



Capital Improvement Program (CIP) Subcommittee Meeting Minutes

A subcommittee of the Windham Planning Board

Wednesday, August 31, 2022 @ 7:00 PM

Community Development Meeting Room

3 North Lowell Road, Windham, New Hampshire 03087

1) Call to Order – Rob Gustafson (Chair) called the meeting to order at 7:00 pm.

The attendance of the meeting was as follows:

Rob Gustafson (Chair) (Citz) - present

Ross McLeod (BOS) – Arrived at 7:15

Jennean Mason (Vice Chair) (PB) - present

Jennifer Simmons (BOS Alt) – Absent

Kathleen Harris (Secretary) (Citz) - present

Shannon Ulery (SB) – present

Mark Kovacs (Citz) – present

Cynthia Finn (SB Alt) – in audience

Pam McCarthy (PB) - present

Staff: Michael Caron, Police Chief, Bryan Smith, Police Captain, Shane Mirisola, Police Captain.

2) Presentations

- **Governor Dinsmoor Bridge/ Greenway Trail**, Wayne Morris, provided new a proposal to replace the decking on the Govern Dinsmoor Bridge, and repeat request to improve 2.27 miles of the Greenway Trail.
 - Dinsmoor Bridge: Current concerns of safety when the bridge is wet due to slippery terrain.
 - Greenway Trail: Scope of overall project would be finalized after current surveying of the 2.27-mile land, this would include the wetland mapping. CIP offered up the option of to be placed on a capital reserve fund for this project. Questions on whether the project needs to be done all at once or can be done over an expanded amount of time.
- **Police**–Michael Caron, Police Chief, provided an overview of the proposal for a new dispatch console/Central shelf.
 - Current system is 16 years old and potentially has another 15–20-year life span. Concerns of replacement parts being unavailable if system goes down due to Motorola discontinued factory support. New system would run off an IP connection and has availability of real time network status updates. New system would alleviate the current challenge of identifying which of the 7 radios are down.

Captain Bryan Smith, Captain Shane Mirisola, Provided a proposal of Technology Upgrade.

- Proposal would allow the police department to update current obsolete technologies. Proposal offers Bodycams, Digital Evidence Management, Virtual Reality Training, and Interview Room recording system. The new technology



would allow savings on current evidence preparations and storage. Bodycams would provide savings on town liabilities suits. Virtual training would provide officers with additional training hours which the state is mandating over the next two year. Cost of the system potentially can be split over the 5 years along with the option to only do Bodycams, Digital Evidence, and Interview room. The removal of the virtual training would be a potential savings of 22,500. Virtual training can be added in after the fact.

- **School** – Shannon Ulery, School Board, provided an overview of the proposal for their 8-year plan. Short-term needs in 1 year: WHS wall repair, WCS Building Envelope & Security, Capital Reserve Funds. Year 2: WMS Roof Repair, final section, WCS HVAC Replacement, WHS wall repair.
 - Shannon explained the overall process of the school board CIP request to Kathleen Harris (myself) and Mark Kovacs as they have not been through this process before.
CIP meeting was running longer than expected. Committee agreed that if there were no immediate questions to table all upcoming questions to email.

3) Consideration of August 31, 2022, minutes - Ross McLeod moved and suggested amendments on the library proposal to create capital reserve fund to create capital reserve fund to buy out the Solar equipment. Seconded by Mark Kovac. 7-0

Rob Gustafson shared next steps with the Committee. The next full CIP meeting will be on September 13, 2022, to finalize their rankings.

At 9:42 pm Ross McLeod moved to adjourn the meeting. Jennean Mason seconded the motion. The committee voted 7-0 to approve the motion.