



**CAPITAL IMPROVEMENTS
PROGRAM - 2005 PLAN
WINDHAM,
NEW HAMPSHIRE**

**Presented to the Windham Planning Board
December 8, 2004**

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I. Introduction

New Hampshire Revised Statutes delegate to the Planning Board the responsibility for preparing a Master Plan to guide the development of the municipality. The Windham Planning Board adopted a Master Plan in 1985 and, has since, updated the plan every five years. The last update was completed in 2000 and the update for 2005 Master Plan is due for completion during the first quarter of calendar year 2005. A Capital Improvement Program (CIP) is the financial counterpart to a Master Plan. The CIP is a financial master plan for charting a municipality's capital needs over a specified time frame. The programming of capital expenditures into a rational planning and budgeting process is an important management tool for the allocation of tax revenue.

Growth can have a substantial impact on the municipal services and facilities. CIP's have become associated with efforts to manage growth and tax impact. Revised Statutes Annotated 674:22 requires municipalities, which regulate development through a growth management ordinance, to prepare and adopt a Master Plan and a CIP. Although it is a prerequisite of a growth ordinance, a CIP can stand alone on its own merits as a planning tool.

At the 1986 Town meeting, the voters of Windham authorized the Planning Board to prepare a CIP. A Planning Board CIP Sub-Committee was formed to undertake this task. While NH RSA 674:5-8 states that it is the Planning Board which prepares the plan, it is important to involve the Board of Selectmen, School Board, Town department heads, and other Town boards and commissions. Since it is the Selectmen and School Board who prepare the budget in Windham, they are a vital part of the CIP process.

According to the Windham Planning and Zoning Board bylaws, the CIP Sub-Committee's membership is as follows:

- One Selectmen appointed by the chairman of the Board of Selectmen whose term shall be one year.
- One School board member appointed by the chairman of the School Board whose term shall be one year.
- Two members of the Planning Board appointed by the chairman of the Planning Board whose term shall be one year.
- Three members of the general public appointed by the chairman of the Planning Board whose terms shall be three years, limited to a six-year tenure.

Throughout this document, "department" will be used to encompass all town boards, commissions, committees, trustees, and departments.

The CIP Sub-Committee has the following tentative meeting schedule:

JUNE	Appoint new members and organize for the coming year.
JULY/AUGUST	Request written capital project proposals from town departments and School Board.
SEPTEMBER	Meet with all departments and committees to discuss their capital needs.
SEPT/OCT	Meet to review submitted capital projects and develop the plan.
NOV/DEC	Conduct a workshop with the Planning Board followed by final presentation to the Planning Board and public hearing

A. The Capital Improvements Program: Purpose and Description

A Capital Improvements Program is a budgetary document that forecasts major Town expenditures for a legally mandated six-year period. Windham has traditionally created a CIP for a longer six to eight year period. A fiscal analysis of each project is included in the CIP. The program, when adopted and fully utilized, serves to ensure that the necessary services and facilities to meet the community's needs are provided in accordance with the financial capabilities of Windham.

I. Introduction - continued

For the purpose of this document, a capital improvement is defined as a major expenditure (usually non-recurring) for public facilities costing more than \$50,000. CIP expenditures are considered beyond the scope of normal annual operating or maintenance expenses. Included are:

- Land acquisition for public purpose
- New buildings or additions
- Vehicles and other machinery with a useful life of greater than five years
- Major building or facility renovations with a useful life of greater than ten years
- Road renovations resulting in long-term improvement in road capacity or conditions
- Special studies such as assessments or a Master Plan
- Studies or architectural plans costing more than \$50,000 for the above capital improvements

The CIP Sub-Committee will request detailed capital plans for evaluation during the planning year. Project requests are compiled into a spreadsheet to analyze the overall impact on the Town's tax rate. The CIP Sub-Committee will make recommendations as to which projects should be included in the Plan.

B. Advantages of a CIP

A Capital Improvements Program offers many advantages:

- Stabilizes year-to-year variations in capital outlays
- Makes pre-emptive acquisitions more feasible and defensible (e.g., land for water supply, waste disposal, recreation)
- If used in conjunction with a pooled investment reserve fund, can offset a fraction of capital expenditures by reducing interest payments
- Enables the town to establish growth control measures (in conjunction with a master plan).
- Facilitates implementation of the master plan by scheduling proposed projects over a period of time. The program can eliminate duplication and a random approach to expenditures.
- Furnishes a total picture of the municipality's major needs, discourages piecemeal expenditures, and serves to coordinate the activities of various departments.
- Establishes priorities for projects on the basis of needs and cost, and permits anticipation of income and expenditures.
- Serves as a public information tool, explaining to the public the Town's plans for major expenditures.

The Planning Board and the CIP Sub-Committee together review the CIP and make desired revisions. After a public hearing is held, the Planning Board adopts the CIP. The Board of the Selectmen, the School Board, and the electorate, should adopt the first year of the CIP program as the capital budget. The capital budget, the school department's operating budget, and the town's operating budget together make up the total municipal budget for the year.

Once the CIP has been adopted, it is reviewed and updated annually by the Planning Board. This is especially important in years when voters at Town Meeting do not fund all proposed capital projects. The CIP recommendations for the upcoming year's budget are presented to the Selectmen and School Board for their consideration. Each annual update adds an additional year to the schedule, as the past year is dropped off, so that a six-year minimum program period is maintained.

When all capital projects are outlined for the upcoming six to eight year period, each department and board should monitor the effect of growth on their scheduled projects. In order to keep the department heads and boards informed, the Planning Board should ask them to review all development proposals to determine possible impacts on the CIP schedule. This process assists the Planning Board in determining the timeliness of the proposal and its impact.

II. Background: CIP 2005 Plan

A. Method of Classification and Prioritization of Capital Projects

New Hampshire RSA 674:6 requires that the Capital Improvements Program (CIP) classify projects according to urgency and need and to contain a time sequence for their implementation. In accordance with the Capital Improvements Programming Handbook prepared by the Southern New Hampshire Planning Commission, the Windham CIP Sub-Committee adopted a classification scheme that used six (6) possible classifications as outlined below. In deliberations leading up to the CIP Sub-Committee's proposed capital allocations, each submitted project was assigned a class.

After each project was classified, projects falling into the same class were reviewed against town needs as identified by the town master plan and further prioritization was established.

Class	Category	Description
Class I	Urgent	Cannot be delayed, needed immediately for health and safety needs.
Class II	Necessary	Necessary. Needed within 1- 3 years to maintain basic level and quality community services.
Class III	Desirable	Desirable. Needed within 4-6 years to improve quality and level of service.
Class IV	Deferrable	Can be placed on hold until after the 6-year period, but supports community development goals.
Class V	Premature	Premature. Needs more research, planning and coordination.
Class VI	Inconsistent	Inconsistent. Contrary to land use planning or community development goals.

B. Year 2005 Available Capital Improvement Funds

The 2005 CIP Sub-Committee used the official tax valuation figure for 2004 to determine the CIP funding. This official tax valuation is determined by the Windham Tax Assessor and approved by the New Hampshire Department of Revenue Administration. For year 2004 the town valuation figure minus exemption monies for veterans and other recognized groups, was set at \$1,414,135,774.

