



---

## **Capital Improvement Program (CIP) Subcommittee Meeting Minutes**

### **A subcommittee of the Windham Planning Board**

**Monday, August 15, 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) - present*

*Jennean Mason (Vice Chair) (PB) - present*

*Jennifer Simmons (BOS Alt) – in audience*

*Kathleen Harris (Secretary) (Citz) - present*

*Shannon Ulery (SB) – present*

*Mark Kovacs (Citz) – present*

*Cynthia Finn (SB Alt) - excused*

*Pam McCarthy (PB) - present*

*Staff: Alexander Mello, Community Development Director; Brian McCarthy, Town Administrator; Tom McPherson, Fire Chief, Steve Brady, Assistant Fire Chief; Dennis Senibaldi, General Services Director.*

Rob Gustafson began by stating the Committee's division of work. The following members will draft the following sections of the report: Mark Kovacs, Library; Jennean Mason, Fire; Pam McCarthy, General Services and Trails; Kathleen Harris, Town Hall/Transfer Station; Ross McLeod, Police; Shannon Ulery, Schools;

**2) Presentations**

- **Library** – Brian McCarthy, Town Administrator, provided an overview of the proposal to create a capital reserve fund. Jennean Mason: confirmed that this was all the same as before, but this year's request is to create the capital reserve fund.
  - Rob Gustafson: Why is Year 6 the correct year? Pat Manzo, the system is owned by a 3<sup>rd</sup> party, the thing that saves the Town the most money is to buy it out in year 6 to cover the entire costs, assuming a 25-year life span. Increased electricity costs mean that the pay-off time will be sooner.
- **Fire** – Tom McPherson, Chief, provided an overview of the proposal for their 8-year plan. Short-term needs in 1 year: SCBA (self-contained breathing apparatus) upgrade and ambulance. Long-term needs in 6 years: engine, ambulance, forestry, hand-held radios, and tanker.
  - Jennean Mason: is the forestry a replacement or an addition. Chief McPherson: replacement, we requested a UTV from the Board of selectmen for added functionality. Ross McLeod: could request a reserve fund to help fund during off-years. Shannon Ulery: Forestry equipment makes sense given the prospect of more conservation land being purchased in the future.
  - Shannon Ulery: do the fire and police radios communicate with one another?



- Assistant Chief, Steve Brady, we have an IP based network it would connect to PD and provide redundancy.
- Mark Kovacs: Town has an insurance rating based on equipment and training, what would a lower rating mean for residents?
  - Chief McPherson, a lot of factors go into the rating, better equipment generally means lower insurance premiums.
- **General Services** – Dennis Senibaldi, General Services Director, Highway (roads) liquid AC (asphalt) price is volatile. Highway (equipment: two 5-ton trucks, loader, and wood chipper). Town Hall improvements.
  - Shannon Ulery: what is the reality of a new municipal complex. Brian McCarthy: if there is a new municipal complex, the Town Hall is still important and needs to be repaired. Ross McLeod: Town Hall cannot keep being painted. There is too much moisture and there is no plan to fix it. Pam McCarthy: have we brought in an expert? Ross McLeod: there was a report done by an expert, but it did not address the moisture issue. The Town and Board of Selectmen need to come to mutual agreement with the HD/HC on how to move forward. Dennis Senibaldi: planning to reach out to HD/HC chair about attending a future meeting.
  - Dennis Senibaldi, continued with his presentation on a Mack day tractor replacement and a loader.

**3) Consideration of June 30, 2022 minutes** - Ross McLeod moved and suggested amendments about indicating the number of votes for the motions and noted excused vs. absent terminology. Seconded by Shannon Ulery. 5-0-2 (Kathleen Harris and Mark Kovacs abstained).

Rob Gustafson, shared next steps with the Committee. There will be a joint meeting with the CIP, BoS, and the Planning Board on Monday, August 22<sup>nd</sup>. The next full CIP meeting will be on August 31, 2022 to hear presentations from Police, Schools, and Trails. The Committee will then meet on September 13, 2022 to finalize their rankings.

The CIP welcomed new Citizen appointee, Kathleen Harris, who will serve as the CIP Secretary.

At 8:38 pm Ross McLeod moved to adjourn the meeting. Shannon Ulery seconded the motion. The committee voted 7-0 to approve the motion.