



Capital Improvement Program (CIP) Subcommittee Meeting Minutes

A subcommittee of the Windham Planning Board

Wednesday, September 28, 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 7:08 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) – absent

Kathleen Harris (Secretary) (Citz) - present

Shannon Ulery (SB) – present

Mark Kovacs (Citz) – present (Zoom)

Cynthia Finn (SB Alt) –present (Arrived at 7:15)

Pam McCarthy (PB) – present

2. Recap Rankings:

• **Tax Evaluation-**

- Is there opportunity to change the current portion splits between schools and town?

• **Annual Appropriations-**

- Is there an opportunity to get roads into the operational budget rather than a CIP budget section? Expense items should not be included in the CIP. Committee agreed to reduce the roads due other town priorities.
- Town Hall exterior renovations were reduced to 100k from the initial request of 300k in order to fit in all 1 ranking.
- Shannon asked if the ARPA fund needs to be included if we have already reserved the 15K with the grant? Rob added the 15K to other CIP annual contributions.
- The Nesmith Library Solar PPA, Shannon requested that it is being moved from the CIP to the town budget and not the CIP budget.

• **Process of CIP/Additional Action items-**

- Process: Should the committee be responsible for the movement of the yearly numbers when evaluating the appropriations?
- Additional thoughts: Opportunity to create a Citizen petition for capital reserve for the trails committee. Lawyer to write it up to be added to the warrant article.
- Actions: Jennean to send an invite the school board committee for the planning board initial meetings in 2023.

Consideration of minutes: 8/31/2022 Minutes will be reviewed. Jennean moved to make no changes. Ross seconded the motion. The committee voted 7-0 to approve the motion.



At 8:55 pm Jennean moved to adjourn the meeting. Pam seconded the motion. The committee voted 7-0 to approve the motion.