To compute the available CIP funds for year 2005, the sub-committee used the actual 2004 valuation \$1,414,135,774 and applied a conservative 2.5% increase to reach \$1,449,489,169 as an estimated tax valuation figure. (It must be noted here that the actual increase in tax valuation from 2003 to 2004 was 15% due largely, in part, due to new construction and new building lots being developed). For FY 2005-2012 plan, the sub-committee estimated available CIP funds using a conservative 1% increase each year in the town valuation figures, and then applied a CIP rate of \$1.55 per thousand. In addition to funds derived directly from CIP, the plan includes school impact fees to be applied to the school renovation bond payments, and other funds contributions.

The sub-committee observed that the enormity of the projected costs attributable to the new high school land and facilities would use all of the available CIP funding each year. The sub-committee believes that in order to continue to fund other needed town-wide capital improvement projects, the high school capital projects should be removed from the CIP budget. The CIP rate was allocated to fund the non-high school capital projects that the sub-committee believed were important to Windham's future needs.

The sub-committee used the rate of \$1.55 to calculate the \$2,246,708 available for 2005 CIP capital projects. However, also applied against the available funding are the Town's fixed obligations in the amount of \$1,098,203, and applied to the available funding are other CIP contributions in the amount of \$257,864 yielding a net available monies figure for 2005 in the amount of \$1,406,369 to fund the remaining requests.

III. CIP FY 2005 - 2012 Appropriation Chart

CIP FY 2005 - 2012 Appropriation Chart (Summary)

	Notes	CRF Balances	2005	2006	2007	2008	2009	2010	2011	2012
CIP Projected Availability			\$2,246,708	\$2,269,175	\$2,291,867	\$2,314,786	\$2,337,934	\$2,361,313	\$2,384,926	\$2,408,775
Fixed CIP Obligations										
Town Master Bond	(1)		566,695	544,385	387,075	245,975	236,689			
Schools Renovation Bond	(2)		519,044	504,365	494,974	484,014	475,026			
Searles Bond	(3a)		12,464	12,512	12,544	12,560	12,160	12,160	12,144	12,145
Total Fixed Obligations			\$1,098,203	\$1,061,262	\$894,593	\$742,549	\$723,875	\$12,160	\$12,144	\$12,145
Effective Availability Other			\$1,148,505	\$1,207,913	\$1,397,274	\$1,572,237	\$1,614,059	\$2,349,153	\$2,372,782	\$2,396,630
Other CIP Annual Contributions		-	257,864	320,502	303,544	162,560	162,160	162,160	162,144	162,144
Net to Annual Appropriations		\$ -	\$ 1,406,369	\$ 1,528,415	\$ 1,700,818	\$ 1,734,797	\$ 1,776,219	\$ 2,511,313	\$ 2,534,926	\$ 2,558,774
Annual Appropriations										
FIRE DEPARTMENT		-	275,500	338,800	275,000	157,500	157,500	157,500	275,000	275,000
SELECTMEN		-	5,000	187,990	92,000	0	50,000	0	0	0
HIGHWAY AGENT		-	408,204	385,000	405,000	325,000	325,000	325,000	397,000	325,000
LIBRARY		-	0	0	0	0	0	0	0	0
CONSERVATION		1,171,700	0	0	0	0	0	0	0	0
TRANSFER STATION		-	110,000	50,000	125,000	433,000	250,000	50,000	0	0
PLAN. & DEV. DEPARTMENT		-	0	0	75,000	0	0	100,000	0	0
RECREATION		-	0	0	0	0	0	0	0	0
SCHOOL DEPARTMENT		891,054	607,665	0	0	0	0	1,332,000	1,291,000	1,291,000
Total Annual Appropriations			\$ 1,406,369	\$ 961,790	\$ 972,000	\$ 915,500	\$ 782,500	\$ 1,964,500	\$ 1,963,000	\$ 1,891,000
Variance			\$0	\$566,625	\$728,818	\$819,297	\$993,719	\$546,813	\$571,926	\$667,774

CIP FY 2005 - 2012 Appropriation Chart (Details)

	Notes	CRF Balances	2005	2006	2007	2008	2009	2010	2011
Effective Availability Other			\$ 1,148,505	\$ 1,207,913	\$ 1,397,274	\$ 1,572,237	\$ 1,614,059	\$ 2,349,153	\$ 2,372,782
OTHER CIP ANNUAL CONTRIBUTIONS									
Searles Trust Fund	(3b)*	25,476	12,464	12,512	12,544	12,560	12,160	12,160	12,144
School Impact Fee Funds	(4)		217,000	150,000	150,000	150,000	150,000	150,000	150,000
Rte 28 Emergency Fund	(5)*	60,424			141,000				
Recreation Improvement Fund	(6)*	22,635							
Castle Hill Bridge - state reimbursement	(7)		28,400	157,990					
Library CRF	**	36,148							
Total Other contributions			\$ 257,864	\$ 320,502	\$ 303,544	\$ 162,560	\$ 162,160	\$ 162,160	\$ 162,144
Net to Annual CIP Appropriations			\$ 1,406,369	\$ 1,528,415	\$ 1,700,818	\$ 1,734,797	\$ 1,776,219	\$ 2,511,313	\$ 2,534,926
ANNUAL APPROPRIATIONS									
FIRE DEPARTMENT									
Engine 1 Replacement			190,000	190,000					
Forestry Truck Replacement			85,500						
Substation					275,000				
Ambulance 2 Replacement				148,800					
Engine 3 Replacement									275,000
Engine 2 Replacement									
Tanker - Addition						157,500	157,500		
Ambulance 1 Replacement								157,500	
Sub-Total		\$0	\$275,500	\$338,800	\$275,000	\$157,500	\$157,500	\$157,500	\$275,000
SELECTMEN									
Lowell Road Bike Paths (attached to funding)			5,000	30,000	92,000				
Castle Hill Bridge (50% share before state reimb)				157,990					
Bartley House							50,000		
Sub-Total		\$0	\$5,000	\$187,990	\$92,000	\$0	\$50,000	\$0	\$0
HIGHWAY AGENT									
Road Improvements		-	323,204	300,000	325,000	325,000	325,000	325,000	325,000
Salt Shed			85,000	85,000	80,000				
Front end loader									72,000
Sub-Total		\$0	\$408,204	\$385,000	\$405,000	\$325,000	\$325,000	\$325,000	\$397,000

CIP FY 2005 - 2012 Appropriation Chart (Details)

