

A decorative graphic of a scroll with a black outline, featuring a vertical strip on the left side and a small circular element at the top right corner. The text is centered within the scroll.

**CAPITAL IMPROVEMENTS  
PROGRAM  
FY 2011-2018 PLAN  
WINDHAM,  
NEW HAMPSHIRE**

**Presented to the Windham Planning Board  
November 17, 2011**

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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 update for the 2005 Master Plan was completed during the first half of calendar year 2005. Currently the Windham Planning Board is completing a Benchmark Review of the 2005 Master Plan. 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 Selectman 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:

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

The 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 eight-year period. A summary 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.**

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

A Capital Improvements Program offers many advantages:

- Stabilizes year-to-year variations in capital outlays.
- Makes 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 total costs 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.

The CIP Annual Process:

- Request from each of the Town departments detailed individual capital improvement requests.
- Schedule presentations, by department, of each request.
- CIP Sub-committee discusses and classifies each request by need and funding amount.  
(See Section IIA – Method of Classification for definition of need)
- CIP Sub-committee prepares eight year appropriations spreadsheet which is presented to Planning Board.

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 CIP recommendations for the budget for the upcoming year are presented to the Selectmen and School Board for their consideration. The Board of the Selectmen, the School Board, and the electorate, should adopt the first year of the CIP program as the capital budget for that year.

**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.**

## **II. Background: CIP 2011 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 has adopted a classification schedule that uses six (6) possible classifications as outlined below. In deliberations leading up to the CIP Sub-Committee's proposed capital allocations, each submitted project is assigned a class. The list of projects requested for this year's plan is attached hereto as Appendix B.

After each project is classified, projects falling into the same class are reviewed against town needs as identified by the town master plan and further prioritization is established based upon available funds in each year.

<b>Class</b>	<b>Category</b>	<b>Description</b>
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

### **B. Year 2011 Available Capital Improvement Funds**

The CIP Sub-Committee used the official tax valuation less utilities figure for 2010 to determine the proposed CIP funding for the subsequent years in its plan. This official tax valuation is determined by the Windham Tax Assessor and approved by the New Hampshire Department of Revenue Administration. For year 2010 the town valuation figure was set at \$1,981,937,270.

To compute the available CIP funds for year 2011, the sub-committee used the actual 2010 valuation and applied a 0.5% increase to reach \$1,991,846,956 as an estimated tax valuation figure. For FY 2011-2018 planning, the sub-committee estimated available CIP funds using a range of increases each year to determine the valuation figures for the subsequent 2012 – 2018 years.

The CIP Sub-Committee has recognized the enormity of the costs attributable to the new high school. The current CIP Appropriations Chart Plan does not include the costs of the new high school bond. However, it is shown as "Other Appropriations" in order for the community to be aware of its impact on the overall tax rate for the Town of Windham. The sub-committee believes that in order to continue to fund needed town-wide capital improvement projects, the high school bond costs should be removed from the core CIP plan. If not, the bond costs would exceed the annual allocated funding and preclude any funding for other needed projects.

The CIP Sub-Committee has adopted a CIP rate of \$0.75 per thousand to fund the non-high school capital projects. It is required that the first year of the CIP plan be balanced to zero (2011 in this plan).

### **III. CIP FY 2011 Plan**

#### FUNDING AMOUNTS

2010 Actual Town Tax Valuation Less Utilities	\$1,981,937,270
2011 Estimated Town Tax Valuation less Utilities with 0.5% estimated growth	\$1,991,846,956
CIP funding at \$0.75 per thousand of 2011 Estimate	\$ 1,493,885
Other CIP Contributions:	
State Highway Grant	\$ 120,000
TOTAL AVAILABLE CIP FUNDING FOR 2011	\$ 1,613,885
FIXED CIP OBLIGATIONS FOR 2011	\$ 0
REMAINING CIP FUNDS AVAILABLE FOR REQUESTED PROJECTS	\$ 1,613,885

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## IV. CIP FY 2011 – 2018 Appropriations Chart

