CIP of the funding level for this year once approved.

New Business:

I. School Board CIP Presentation by Mr. Ed Gallagher

Proposal: To build a **Capital Reserve Fund of \$500,000 per year** for the next 8 years for new school construction, existing building renovations and classroom upgrades.

Problem: **Capacity** – all the lower school are operating at beyond capacity

1. Golden Brook School – 199% of capacity (figure does not include portable classrooms)
2. Windham Center School – 161% of capacity
3. Windham Middle School – 166% of capacity

Middle School cannot be technically classified as a middle school as it does not have a science lab, tech programs among other requirements.

The kindergarten's loss of state funds will make it a priority issue as the voters had overwhelmingly approved of a kindergarten addition at Golden Brook at the last town meeting.

In the past few years, the high school had a taken up a large portion of the time, money and effort of the Town while the other 3 school were ignored. In some buildings, closets were being converted to classroom space to accommodate needs.

Mr. Gallagher outlined **5 concepts**. A decision as to which of these concepts will be implemented was not made. (Refer to the School Board CIP Application 2011)

A full report on the School Facilities Management Master Plan can be found at http://www.windhamsd.org/schbdinfo/Masterplan-Part1_05-24-2011.pdf

Mr. LoChiatto was seated during the presentation.

II. Discussion:

Mr. LoChiatto asked for clarification on the figures: \$500,000 per year for 8 years in the present CIP cycle? And even though a particular concept was not chosen as yet, when will work begin – in 2-3 years?

Mr. Gallagher responded by saying that 'capacity' issues need to be address immediately, especially with the setbacks for funding for the kindergarten.

Mr. Hohenberger agreed that the kindergarten is a primary school issue and perhaps CIP money can be applied to funds already appropriated and offset the loss of state funding. This would be considered 'matching funds'.

Ms. St. Laurent added that this is the last year on the lease for the portables at Golden Brook and might be the incentive for voters to approve this application if presented as the Kindergarten construction project. There is an urgency which appeals to voters on 2 levels – not renewing the portables lease and moving forward with a permanent solution for the kindergarten.

Mr. Gustafson added that CIP dollars cannot be used for leasing portables as that would be an operating expenses and not a capital expenditure.

Mr. Gallagher agreed and reiterated that in the last few years a lot of time and dollars were diverted to the High School and now it is time to devote the same to K-8.

III. Updates

Mr. Gustafson request an update on past CIP fund allocated to school projects. Mr. Gallagher reported that \$140,000 for architectural study went to support the School Facilities Committee. \$250,000 for Roof Replacement was not expensed as it was determined that the roof still had 2 more years of useful life and the replacement was postponed accordingly.

IV. Review Departments' response to CIP Request for Proposals

The following departments will be submitting proposal for consideration and have been scheduled for presentation as received:

- Fire – Aug 10th
- Highway – Aug 24th
- Maintenance
- Recreation – Aug 10th
- Local Energy Committee
- Economic Development Committee

The following departments will not be submitting applications:

- Police
- Administration
- Board of Selectmen
- Town Clerk
- Tax Collector
- Assessor
- Historic District/Heritage Committee
- Community Development Department
- Planning Board
- IT/GIS Director

- Transfer Station
- Rail Trail Alliance
- Cemeteries
- Cable
- Senior Center

The following departments have not responded as yet:

- Library
- Housing Authority

Mr. Gustafson requested an update from the Library on past CIP funds. Staff should follow up with Carl Heidenblad.

Mr. Hohenberger commented that even though the voters did not pass the Police CIP funding request at the last town meeting, the need has not gone away and pulling out does not take the project out of consideration again this year. Mr. LoChiatto volunteered to touch base with the Police department.

Review and accept the June 22nd Meeting Minutes

Motion to approve and accept the minutes by Mr. LoChiatto and seconded by Mr. Gallagher. – Vote: 6-0

Other Business

I. Report format

Review of CIP Committee Process:

Possible 9 applications – 7+2

Hear presentations

Review and rank

Develop a plan

Spreadsheet of the plan

Draft the narrative for each plan - assignments

School Board – Ed Gallagher

Local Energy Committee – Neelima Gogumalla

Maintenance – Carolyn Webber

Fire – Kristi St. Laurent

Highway – Phil LoChiatto

Recreation – Dennis Senibaldi

Economic Development – Phil LoChiatto/Rob Gustafson

Neelima and Carolyn will work on the LEC and Maintenance as there might be possible overlap.

Summary of School Board year-end balances

- a. Trust Fund – 2010 = \$134,901.35
- b. Building Roof Replacement = \$250,000.00
- c. Parking funds = ?
- d. Architectural Study – 1st phase = \$160,000.00
- e. Architectural Study – 2nd phase = \$140,000.00
(School Master Plan Write-up)

A question was raised as to whether this was the entire fund balance or just that portion of CIP money.

Dana Call in the Finance Department maintains copies of the CRFs and updated information on Impact fees collections (Fire, Police and School) which can be applied to CIP approved projects.

Adjournment

Motion to adjourn at 8:10 p.m. by Carolyn Webber and seconded by Phil LoChiato.
Vote: 6-0

The next general meeting will be at 7 p.m. on August 10th.

Minutes submitted by: Neelima Gogumalla

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