



Capital Improvement Program (CIP) Subcommittee Meeting Agenda

A subcommittee of the Windham Planning Board

Thursday, July 27, 2023 @ 6:00 PM

Community Development Meeting Room
North Lowell Road, Windham, New Hampshire 03087

1. Call to Order – Rob Gustafson (Chair) called the meeting to order at 6:08 pm.

The attendance of the meeting was as follows:

Rob Gustafson (Chair) (Citz) - present

Ross McLeod (BOS) – absent

Jennean Mason (Vice Chair) (PB) - present

Jennifer Simmons (BOS Alt) – present

Kathleen Harris (Clerk) (Citz) - present

Shannon Ulery (SB) – present

Mark Samsel (BOS Alt) – present

Cynthia Finn (SB Alt) –absent

Pam McCarthy (PB) – present

Mark Kovacs (Citz Alt)-absent

2. Election of Officers:

- a. **Chair:** Jennean moved to appoint Rob Gustafson Chair of the Capital Improvement Program. Pam seconded the motion. The committee voted 7-0 to approve he motion.
- b. **Vice Chair:** Pam moved to appoint Jennean Mason Vice Chair of the Capital Improvement Program. Rob seconded the motion. The committee voted 7-0 to approve he motion.
- c. **Clerk:** Pam moved to appoint Kathleen Harris Clerk of the Capital Improvement Program. The committee voted 7-0 to approve he motion.

3. Review and Approve cover letter, forms, and distribution list

Please see attached revisions.

4. CIP Committee Meeting schedule

- a. Review and Approval Timeline
 - Deadline August 18, 2023
 - Presentation 1 – August 24, 2023
 - Presentation 2 – August 31, 2023
 - Project Ranking – September 7, 2023
 - Finalize – September 28, 2023
 - Planning Board Review and Approval – October 11, 2023

5. Adjournment:

- a. At 6:51pm Shannon moved to adjourn the meeting. Jennean seconded the motion. The committee voted 7-0 to approve the motion.