	Notes	CRF Balances	2005	2006	2007	2008	2009	2010	2011	2012
ANNUAL APPROPRIATIONS (continued)										
LIBRARY										
Arch Design & Management	(a)									
Construction, Clerk of Works, Furn.										
Sub-Total		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONSERVATION										
Land Fund	*	1,171,700								
Sub-Total		\$1,171,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFER STATION										
Trailer Replacement			50,000	50,000			50,000			
Facilities Improvement/Renovation					125,000	125,000	100,000	50,000		
Articulating Loader Replacement			60,000							
Conveyor System Renovation							100,000			
Skid Loader Replacement						58,000				
Baler Replacement						250,000				
Sub-Total		\$0	\$110,000	\$50,000	\$125,000	\$433,000	\$250,000	\$50,000	\$0	\$0
PLAN. & DEV. DEPARTMENT										
Master Plan Update								100,000		
Aerial Photogrammetric Corrections					75,000					
Sub-Total		\$0	\$0	\$0	\$75,000	\$0	\$0	\$100,000	\$0	\$0
RECREATION										
Sub-Total		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SCHOOL DEPARTMENT										
School Land		50,000								
High School and Elem. School Land Facilities		500,000	562,372							
School Septic Replacement		154,707	45,293							
Elementary School Facilities		186,347						1,332,000	1,291,000	1,291,000
Sub-Total		\$891,054	\$607,665	\$0	\$0	\$0	\$0	\$1,332,000	\$1,291,000	\$1,291,000
TOTAL ANNUAL APPROPRIATIONS										
			\$1,406,369	\$961,790	\$972,000	\$915,500	\$782,500	\$1,964,500	\$1,963,000	\$1,891,000
VARIANCE										
			\$0	\$566,625	\$728,818	\$819,297	\$993,719	\$546,813	\$571,926	\$667,774

CIP FY 2005 - 2012 Footnotes

Fixed Obligations

- (1) Represents 10 year bond (2000-2009), of \$4,196,064 at 4.57% covering Fire Station, Police Station, Library, and Griffin Park Phase I projects.
- (2) Represents 10 year bond (2000-2009) for schools renovation of \$5,992,000 at 4.65%. Use CRF and Impact fees to reduce total annual payments. Payment includes 30% state funding.
- (3a) Represents 10 year bond (2004-2010) of \$100,000 at 4.5% for renovations of Searles Chapel west room.

CIP Contributions

- * The Capital Reserve Funds (CRF's), managed by the Trustees of the Trust Funds, are in the Town's "Concentration Acct." earning 0.7% interest as of 10/31/04
- ** The Library Capital Reserve Fund, managed by the Trustees of the Trust Funds balance as of 12/31/03

- (3b)* Represents projected rental revenue from Searles Chapel.
- (4) Impact fees collected per year, above a \$50,000 standing reserve, are to be applied to the school bond payment. Fee collection is projected at \$150,000 per year.
- (5)* Fees collected by the Planning Dept. will offset part of the cost of the new Fire Department Substation
- (6)* Fees collected by the Planning Dept. for recreational improvements
- (7) Funds from State of NH will offset the state's portion of the Castle Hill bridge cost. Anticipated receipt of funds - 2005

(a) Library request for \$250K deferred while awaiting the detailed assessment report.

TAX VALUATION PROJECTION

PROPERTY VALUATION	% Increase	YEAR	PROJECTED CIP TAX RATE	\$
				AVAILABLE
\$1,414,135,775		2004	\$1.55	\$2,191,910
\$1,449,489,169	2.5	2005	\$1.55	\$2,246,708
\$1,463,984,061	1.0	2006	\$1.55	\$2,269,175
\$1,478,623,902	1.0	2007	\$1.55	\$2,291,867
\$1,493,410,141	1.0	2008	\$1.55	\$2,314,786
\$1,508,344,242	1.0	2009	\$1.55	\$2,337,934
\$1,523,427,685	1.0	2010	\$1.55	\$2,361,313
\$1,538,661,961	1.0	2011	\$1.55	\$2,384,926
\$1,554,048,581	1.0	2012	\$1.55	\$2,408,775

*** Based on Tax Assessor's Valuation for tax year 4/1/2004-3/31/2005

IV. Submitted Capital Projects and Explanations

A. Fire Department

Project Title: Engine-1 Replacement

Proposed by: Fire Chief, Donald Messier

Estimated Cost: \$426,000 in Year 2005

Proposal: The current Engine-1 is a 1984 model. The replacement schedule adopted by the department for an engine is 18-20 years, in order to minimize major maintenance costs and subsequent down time on the older equipment. Several thousand dollars of minor maintenance and down time occurred already in the last three years. The CIP Sub-Committee and Board of Selectmen recommended this purchase at \$410,000 in 2004, but the voters defeated the two-year bond warrant at the polls. The department has conducted further research with vendors, to determine what is required to meet town needs long term, in order to make each engine a more versatile stand-alone piece of equipment. They also have looked for purchase of demo trucks, but found none that were configured to meet the town's requirements. The original requested price of \$451,000 included \$50,000 for new equipment, to meet updated safety standards. However a grant for \$25,000 of thermal imaging equipment reduced the requested cost to \$426,000. This engine must be a shorter truck in order to service the narrow roads in town, such as the camp roads. Currently only Engine-3 meets those needs, and it must have a back up in order to service the town adequately and also to make sure the town's engines last the full 20 years before requiring much more expensive replacement or repair. The new engine would conform to the newest National Fire Protection Agency standards that the existing truck does not.

CIP Recommendation: The CIP Sub-Committee assigned the request a Class I (Urgent, needed immediately for health and safety), with funding of \$380,000 in FY 2005-06. Funding includes \$340,000 for the engine and \$40,000 for equipment.

Comments: The CIP Sub-Committee reviewed purchases of fire engines for the last three years in area towns, and recommended it's funding based on the typical cost of an engine, adjusted for inflation. The sub-committee urges the voters to support purchase of this equipment at this funding level in March of 2005.

Project Title: Forestry Brush Truck Replacement

Proposed by: Fire Chief, Donald Messier

Estimated Cost: \$98,000 in Year 2005

Proposal: The current brush truck is a 1987 model. With the continued purchase of land by the town, and recent construction, the number of homes now sitting close to dense woods is increasing, and thus the danger to homes from brush fires has increased. The brush truck was again out of service this year due to safety concerns, and it is anticipated that without replacement, a significant amount of maintenance work will be needed soon. This vehicle was originally requested for replacement beginning with the CIP process three years ago, but has not been approved. A critical time has come for its replacement. The current vehicle is a $\frac{3}{4}$ ton truck. The department is requesting a 1-ton vehicle, with more water storage capability and a two-man cab.

CIP Recommendation: The CIP Sub-Committee assigned the request a Class I (Urgent, needed immediately for health and safety) with funding of \$85,500 in FY 2005.

Comments: The CIP Sub-Committee feels that while it is important to replace this vehicle, a useful piece of equipment for the town can be found at the reduced recommended funding level. This funding is comparable to the estimates for similar vehicle purchases being considered in area towns, such as Pelham.

A. Fire Department – continued**Project Title: Fire Sub-Station****Proposed by: Fire Chief, Donald Messier****Estimated Cost: \$1,018,240 in Year 2005**

Proposal: The Fire Chief submitted a proposal for CIP funding of a Fire sub-station again in 2005 as a solution to the slower than standard response times now experienced by the department in supplying Engine and Ambulance service to the Route 28 area. Development in this area has doubled in the last few years. The department also recognizes that with reconstruction of Routes 93 and 111, response times will further increase. The facility will include a small office space for fire and police use, a two-bay apparatus garage, and be built on land currently owned by the town. No new vehicle purchases will be necessary, as the facility will use equipment from that already owned by the town, although some furnishings and building radio equipment is included in the estimated cost. The basement will house an Emergency Operations Center, which will qualify the project for 25% state funding. The estimated cost increased from \$250,000 last year. The chief and his staff obtained actual average costs for new sub-stations in area towns at \$185 per square foot to create a more accurate itemized estimate for the facility, based on 5,120 square feet in the two floor building (basement and ground floor). A town committee has been formed to study the sub-station location, costs, and funding.

