



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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CIP (Capital Improvements Program) Meeting Minutes
August 24th, 2011

The regular meeting of the Capital Improvements Program (CIP) was called to order at 7:03pm by Vice Chair Kristi St. Laurent

Present:

Vice Chair – Kristi St Laurent, Planning Board
Ed Gallagher, School Board
Phil LoChiatto, Board of Selectmen
Carolyn Webber, Planning Board
Secretary – Neelima Gogumalla, Citizen Member

Excused:

Chair – Rob Gustafson, Citizen Member
Dennis Senibaldi, Citizen Member
Elizabeth Wood, Staff Advisor

Mr. Gustafson was excused and Ms. St. Laurent served as Chair.

Ms. St. Laurent introduced the members and reviewed the agenda.

CIP Presentation – Highway Department

Jack McCartney from the Highway Department made 3 applications to the CIP.

1. \$330,000 - Reconstruction of Infrastructure –ongoing rebuilding efforts and storm water management.
 2. \$150,000 – purchase of a 5 ton truck – with equipment for sanding, plowing and summer projects like road reconstruction work. 80% of funding from a grant through the Salt Ed Outreach Program. If the grant does not come through, the purchase does not happen. Actual cost to the town is about \$30,000.
- Mr. LoChiatto asked for confirmation that \$300,000 was the standard sum allocated to Highway every year but asked for clarification on the additional \$30,000. Mr. McCartney attributed that additional amount to prices increases in materials and paving costs. Site Preparation costs included engineering and tree clearing. The application does not include \$3,000 regular paving which is part of the Highway operating budget.

Mr. LoChiatto asked about last year's truck purchase and how this would be different. Mr. McCartney said that the new truck is fitted with special equipment and sensors for salt reduction and liquid and solid materials retrieval. It would cost \$120,000 to refit the existing truck so it would make sense to purchase a new truck with the assistance of the Federal grant program and the DOT. The new trucks will use less salt and thus will qualify for the grant.

Ms. St. Laurent asked Mr. McCartney about the present size of the fleet.
3 trucks – purchased in 2010, 1992 and 1993
2 small - 1 ton pick-up trucks.

The older trucks need to be upgraded with electronic equipment to meet State Regulations.

3. \$120,000 – Front-end Loader – used all year round for loading of salt and sand, landfill brush and composting piles and fallen trees and washout debris. Replaces a 10 year old truck.

The present truck in use is fine but it is getting rusty and old, the electronic equipment is dying and it is getting more expensive to repair and maintain.

Mr. LoChiato asked about the replacement vs. repair costs to the existing front loader. Repair costs would be about \$60,000. Auction value on the loader would be in the \$30,000 - \$40,000 range. It was purchased for \$90,000 after a 3 year lease. Repair costs on the machine in the last 10 years mainly to the hydraulic system were about \$20,000.

Ms. St. Laurent requested a priority listing for the application from McCartney.

- #1 – Roads
- #2 – 5 ton truck conditional on the grant.
- #3 – Loader

The grant money has already been allocated for the State and applications will just need to meet certain requirements and go through the approval process.

Review of the Minutes

Motion to accept the minutes by Mr. Gallagher and seconded by Ms. Webber. Vote: 4-0-1 (Ms. Gogumalla)

Upcoming CIP Presentations

Sept 14th – LEC/Maintenance

Sept 14th – Conservation Commission

The Windham Economic Development Committee will not be submitting an application for 2011

Recreation Committee Response to Information Requested

17 Town fields

12 school fields

5 – Windham High School

2 – Middle School

3 – Center School

3 – Golden Brook

Mr. Gallagher suggested the information on frequency of use of each ball field would be more relevant if represented in matrix. He agreed to follow up with the High School Athletic Director on creating a better visual presentation of the raw data.

The Committee raised a number of questions about the town and school ball fields, frequency of use and integration of the two to determine if we have enough fields for the present level of use.

1. How many fields do other towns with a similar population have?
2. Are there teams or players who do not play for the town because of a lack of available fields?
3. Does our level of usage of the fields allow for them to repair/grow in season and between seasons?
4. If #2 and #3 are within acceptable levels now, do you have a projection as to when we would exceed our field capacity given recent participation numbers?
5. Which sport(s) are most in need of fields for the recreation programs?
6. High School and Middle School teams practice right after school, usually finishing by 5. Many Rec. teams don't start until 6. As we look to maximize our resources for the town as a whole (including school and recreation uses), are the fields being shared between the two currently and to what extent? Are there more opportunities to do this? What are the barriers to this shared use (such as maintenance costs) and what steps have been taken to address these?
7. Is there a visual way to represent the field usage that would show which fields are vacant and when? Perhaps, list the fields (with applicable sport) in a spreadsheet for a representative weekend day and week day use during different seasons?
8. In terms of parking, the field schedules provided show games scheduled back-to-back. Is it possible to schedule 15 minutes in between games to allow the parking to change over? Parking at practices and games was mentioned as a problem.

Mr. Gallagher agreed to follow up the analysis and reach out to Cheryl Haas and Dennis Semibaldi from the Recreation Committee.

Jack McCarthey suggested that cost of maintaining the ball fields be included in the cost and usage analysis.

Ms. St. Laurent referred to the August 10th Recreation Department's CIP application for Spruce Pond recreation fields and asked for clarification on the direct and indirect costs for those specific fields: road maintenance, lighting, wells, sprinkler and lawn maintenance.

Adjournment

Motion to adjourn at 7:29 by Mr. LoChiato and seconded by Mr. Gallagher Vote: 5-0

The next general meeting will be at 7:00 p.m. on Sept 14th in the Community Development Building.

Minutes submitted by:

Neelima Gogumalla

Approved by:

[Type name here]