



Capital Improvement Program (CIP) Subcommittee Meeting Minutes

A subcommittee of the Windham Planning Board

Thursday, September 28, 2023 @ 7:00 PM

Golden Brook School – Media Center

1. Call to Order – Rob Gustafson (Chair) called the meeting to order at 7:07 pm.

The attendance of the meeting was as follows:

Rob Gustafson (Chair) (Citz) - present

Ross McLeod (BOS) – excused.

Jennean Mason (Vice Chair) (PB) - present

Jennifer Simmons (Citz) – present

Kathleen Harris (Secretary) (Citz) - present

Shannon Ulery (SB) – present

Cynthia Finn (SB Alt) –arrived 8:18pm

Mark Samsel (BOS alt)- present

Pam McCarthy (PB) – present

Mark Kovacs (Citz alt) arrived at 7:33pm

2) Review and Approval of the minutes of: 08-31-23

- Request to correct Mark Samsel’s name in the 8.31.23. See correction in the 8.31.23 finalized minutes.
- Jennifer moved to approve the amended minutes from 8.31.23. Pam seconded the motion. The committee voted 6-0-1 as Mark Samsel abstained.

3) Recap Rankings

Townhall:

- CIP followed up on the structural study and architectural study. Dennis summarized information provided at the Selectman’s meeting. Pam and Kathleen changed their votes due to the overall immediate need.

Fire Department:

- CIP followed up on the SCBA grant. Currently there has not been a final decision made on the grant. Committee is asked to continue with the total amount of \$385,000.

4) Develop Financial Plan

Initial Review of Plan:

- Property valuation was received by the Director of Finance. The valuation was submitted to the DRA and is the most up to date information.
- Projected CIP tax rate currently has the town receiving .28 and the schools .43. In initial review of the CIP plan town was over by \$1.1M driven by the town requests. Schools initial budget was in a surplus based on 2024 needs roughly \$600,000.

Changes to Budget:



Townhall:

- Townhall exterior renovation original request was \$600,000 in FY2024. Reviewing the overall need the committee revised the need to \$200,00 in FY2024 and \$400,000 in FY2025.

Police Department/Fire Department:

- Police and Fire requests are recommended by the CIP subcommittee to be moved to the operations budget for FY2024. Request is based on immediate need for the community verse future want.
- Fire Department's FY2026 Fire Engine replacement, \$768,000: CIP committee reviewed request and advised that it is divided into FY2025 \$384,000 and FY2026 \$384,000. This would allow the town to alleviate the large expense into two years verse a large amount in full.

Local Energy:

- Request to install solar panels at the fire and police departments. \$337,000 each for the request. Mark Kovacs advised the CIP committee that the request for this project would FY2025 at the earliest due to the 2-year contract to buy electricity the town currently is in. Town would prefer not to incur penalties with breaking contract to then allow for the buy back program with new company. After hearing additional information committee proposed to divide out the cost over 2 years instead of taking on a bond for the project.

CIP Process Review:

CIP discussed the opportunity to change the following items within current process of the CIP committee.

- CIP has proposed moving essential town needs (such as Police Radios and Fire Department SCBA's) to the operations budget, indicating these are critical for the overall safety and functioning of the town. By moving these items to the operations budget, the town aims to ensure they are always funded, possibly indicating their high priority.
- CIP requests re-evaluating the split between the Town and Schools. The concern is that the current split does not accurately reflect the needs of both sectors. This review could lead to a more equitable distribution of resources.

5) Review Next Steps

- Write ups will need to be provided by 10/3/23.
- Presentation on October 11th, 2023. Request that the CIP review the 9.28.23 minutes prior to the meeting to vote on finalized minutes.
- BOS meeting on October 16th, 2023, to discuss the CIP budgeting.

6) Adjournment

At 8:39 pm Shannon motioned to adjourn the meeting. Jeanan seconded the motion. The committee voted 7-0 to approve the motion.