CIP Recommendation: The CIP Sub-Committee assigned a 4.5 class value to this project – midway between Deferrable beyond the 6-year plan and Premature, needs more research and planning. A placeholder amount of \$275,000 was funded in FY 2007, offset by \$141,000 in Route 28 emergency building funds already received or due to be collected from developers.

Comment: The CIP Sub-Committee acknowledges the importance of building a sub-station and recognizes the need for timely responses to emergency calls along the Route 28 corridor. However the sub-committee also cautions that more time and planning is necessary to better plan for a sub-station. The sub-committee placed partial funding in 2007, awaiting recommendation of specific location and costs from the town committee for next years CIP deliberative process. The sub-committee recommends that town impact fee funding also be considered, due to the increased estimated cost of this project.

Project Title: Ambulance-2 Replacement**Proposed by: Fire Chief, Donald Messier****Estimated Cost: \$148,800 in Year 2006**

Proposal: The current Ambulance-2 is a 1997 model. The replacement schedule adopted by the department for an ambulance is eight years, in order to minimize major maintenance costs and subsequent down time on the older equipment. This request allows the department to stay on course for scheduled apparatus replacement, and the request year is unchanged from last year. Requested funding has increased by 5%.

CIP Recommendation: The CIP Sub-Committee assigned the request a Class II, (necessary within 1-3 years to maintain basic level and quality of community services) with funding of \$148,800 in the requested FY 2006, in agreement with the eight-year replacement schedule.

Project Title: Engine-3 Replacement**Proposed by: Fire Chief, Donald Messier****Estimated Cost: \$550,000 in Year 2007**

Proposal: The current Engine-3 is a 1992 model. The replacement schedule adopted by the department for an engine is 18-20 years, in order to minimize major maintenance costs and subsequent down time on the older equipment. The estimated cost has increased \$140,000 from last year's CIP request in order to purchase a more versatile stand-alone piece of equipment, able to service the narrow camp roads in town and provide stand-alone service in the proposed Fire Sub-Station. The requested year of funding is unchanged.

A. Fire Department – Engine 3 replacement - continued

CIP Recommendation: The CIP Sub-Committee assigned the request a Class III, necessary within 4-6 years to improve service, with funding of \$550,00 in FY 2011-12.

Comments: The CIP Sub-Committee recommends that the funding for Engine-3 be spread over two years, because of the high cost and its potential impact to other town capital projects' funding if it is allocated in one year. The sub-committee also recommends that the funding schedule conform to the department's 20-year replacement cycle, instead of the 15-year replacement being proposed by the chief. Twenty years for the 1992 model places the purchase in 2012.

Project Title: Engine-2 Replacement

Proposed by: Fire Chief, Donald Messier

Estimated Cost: \$581,700 in Year 2011

Proposal: The current Engine-2 is a 1994 model. The replacement schedule adopted by the department for an engine is 18-20 years, in order to minimize major maintenance costs and subsequent down time on the older equipment. The requested cost has increased just over 5% from last year's CIP request.

CIP Recommendation: The CIP Sub-Committee assigned the request a Class IV, Deferrable until after the 6-year period, and funding does not appear on the 2005-2012 CIP Appropriation Chart.

Comments: The CIP Sub-Committee recommends adherence to the 20-year engine replacement schedule. For this 1994 model, that would mean a replacement purchase by 2014, which is beyond the 2005 CIP's planning period.

Project Title: Tanker Addition

Proposed by: Fire Chief, Donald Messier

Estimated Cost: \$315,000 in Year 2008

Proposal: This request is up 5% for one year earlier than last year's CIP request (2009). Based on the growth of Windham, the size of residential and commercial buildings, and the department's operational demand the tanker is a valuable purchase.

CIP Recommendation: The CIP Sub-Committee assigned the request a Class III, Desirable within 4-6 years to improve service, with funding of \$315,000 to be split between FY 2008-2009.

Project Title: Ladder-1 Replacement

Proposed by: Fire Chief, Donald Messier

Estimated Cost: \$525,000 in Year 2009

Proposal: The department requested replacement of the donated 1981 ladder truck in 2009. Estimated cost is up 5% over last year's CIP request.

CIP Recommendation: The CIP Sub-Committee assigned the request a Class V ((Premature/needing additional research). No funding was allocated for this request in the CIP 2005-2012 Appropriation Chart.

Comments: The CIP Sub-Committee does not support replacement of donated equipment, whose critical need has not been documented by the department or the Town Master Plan.

A. Fire Department– continued

Project Title: Ambulance-1 Replacement

Proposed by: Fire Chief, Donald Messier

Estimated Cost: \$157,500 in Year 2010

Proposal: The current Ambulance-1 is a 2002 model. The replacement schedule adopted by the department for an ambulance is eight years, in order to minimize major maintenance costs and subsequent down time on the older equipment. This request allows the department to stay on course for scheduled apparatus replacement. The estimated cost has increased \$40,313 due to increased steel costs and based on current year pricing of similar vehicles.

CIP Recommendation: The CIP Sub-Committee assigned the request a Class III, Desirable within 4-6 years to improve quality and level of community service, with funding in FY 2010, at the eight-year replacement schedule.

B. Board of Selectmen

Project Title: Lowell Road Bike Lanes

Proposed by: Dave Sullivan, Town Administrator

Estimated Cost: \$127,000

Proposal: The Town has been working with the State Department of Transportation on a joint Transportation Enhancement Project to construct bike paths along a 2.1-mile segment of Lowell Road between the Route 111 intersection and the Golden Brook School. The cost of the project, estimated to be \$715,000, will be shared between the State and Town on an 80%/20% basis split respectively.

The Town's share of the engineering phase of the project, \$23,000, was approved at the 2003 Town Meeting. The State has begun the engineering phase, held one public meeting and anticipates further public hearings for the results of the study in late 2004 or early spring 2005. With the first phase for engineering study approved, the CIP has included the future expenditure of approximately \$30,000 in the year 2006 and \$92,000 in 2007. The matching funds represent 80% to the town's 20% funds. The \$5,000 costs in 2005 will be the Town's share of the Right of Way expenditures anticipated during 2005.

CIP Recommendation: The CIP Sub-Committee gave a Class II (Necessary within 1-3 years to maintain basic level and quality of community services) to this proposal. Based on the schedule for engineering studies, public hearings, presentations, and allocation of State Funding being delayed, it is anticipated the project, if approved, would be complete in the 2007 time frame and has allocated Windham's share of \$127,000 in FY 2006 and 2007.

Comments: The sub-committee needs to stay current on the State and Federal allocation of funds as changing priorities at the State level have delayed many State sponsored projects.