TOWN OF WINDHAM, NH

### CIP FY 2011 - 2018 Appropriation Chart (Summary)

Notes	CRF Balances	2011	2012	2013	2014	2015	2016	2017	2018
<b>CIP Projected Availability</b>		\$1,493,885	\$1,501,355	\$1,516,368	\$1,531,532	\$1,546,847	\$1,570,050	\$1,593,601	\$1,617,505
<b>Fixed CIP Obligations</b>									
None		0	0	0	0	0	0	0	0
<b>Total Fixed Obligations</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Effective Net Availability Other</b>		\$1,493,885	\$1,501,355	\$1,516,368	\$1,531,532	\$1,546,847	\$1,570,050	\$1,593,601	\$1,617,505
<b>Other CIP Annual Contributions</b>									
		120,000	0	0	0	0	0	0	0
<b>Net to Annual Appropriations</b>		\$ 1,613,885	\$ 1,501,355	\$ 1,516,368	\$ 1,531,532	\$ 1,546,847	\$ 1,570,050	\$ 1,593,601	\$ 1,617,505
<b>Annual Appropriations</b>									
POLICE DEPARTMENT		137,098	216,933	0	0	0	0	0	0
FIRE DEPARTMENT	73,757	135,108	603,865	846,865	383,000	0	0	0	0
TOWN		200,000	0	0	0	0	0	0	0
COMMUNITY DEVELOPMENT DEPT		65,000	0	0	0	0	0	0	0
HIGHWAY AGENT		600,000	350,000	500,000	350,000	350,000	350,000	350,000	350,000
LIBRARY	24,814	0	0	0	0	0	0	0	0
RECREATION		171,679	78,321	0	150,000	0	0	0	0
SCHOOL DEPARTMENT	187,721	305,000	250,000	150,000	500,000	500,000	500,000	500,000	500,000
<b>Total Annual Appropriations</b>		\$ 1,613,885	\$ 1,499,119	\$ 1,496,865	\$ 1,383,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000
<b>Variance</b>		\$0	\$2,236	\$19,503	\$148,532	\$696,847	\$720,050	\$743,601	\$767,505

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### CIP FY 2011 - 2018 Appropriation Chart (Detail)

Notes	CRF Balances	2011	2012	2013	2014	2015	2016	2017	2018
<b>Effective Net Availability Other</b>		\$ 1,493,885	\$ 1,501,355	\$ 1,516,368	\$ 1,531,532	\$ 1,546,847	\$ 1,570,050	\$ 1,593,601	\$ 1,617,505
<b>OTHER CIP ANNUAL CONTRIBUTIONS</b>									
State Highway Grant (80% of cost 5 Ton Highway Truck)	1	120,000	0	0	0	0	0	0	0
<b>Total Other contributions</b>		\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net to Annual CIP Appropriations</b>		\$ 1,613,885	\$ 1,501,355	\$ 1,516,368	\$ 1,531,532	\$ 1,546,847	\$ 1,570,050	\$ 1,593,601	\$ 1,617,505
<b>ANNUAL APPROPRIATIONS</b>									
<b>POLICE DEPARTMENT</b>									
Building Enhancement		137,098	0	0	0	0	0	0	0
Garage/storageFacility		0	216,933	0	0	0	0	0	0
<b>Sub-Total</b>		\$0	\$137,098	\$216,933	\$0	\$0	\$0	\$0	\$0
<b>FIRE DEPARTMENT</b>									
Fire Apparatus	2	73,757	0	0	0	0	0	0	0
Ambulance Replacement		0	75,000	110,000	0	0	0	0	0
Engine 3 Replacement		135,108	208,865	208,865	0	0	0	0	0
Breathing Apparatus Rpl.		0	0	208,000	0	0	0	0	0
Mobile Data Terminals		0	0	0	63,000	0	0	0	0
Ladder Truck Replacement		0	320,000	320,000	320,000	0	0	0	0
<b>Sub-Total</b>		\$73,757	\$135,108	\$603,865	\$846,865	\$383,000	\$0	\$0	\$0
<b>TOWN</b>									
Expand Griffin park		200,000	0	0	0	0	0	0	0
<b>COMMUNITY DEVELOPMENT DEPT</b>									
Sewer Study		65,000	0	0	0	0	0	0	0
<b>Sub-Total</b>		\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>HIGHWAY AGENT</b>									
Road Improvements		330,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
5 Ton Dump		150,000	0	0	0	0	0	0	0
5 Ton Dump		0	0	150,000	0	0	0	0	0
Front End Loader		120,000	0	0	0	0	0	0	0
<b>Sub-Total</b>		\$0	\$600,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000