Project Title: Castle Hill Road Bridge

Proposed by: Dave Sullivan, Town Administrator

Estimated Cost: \$157,990 in Year 2006

Proposal: The Castle Hill Road Bridge, located on the Windham/Pelham town lines and jointly owned by both communities has been "red listed" by the state meaning it is deficient in one or more of the following categories: width, approach, weight limits, structural integrity, or overall condition. In 2002, a contract was awarded to an engineering firm consultant, SEA Consultants, to determine the extent of repairs required to the bridge. Discussions between Windham and Pelham have presented options for dealing with the deficiencies in the bridge up to the full reconstruction of the bridge to a width of 24-feet from its current 16-feet. The consultant's preferred recommended alternative is a pre-cast concrete voided deck slab structure with cast-in-place stub abutments and wingwalls. Both Pelham and Windham will split the cost of the repairs and the State DOT has indicated that the

B. Board of Selectmen – Castle Hill Road Bridge – continued

project is eligible for State Bridge Aid, which will reimburse the towns 80% of the project costs. In March of 2004, Pelham Selectmen decided to not place this expenditure on their Town warrant, jeopardizing the joint project. The State has allowed an additional year for the joint town approval. In 2003, Windham approved the expenditure of \$75,000 as our share of the final engineering design costs. Assuming funding and completion of the final engineering plans in 2006, we are currently estimating that the construction and bid phases will cost \$394,983. Based on this project being realigned under the State's Bridge Aid Program for FY2007 approval, where 80% of the final costs are reimbursed to the Towns, we are estimating Windham's final share of the construction costs to be \$39,498. This figure assumes a total construction and bid phase costs of \$394,983; 80% reimbursement from State of \$315,986; leaving approximately \$78,997 to be split between Windham and Pelham. Given that the bridge aid is a reimbursement program, we will be responsible for \$197,491 of the total construction and bid phase costs, and would then seek reimbursement from the State. From our \$75,000 approved funding from 2004, we anticipate having a funding balance of \$37,000 to be available towards our share of the construction and bid costs, and therefore require a net allocation of \$157,990 for 2006. We have received reimbursement of \$12,000 from the State towards our engineering study in 2004.

CIP Recommendation: The sub-committee assigned a Class II (Necessary within 1-3 years to maintain basic level and quality of community services). With the completion of the SEA study, an alternative and associated costs have been provided. The 80% construction reimbursement cost is not projected to be available in 2005. The sub-committee recommends splitting the costs between the FY 2004 and 2005 to offset the costs encumbered by the Town and phase more closely with the anticipated State reimbursement.

Project Title: Bartley House Phase II

Proposed by: Dave Sullivan, Town Administrator

Estimated Cost: \$50,000 in Year 2009

Proposal: The Board of Selectman has requested \$50,000 to be used towards the repairs and renovation of the Bartley House. In 2002, Phase I began with repairs to the foundation and finishing the first floor for office space use by the Town administrator and staff. In July 2003, the Administrative offices moved from the Town Hall to the newly renovated first floor of the Bartley House. In March of 2004, the Town rejected the article for \$50,000 for improvements to the Bartley House. In light of this, the Board of Selectmen has decided to delay further renovations until the year 2009. Phase II includes replacing the windows, removal of the vinyl siding and repair of the clapboard and finishing the second floor for office space.

CIP Recommendation: The CIP Sub-Committee gave a Class III (Desirable in 4-6 years to improve quality and level of service) to this project acknowledging that funding the project would assist the town in maintaining its quality and level of service to its citizens and mitigate the need for a new Town Hall complex. The CIP Sub-Committee agreed with the requested allocation amounts and proposed schedule in FY 2009.

Project Title: Amphitheater

Proposed by: Dave Sullivan, Town Administrator

Estimated Cost: \$100,000 in Year 2010

Proposal: The original proposal for the Fellows property included building a library, police station, fire station, possible elderly housing and an amphitheater. This amphitheater will be built behind the library and will include site work to slope the property to a Clamshell type of amphitheater. This will provide a venue for the community band, outdoor plays and other community functions. Funding in the amount of \$100,000 was requested in 2010.

CIP Recommendation: The CIP ranked this proposal a Class IV (Deferrable until after the 6-year plan period, but supports community development goals) and did not place funding on the CIP FY 2005-2012 Appropriation Chart. The members felt that more detailed plans and costing are needed.

Comments: The sub-committee believes this type of proposition lends itself to donation funding and suggests the Town begin a fund raising program to support this undertaking.

C. Highway Agent

Project Title: Road and Bridge Improvements

Proposed by: Jack McCartney, Highway Agent

Dave Sullivan, Town Administrator

Estimated Cost: \$3,480,000 Years 2005-2012

Proposal: The highway agent again submitted a prioritized plan for complete and partial reconstruction of Windham roads in greatest need of repair. A major component of the plan includes developer contributions to the roads. The proposal acknowledges highway block grants to supplement CIP allocations. Roads listed in the plan include Castle Hill Road (with developer contribution), Marblehead Road from the old landfill to the Pelham line, East Nashua Road, Beacon Hill Road and Fordway Extension. The plans for 2004 are for Castle Hill Road and to begin the reconstruction of Marblehead Road.

CIP Recommendation: The sub-committee assigned a Class I (Urgent – cannot be delayed, needed immediately for health and safety needs) to this project, recognizing that maintaining town roads is directly tied to citizen safety. The Highway Agent built a 3% inflationary cost in the proposal. The sub-committee reduced the request to \$2,573,204 with \$323,204 in 2005, \$300,000 in 2006 and \$325,000 for years 2007 – 2012. In a meeting on 10/21/04 with the sub-committee, the Highway Agent agreed to a revised annual funding level of \$325,000.

Comments: The sub-committee encourages the Highway Agent to maintain and update the submitted plan yearly to ensure sufficient CIP funding is made available as needed. The sub-committee also recommends that the town continue its past practice of working with developers to improve the existing road network and to better serve new roads that are laid.

Project Title: 1-Ton Dump Truck and Deck Mower

Proposed by: Jack McCartney, Highway Agent

Dave Sullivan, Town Administrator

Estimated Cost: \$60,000 in Year 2005

Proposal: The deck mower was excluded from discussions because it did not meet the required \$50,000 minimum expenditure for inclusion in the CIP. The one-ton truck is a smaller version of what is presently owned by the Town and would be used to do cold patchwork, gravel shoulders, sign installation, and basin repairs. Presently the Town hires a truck and driver to assist with these tasks, working only to their availability.

CIP Recommendation: The sub-committee assigned a Class V (Premature - needs more research, planning and coordination) to this request. In the past, the Town has purchased vehicles through the State surplus program. The CIP Sub-Committee recommends that the Town pursue a used surplus vehicle and include these costs in the operating budget of the Highway Agent. Therefore, funding for this request does not appear in the 2005-2012 Appropriations Chart.

Comments: The sub-committee also suggests coordination among the Transfer Station, Highway Agent, and Town Maintenance Department for vehicles that could have shared uses.

Project Title: Replacement Vehicle for 5-Ton Dump Truck in Year 2006

Proposed by: Jack McCartney, Highway Agent

Dave Sullivan, Town Administrator

Estimated Cost: \$90,000

Proposal: Funding for 5-Ton Dump Truck as a replacement vehicle was requested for 2006. This truck would be used primarily during the winter months for plowing and sanding. During warm weather it would haul sand and gravel products, as well as working with sub-contractors on road sweeping, roadside cleanup, ditch work or shoulder work. This vehicle is a replacement for the 5-Ton dump truck purchased in 2001.

C. Highway Agent - continued

CIP Recommendation: The sub-committee assigned a Class V (Premature - needs more research, planning and coordination) to this request. In the past, the Town has purchased vehicles through the State surplus program. The CIP Sub-Committee recommends that the Town pursue a used surplus vehicle and include these costs in the operating budget of the Highway Agent. Therefore, funding for this request does not appear in the 2005-2012 Appropriations Chart.

Comments: The sub-committee also suggests coordination among the Transfer Station, Highway Agent, and Town Maintenance Department for vehicles that could have shared uses.

Project Title: Chipper

Proposed by: Jack McCartney, Highway Agent

Dave Sullivan, Town Administrator

Estimated Cost: \$40,000 Does not meet the minimum requirement for inclusion in the CIP

Proposal: Funding for a Mower and Chipper was requested for year 2006. This equipment would be used for brushwork, light tree removal, Christmas tree disposal, storm clean-up, roadside mowing, and general brush and weed control throughout the Town.

CIP Recommendation: The sub-committee gave the request a classification of Class V (Premature - needs more research, planning and coordination) based on the equipment's limited use, the need to provide a shelter for the equipment, as well as a needed plan for increased staffing to operate the equipment. In addition, the equipment purchase price does not meet the minimum requirement for inclusion on the CIP. Funding for this request does not appear on the CIP FY 2005-2012 Appropriation Chart.

Comments: Additional justification for cost savings need to be provided based on the limited need for this equipment and the successful implementation of subcontracting these services.

Project Title: Replacement Vehicle for 5-Ton Dump Truck

Proposed by: Jack McCartney, Highway Agent

Dave Sullivan, Town Administrator

Estimated Cost: \$96,000 in 2008

Proposal: This truck would be used primarily during the winter months for plowing and sanding. During warm weather it would haul sand and gravel products, as well as working with sub-contractors on road sweeping, roadside cleanup, ditch work or shoulder work. This vehicle is a replacement for the 5-Ton dump truck purchased through State surplus in 2003. The request is for \$96,000 in 2008.

CIP Recommendation: The sub-committee assigned a Class V (Premature - needs more research, planning and coordination) to this project. By 2008, our second 5-ton dump truck will have been in service to the Town for five years. The CIP sub-committee supports the process of purchasing this equipment through the State surplus program and including funding through the Highway operating budget.

Comments: The sub-committee also suggests coordination among the Transfer Station, Highway Agent, and Town Maintenance Department for vehicles that could have shared uses.

C. Highway Agent – continued**Project Title: One-Ton Pickup****Proposed by: Jack McCartney, Highway Agent
Dave Sullivan, Town Administrator****Estimated Cost: \$50,000 in 2007**

Proposal: By the year 2007, our present truck will be eight years and is expected to have 100,000 miles on it. Drive train repairs and sheet metal replacement due to rust and corrosion would probably not equal or warrant repairs based on the vehicles remaining usefulness. This proposal would replace it with a current year vehicle or upgrade to an additional 1-ton dump truck with a plow and sander. The crack sealing equipment will enable the Town to perform this function on an as needed basis resulting in deferring major cost repairs.

CIP Recommendation: The sub-committee assigned a Class V (Premature - needs more research, planning and coordination) to this request. In the past, the Town has purchased vehicles through the State surplus program. The CIP Sub-Committee recommends that the Town pursue a used surplus vehicle and include these costs in the operating budget of the Highway Agent. Therefore, funding for this request does not appear in the 2005-2012 Appropriations Chart.

Comments: The sub-committee also suggests coordination among the Transfer Station, Highway Agent, and Town Maintenance Department for vehicles that could have shared uses.

Project Title: Rubber Tire Excavator**Proposed by: Jack McCartney, Highway Agent
Dave Sullivan, Town Administrator****Estimated Cost: \$240,000 in Year 2009-2010**

Proposal: The Road Agent has requested various pieces of heavy equipment to be purchased over the period of 2005 through 2010. The rubber tire excavator will be used for slope work, ditching, basin repairs, culvert repairs and tree stump removal. This machine will allow the Town to maintain the detention and retention ponds being routinely installed on new developments.

CIP Recommendation: The sub-committee assigned a Class V (Premature - needs more research, planning and coordination) to this request. Based on the need to greatly increase the staffing in the Road Department, the need to provide an equipment shelter for the aforementioned equipment, and the limited use of the aforementioned equipment, the CIP gave this proposal a Class V and it does not appear on the CIP FY 2005-2012 Appropriation Chart.

Comments: Additional justification for cost savings need to be provided based on the limited need for this equipment and the successful implementation of subcontracting these services.

Project Title: Front End Loader**Proposed by: Jack McCartney, Highway Agent
Dave Sullivan, Town Administrator****Estimated Cost: \$72,000 in Year 2011**

Proposal: This vehicle will be near its expected life cycle and with the continued growth in Town, will probably have exceeded its expected life span.

CIP Recommendation: The sub-committee assigned a Class IV (Deferrable - can be placed on hold until after the 6-year period, but supports community development goals) to this request. The CIP Sub-Committee supports replacement programs for Town equipment. The sub-committee believes the expected life of this type of equipment may exceed the expectations presented by the Road Agent. This request exceeds the 6-year CIP requirement for appropriations, but appears in FY 2011 on the CIP 2005-2012 Appropriation Chart.

C. Highway Agent – continued**Project Title: 1-Ton Dump Truck and Deck Mower Year 2012****Proposed by: Jack McCartney, Highway Agent
Dave Sullivan, Town Administrator****Estimated Cost: \$78,000**

Proposal: The deck mower was excluded from discussions because it did not meet the required \$50,000 minimum expenditure for inclusion in the CIP. The one-ton truck is a smaller version of what is presently owned by the Town and would be used to do cold patchwork, gravel shoulders, sign installation, and basin repairs. Presently the Town hires a truck and driver to assist with these tasks, working only to their availability.

CIP Recommendation: The sub-committee assigned a Class V (Premature - needs more research, planning and coordination) to this request. In the past, the Town has purchased vehicles through the State surplus program. The CIP Sub-Committee recommends that the Town pursue a used surplus vehicle and include these costs in the operating budget of the Highway Agent. Therefore, funding for this request does not appear in the 2005-2012 Appropriations Chart.

Comments: The sub-committee also suggests coordination among the Transfer Station, Highway Agent, and Town Maintenance Department for vehicles that could have shared uses.