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CIP FY 2011 - 2018 Appropriation Chart (Detail)

	Notes	CRF Balances	2011	2012	2013	2014	2015	2016	2017	2018
<b>ANNUAL APPROPRIATIONS (continued)</b>										
<b>LIBRARY</b>										
Arch. Design & Management	3	24,814	0	0	0	0	0	0	0	0
<b>Sub-Total</b>		\$24,814	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>RECREATION</b>										
Spruce Pond			171,679	78,321	0	0	0	0	0	0
Expand Nashua Road fields			0	0	0	150,000	0	0	0	0
<b>Sub-Total</b>		-	\$171,679	\$78,321	\$0	\$150,000	\$0	\$0	\$0	\$0
<b>SCHOOL DEPARTMENT</b>										
School Septic	4	1,641	0	0	0	0	0	0	0	0
School Paving/Parking Area	5	51,370	0	0	0	0	0	0	0	0
School Bldg & Grounds maint	6	134,710	0	0	0	0	0	0	0	0
Architect/Engineering Fees			140,000	0	0	0	0	0	0	0
Capital Reserve			165,000	250,000	150,000	500,000	500,000	500,000	500,000	500,000
<b>Sub-Total</b>		\$187,721	\$305,000	\$250,000	\$150,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
<b>TOTAL ANNUAL APPROPRIATIONS</b>			<b>\$1,613,885</b>	<b>\$1,499,119</b>	<b>\$1,496,865</b>	<b>\$1,383,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$850,000</b>
<b>VARIANCE</b>			<b>\$ 0</b>	<b>\$2,236</b>	<b>\$19,503</b>	<b>\$148,532</b>	<b>\$696,847</b>	<b>\$720,050</b>	<b>\$743,601</b>	<b>\$767,505</b>
<b>OTHER ANNUAL APPROPRIATIONS</b>										
Primary High School Bond			3,020,687	2,923,937	2,282,718	2,727,031	2,620,250	2,524,250	1,840,250	1,840,250
Secondary High School Bond			425,100	408,225	389,475	370,256	350,569	330,881	311,194	311,194
<b>Total Payments</b>			<b>\$ 3,445,787</b>	<b>\$ 3,332,162</b>	<b>\$ 2,672,193</b>	<b>\$ 3,097,287</b>	<b>\$ 2,970,819</b>	<b>\$ 2,855,131</b>	<b>\$ 2,151,444</b>	<b>\$ 2,151,444</b>
<b>Total cost per thousand town valuation</b>			<b>1.73</b>	<b>1.66</b>	<b>1.32</b>	<b>1.52</b>	<b>1.44</b>	<b>1.36</b>	<b>1.00</b>	<b>1.00</b>

TOWN OF WINDHAM, NH

CIP FY 2011-2018 Footnotes

Other CIP Annual Contributions:

Capital Reserve Fund:

- 1 Required 80% funding from State of NH to purchase 5 ton dump truck
- 2 CRF balance remaining in Fire Department to be used as a portion of the lease cost to purchase Engine 3 replacement.
- 3 Unexpended CIP funds from prior years
- 4 Unexpended CIP funds from prior years. CIP sub-committee recommends re-allocating to building maintenance CRF fund.
- 5 Unexpended CIP funds from prior years. CIP sub-committee recommends re-allocating to building maintenance CRF fund.
- 6 Unexpended CIP funds from prior years. CIP sub-committee recommends re-allocating to building maintenance CRF fund.