Project Title: Buildings and Land**Proposed by: Jack McCartney, Highway Agent
Dave Sullivan, Town Administrator****Estimated Cost: Original Request \$600,000 revised to \$250,000 in Years 2005-2007**

Proposal: As new State and Federal requirements are implemented, a Town salt shed may soon be a requirement. Like installations have been found to exist with costs of approximately \$85 per square foot. It is anticipated the facility can be located on Town owned land, removing the costs for land acquisition. A committee to review what should be built and where is in the process of being formed. In a 10/21/04 meeting, the Highway Agent agreed to a revised requested amount of \$250,000.

CIP Recommendation: The sub-committee assigned a Class II (Necessary within 1-3 years to maintain basic level and quality of community services) to this request. Existing Town owned land (for example land behind the fire station or on Route 111/28) could be used to reduce the costs of this proposal. Within the purview of the Storm Water Management program, the CIP Sub-Committee feels there needs to be further study by the committee to determine the location, use and size of the facility. The sub-committee suggests a reserve fund be established beginning in FY 2005 with \$85,000 followed by \$85,000 in FY 2006 and \$80,000 in FY 2007.

Comments: The sub-committee encourages the Highway Agent to monitor the Storm Water Management requirements and provide more detailed information regarding the location of the site, the size of the building required, the number of bays required, and the staffing levels required to maintain the operation of this size.

D. Library

Project Title: Architectural Design and Management

Proposed by: Carl Heidenblad, Director of the Nesmith Library

Estimated Cost: \$250,000

Proposal: The Director and Trustees of the Nesmith Library have requested funding in 2006 and 2007 for architectural design and management plans for a library addition to adequately meet the needs of the growing population of Windham.

CIP Recommendation: The sub-committee assigned a Class IV rating (Deferrable, can be placed on hold until after the 6-year period, but supports community development goals). Funding does not appear in the CIP 2005 – 2012 Appropriation Chart.

Project Title: Construction, Clerk of the Works, and Furnishings

Proposed by: Carl Heidenblad, Director of the Nesmith Library

Estimated Cost: \$3,050,000

Proposal: This request is for consideration for a 9,000 square foot addition to the library in the years 2007 and 2008 to serve the growing Windham population. Library size standards are one square foot per person plus 1000 square feet. This request was submitted contingent upon review of the completed Needs Assessment, plans, population buildout, and growth rate.

CIP Recommendation: The CIP Sub-Committee gave this project a Class V rating (Premature – needs more research, planning and coordination) and recommends that review of a completed Needs Assessment and more coordination with the high school project be completed before consideration of construction funding. Funding does not appear in the CIP 2005 - 2012 Appropriation Chart.

E. Transfer Station

Project Title: Tractor/Trailer Truck Replacement

Proposed by: David Poulson, Director

Estimated Cost: \$125,000

Proposal: The Mack tractor/trailer truck is 14 years old and has approximately 360,000 miles. It is anticipated that our disposal loads will increase dramatically over the next 5 - 10 years and the reliability of a dependable truck is critical to the operation of the facility. Any serious breakdown of our current truck will cause an interruption of service and a hardship to the efficiency of the operation. Any serious overhaul or repair to the existing truck would produce a questionable economic expenditure as it relates to its age and mileage. The trade-in value or resale is another factor to the worth of the current truck. The new truck could be equipped to haul roll-off containers.

CIP Recommendation: The CIP Sub-Committee gave this project a Classification V (Premature). The request does not appear on the CIP 2005-2012 Appropriation Chart.

Comments: The rationalization is that a complete overhaul will provide potentially another 300,000 plus miles to the lifetime. The costs attributed to a complete overhaul may be less than \$20,000 making it a cost effective solution to replacement.

E. Transfer Station – continued

Project Title: Rack Truck Replacement**Proposed by: David Poulson, Director****Estimated Cost: \$85,000**

Proposal: The Chevy 1-ton rack truck is 19 years old and has approximately 50,000 miles. The truck has been an economic burden to the facility with many repairs and problems. The age suggests that it is not worth the money we are placing into its maintenance. As the growth of the facility increases, the need for a larger (10 wheeler) should be considered by the committee to haul a greater quantity of material. In addition, this truck could be utilized by our Highway Department and Maintenance Department.

CIP Recommendation: The sub-committee assigned a Class V (Premature - needs more research, planning and coordination) to this request.

Comments: The CIP Sub-Committee supports the joint utilization of Highway department vehicles with the Transfer Station. Presently, a 5-ton dump truck is being used primarily as a back-up vehicle during the snow season. The transfer station may be able to share the use of this vehicle during the rest of the year. The CIP sub-committee supports the process of purchasing this equipment through the State surplus program and including funding through the Highway or Transfer Station operating budget

Project Title: Disposal Trailer Replacement**Proposed by: David Poulson, Director****Estimated Cost: \$65,000.00 each**

Proposal: The fleet of disposal trailers is in bad condition and needs service. Two walking floor trailers are 13 years old and will require high maintenance in the very near future. Our last trailer is 10 years old and will be the last to rotate out of our trailer fleet in 2009. One trailer was replaced in 2004 per CIP approval. We anticipate a four-trailer fleet with longevity and resale value.

CIP Recommendation: The CIP Sub-Committee gave this project Classifications I, II & V. (Urgent, Necessary and Premature). The requests appear in years 2005 and 2006 for two of the trailers and the third trailer does not appear on the CIP 2005-2012 Appropriation Chart.

Comment: The sub-committee supports the replacement schedule proposed by the Transfer Station manager for the second, third and fourth trailer. The cost was reduced to reflect actual costs from the trailer purchased in 2003 (\$48,000).

Project Title: Facility Improvements**Proposed by: David Poulson, Director****Estimated Cost: \$400,000.00**

Proposal: As the increase in solid waste suggests, the potential of the current facility to grow is very limited and would require a design change. CMA Engineering developed the renovation project. This specific renovation would increase our overall storage for future growth. I would recommend a feasibility study be developed with the assistance of an engineering firm to ensure this specific renovation project is the right choice for the station and community.

CIP Recommendation: The CIP Sub-Committee gave this project a Classification III (Desirable in 4-6 years to improve quality and level of service) and the funding appears in FY 2007 through 2010.

Comments: The general consensus of the sub-committee was to put aside funds on a multiple year basis to ensure that when the actual need to improve the transfer station arises funds will be available to complete the improvements without bonding the costs. The Transfer Station manager must provide a comprehensive program for the utilization of the existing site and / or expansion into the Wilson property.

E. Transfer Station – continued

Project Title: Articulating Loader Replacement**Proposed by: David Poulson, Director****Estimated Cost: \$85,000**

Proposal: The JCB articulating loader is 5 years old and has 4200 hours operating hours. Dependent on hours, age, and wear, most equipment should have a turnover timeframe of 5 years. The use of this piece of equipment has increased its annual repairs and maintenance costs. As an option, the Town could review a lease to own program. We are investigating a smaller loader to utilize on the trash floor and recycling floor.

CIP Recommendation: The CIP Sub-Committee gave this project a Classification I (Urgent, needed immediately for public health and safety). The funding appears in FY 2005.

Comment: The Transfer Station manager reduced the original request to purchase a different vehicle that could be used for both the skid steer operation and the articulating loader operation. This dual use vehicle will allow for a backup for the needs of each of these vehicles. The sub-committee felt that this is a better purchase and could be made to reduce the cost.

Project Title: Skid Steer Loader Replacement**Proposed by: David Poulson, Director****Estimated Cost: \$85,000.00**

Proposal: The Bobcat loader is 3 year old and has 1400 operating hours. Replacement would be anticipated at the 5-year timeframe. Our plan is to replace this loader with a twin to the articulating loader to ensure backup equipment if one of those pieces is out of service. We need interchangeable equipment that can be diversified to have more applications.

CIP Recommendation: The CIP Sub-Committee gave this project a Classification III (Desirable) and the funding appears in FY 2008.

Comments: The Transfer Station manager reduced the original request to purchase a different vehicle that could be used for both the skid steer operation and the articulating loader operation. This dual use vehicle will allow for a backup for the needs of each of these vehicles. This purchase would be for the Bobcat purchased in 2001.

Project Title: Conveyor System Renovation**Proposed by: David Poulson, Director****Estimated Cost: \$100,000.00**

Proposal: The conveyor system is 14 years old and has been used extensively during those years. To avoid a complete new conveyor system, a renovation of the existing system would require new belts, refinishing any metal deterioration, replace motors, etc. Some of this cost may be reduced during yearly upgrades and replacements, i.e., 2003 upgrade. It is necessary to avoid any interruption of service due to the failure of the conveyor.

CIP Recommendation: The CIP Sub-Committee gave this project a Classification III (Desirable) and it appears in FY 2009.

Comments: The sub-committee agrees with the Transfer Station manager's replacement timeframe for this type of equipment.

E. Transfer Station – continued

Project Title: Baler Replacement**Proposed by: David Poulson, Director****Estimated Cost: \$250,000.00**

Proposal: The baler unit is 4 years old and has been used extensively during those years. The existing baler had a major maintenance service performed in 2003, which extended its life. Replacement with new unit (pending no major problems with the existing unit) is thereby extended.

CIP Recommendation: The CIP Sub-Committee gave this project a Classification III (Desirable) and it appears in FY 2008.

Comments: The subcommittee agrees with the Transfer Station manager's replacement timeframe for this type of equipment.

Project Title: Fencing and Gates Cost**Proposed by: David Poulson, Director****Estimated Cost: \$75,000.00**

Proposal: The existing site has little to no security. The State D.E.S. mandates the facilities are secured and have no potential for on-property intrusion. The project would surround the facility with fencing and both gates would be electric. Once installed, only maintenance would be required by staff or an installation company. Beyond a D.E.S. violation, the Town would be placed in a questionable position if something would happen after hours.

CIP Recommendation: The CIP Sub-Committee gave this project a Classification V (Premature). The request does not appear on the CIP 2005-2012 Appropriation Chart.

Comments: The subcommittee feels these costs will be included in the Transfer Station Facility Improvements program outlined above.

F. Planning and Development/Tax Assessor

Project Title: Master Plan Update**Proposed by: Alfred Turner, Director of Planning****Estimated Cost: \$100,000**

Proposal: The 2005 Master Plan is schedule to be completed early in 2005. NH State law for validity of Zoning Ordinances and Impact fees requires an updated master plan and it is recommended that the Master Plan be updated every five years.

CIP Recommendation: The CIP Sub-Committee assigned a Class III (Desirable, needed within 4-6 years) to this project. In keeping with the five-year update schedule, funding for this request appears in FY 2010.

F. Planning and Development/Tax Assessor - continued

Project Title: Photogrammetric Aerial Base Mapping – Phase II

Proposed by: Rex Norman, Windham Town Assessor

Alfred Turner, Windham Director of Planning and Development

Estimated Cost: Phase II - \$75,000

Proposal: In Phase 1, The Town of Windham is implementing a Geographical Information System (GIS) based program that can be utilized by multiple departments. The photographs will be used to produce an updated base map of the town to include roads, rivers, lakes, ponds, wetlands, buildings, lawns, contours, and excavations. The map positions will be verified by a corresponding GPS survey. The digital photographs with GPS positions will be overlaid on the digitized tax maps to produce a full GIS map of the town.

Phase II proposes to supplement the GIS program by providing: planimetric mapping of buildings, fences, stone walls and vegetation; 3-D modeling capabilities of the entire town using aerial photography provided in Phase I and will include adding color aerial photography suitable for producing 100-scale maps. This improved accuracy is expected to add a substantial amount of taxable value and improve assessment proportionality.

CIP Recommendation: To complete this project, the CIP Sub-Committee assigned a Class II (Necessary, needed within 1-3 years) to this request, and funding is included in FY 2006.

G. Windham School District

Project Title: School Septic Replacement

Proposed by: Brian Gallagher, School District Administrator

Estimated Cost: \$200,000

Proposal: The Golden Brook septic system is over 30 years in age and the Middle School septic system is at maximum capacity with the 1998 addition. In preparation for the eventual replacement on one of the systems, the school board requested \$200,000 in the CIP FY 2002-2008 plan, to be allocated to a CRF in \$50,000 increments during fiscal years 2002-2005. This year the school board is asking for the final payment of \$45,293 to be allocated in remaining FY 2005.

CIP Recommendation: The CIP Sub-Committee assigned a Class I to this project (Urgent – cannot be delayed, needed immediately for health and safety reasons) and acknowledges the importance of this project to the health and safety of the students. The CIP Sub-Committee recommends the final allocation of \$45,293 be made in FY 2005.

Project Title: Elementary School Facilities

Proposed by: Brian Gallagher, School District Administrator

Estimated Cost: \$15,000,000

Proposal: The School Board requested funding for a future elementary school beginning in 2009. Estimated total cost is \$15,000,000 less \$186,347 in a CRF funded by the CIP in the prior three years. October 2004 district projections, as well as expected changes in the state minimum standards, continue to support the need for additional facilities by the year 2010. The school board requested funding for a 20-year bond at 6%.

CIP Recommendation: The CIP Sub-Committee assigned a Class III to this project (Desirable, needed within 4-6 years) and funded the request beginning in FY 2010. Thus capital funding for the new elementary facility will not begin until after the 1998 school renovation bond payments are completed in 2009, easing the burden on Windham taxpayers.

H. Departments/Committees Not Submitting Requests for the FY 2005-2012 CIP:

**Cable Advisory Department
Cable TV Department
Cemetery Trustees
Community Stewardship
Conservation Commission
Emergency Management
Historic District Commission
Housing Authority
Information Technology Department
Police Department
Recreation Committee
Senior Center
Technical Advisory Board
Town Clerk
Treasurer**

APPENDIX A

CIP SUB-COMMITTEE MEMBERSHIP

- ❖ Lee Maloney – Chairperson (Planning Board)
- ❖ Marcia Unger – Vice Chairperson (Citizen Volunteer)
- ❖ Suzanne Jortberg – Secretary (Citizen Volunteer)
- ❖ Bev Donovan – School Board representative
- ❖ Roger Hohenberger – Board of Selectmen representative
- ❖ Walter Kolodziej – Planning Board representative
- ❖ Jack Merchant – Citizen Volunteer
- ❖ John Hollinger – School Board Alternate
- ❖ Galen Stearns – Board of Selectmen Alternate