TAX VALUATION PROJECTION

PROPERTY VALUATION	% Iner.	YEAR	PROJECTED CIP TAX RATE	\$
				AVAILABLE
\$1,981,937,270		2010	\$0.75	\$1,486,433
\$1,991,846,956	0.5	2011	\$0.75	\$1,493,885
\$2,001,806,191	0.5	2012	\$0.75	\$1,501,355
\$2,021,824,253	1.0	2013	\$0.75	\$1,516,368
\$2,042,042,496	1.0	2014	\$0.75	\$1,531,332
\$2,062,462,921	1.0	2015	\$0.75	\$1,546,847
\$2,093,399,864	1.5	2016	\$0.75	\$1,570,050
\$2,124,800,862	1.5	2017	\$0.75	\$1,593,601
\$2,156,672,875	1.5	2018	\$0.75	\$1,617,305



## **V: Requested Capital Projects and Action Taken**

### **A. Town**

**Project Title: Expand Griffin Park**

**Proposed by: Dave Sullivan, Town Administrator**

**Estimated Cost: \$200,000 funding in Year 2011**

**Proposal:** Currently the parking at Griffin Park provides approximately 120 spaces. Often times during the year this parking is inadequate to handle the demand so users of the park will either park on the grass areas or up and down Range Road or other local roads such as Squire Armour and Horseshoe Road. The expanded parking design will provide approximately 220 spaces, plus additional accessible spaces. The expansion will include the widening of the existing pavement area towards Range Road and opposite into the grass area. In order to complete the design the traffic flow will be one way with the entrance closest to the Johnson's farm. The existing center drive will be blocked off for emergency vehicles only.

**CIP Recommendation:** The CIP assigned this request a Classification I (Urgent) with funding in FY 2011.

**Comments:** The CIP supports the need for safer, adequate parking.

### **B. Community Development Department**

**Project Title: Sewer Study**

**Proposed by: Laura Scott, Community Development Director**

**Estimated Cost: \$65,000 funding in Year 2011**

**Proposal:** The main reason for continuing to look at the extension of sewer infrastructure into Windham is to protect and enhance the water quality of the Spickett River Watershed and the Cobbett's Pond Watershed, which includes the drinking water source for Salem. In addition, the extension of sewer into Windham will allow for the development of currently vacant or underutilized non-residentially zoned land in a sustainable manner that will not negatively impact either watershed. Two prior studies included the feasibility and layout of the sewer lines. This study will finalize the engineering and legal aspects to determine proposed costs if such a project is implemented.

**CIP Recommendation:** The CIP assigned this request a Classification I (Urgent) with funding in FY 2011.

**Comments:** The CIP supports the need to complete the sewer study for future consideration.

### **C. Local Energy Department**

**Project Title: Historic Buildings Energy Efficiency Improvement**

**Proposed by: Doug Wolfe, Chairman, Local Energy Committee**

**Estimated Cost: \$50,000 funding in Year 2011**

**Proposal:** The proposal includes the hiring of energy professionals to audit existing town buildings and determine areas in which the buildings could be upgraded to save energy costs. Proposed changes would require a rate of return of 5 to 7 years.

**CIP Recommendation:** The CIP assigned this request a Classification IV (Deferrable) with funding not shown in the plan.

**Comments:** The CIP supports the need for energy savings however the audit costs should be included in the operating budget not CIP.

## **D. Fire Department**

**Project Title: Ambulance Replacement**

**Proposed by: Chief Thomas L. McPherson**

**Estimated Cost: \$185,000.00 Requested year 2013**

**Proposal:** 2013 Replacement of Ambulance-2006 for \$186,000.00 based on Town Vehicle replacement policy

**CIP Recommendation:** The CIP Sub-Committee assigned this request a Classification of II (Necessary) with funding of \$75,000.00 in FY 2012 and funding of \$110,000 in FY 2013.

**Comments:** The sub-committee approved this request as consistent with the high use of this vehicle and with the town vehicle replacement policy, maintaining the availability of safe and effective town emergency care.

**Project Title: 1992 Engine-3 Replacement**

**Proposed by: Chief Thomas L. McPherson**

**Estimated Cost: \$600,000.00 Requested year 2011**

**Proposal:** Engine-3 is a 1992 E-One Fire Engine. 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. In 2007 approximately \$113,000.00 was spent on this vehicle for body repair, engine replacement, transmission repairs, wiring, exhaust, brakes and coolant system. This vehicle continues to incur repair costs and the department believes that it should be replaced.

**CIP Recommendation:** The CIP Sub-Committee assigned the request a Classification I, (Urgent) with funding provided by a combination of use of \$73,757.00 existing in a fire department CRF and a three year lease. Funding is \$135,108 in FY 2011, \$208,865 in FYs 2012 and 2013.

**Comments:** The CIP Sub-Committee recommends that the funding for Engine-3 be spread over three years because of the high cost and its potential impact to other town capital projects' funding if it is allocated in one year.

**Project Title: 1980 Ladder-1 & 1994 Engine 2 Replacements**

**Proposed by: Chief Thomas L. McPherson**

**Estimated Cost: \$950,000 in Year 2012**

**Proposal:** The ladder truck is a 1980 Spartan 100' Aerial which was donated to the town in 2002. 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. Given its age and the maintenance costs required to keep it in service the department recommends replacement. The Engine 2 is a 1994 E-One vehicle on a Freightliner Chassis. Given its age and the maintenance costs required to keep it in service the department recommends replacement of this vehicle as well.

The replacement of these two vehicles is proposed to be with a single "Quint" fire apparatus. A "Quint" is a fire service apparatus that serves the dual purpose of an engine and a ladder truck. The unit can be operated by one individual and is shorter in length than a ladder truck and thus can maneuver in tighter areas.

**CIP Recommendation:** The CIP Sub-Committee assigned the request a Classification I (Urgent) with funding of \$320,000.00 in FYs 2012 – 2014.

**Comments:** With continued growth in the town, the CIP Sub-Committee supports the long range planning required to purchase a replacement for these two pieces of equipment with a versatile single piece apparatus.

## **Fire Department (Cont'd)**

**Project Title: Public Safety Sub- Station**

**Proposed by: Chief Thomas L. McPherson**

**Estimated Cost: \$1,400,000.00 Requested year 2015**

**Proposal:** The longest and farthest response time from the existing station location is Route 28. On average it takes 8 – 10 minutes with an ambulance and nearly 12 minutes with a fire apparatus to respond to this area. These numbers are far above the national standard averages. Continued study will determine if the sub-station should be located in the area of Route 28 or another area in town. The continued reconstruction of the Exit 3 area will impact this study. In summary, the Fire Department believes that a sub-station will be needed in the future to meet the safety needs of the community.

**CIP Recommendation:** The CIP Sub-Committee assigned this request a Classification IV (Deferrable) with no funding in the CIP Plan.

**Comments:** Prior CIP Sub-committees have requested a complete study be performed to justify funding of this request. The requested research and planning is not yet complete and the initial response times may suggest that the Rt. 28 corridor may not be the best place for the substation therefore this request is considered deferrable

**Project Title: Self Contained Breathing Apparatus Replacement**

**Proposed by: Chief Thomas L. McPherson**

**Estimated Cost: \$208,000.00 Requested year 2013**

**Proposal:** The department currently utilizes 25 Scott SCBAs, none of which meet the 2007 edition of NFPA 1981. The current SCBAs were purchased in 2004 and are deficient in meeting the standard by lacking RIT connectivity as well as inadequate CBRNE protection. The department will seek out federally funded grant awards which could reduce the costs of this equipment, however, at this time no grants have been identified.

**CIP Recommendation:** The CIP Sub-Committee assigned this request a Classification II (Necessary) with funding in FY 2013.

**Comments:** With continued growth in the town, the CIP Sub-Committee supports the long range planning required to purchase a replacement for these pieces of equipment.

**Project Title: Mobile Data Terminal's, Hardware & Software**

**Proposed by: Chief Thomas L. McPherson**

**Estimated Cost: \$63,000.00 Requested year 2014**

**Proposal:** Installation of an integrated mobile data system in fire apparatus allows for timely delivery of information to first responders in conjunction with minimizing the workload to maintain this information. The equipment would provide electronic mapping for first responders, provide "best route" information and electronic location mapping of vehicles to insure efficient assignment of vehicles to different incidents. The department will seek out federally funded grant awards which could reduce the costs of this equipment, however at this time no grants have been identified.

**CIP Recommendation:** The CIP Sub-Committee assigned this request a Classification III (Desirable) with funding in FY 2014.

**Comments:** With continued growth in the town, the CIP Sub-Committee supports the long range planning required to purchase a replacement for these pieces of equipment.

## **E. Police Department**

**Project Title: PD Building Enhancement**

**Proposed by: Chief Lewis**

**Estimated Cost: \$137,098 in Year 2011**

**Proposal:** The proposal is to construct an addition to the police station to provide for training, presentations and meetings of various groups. In addition, the room would be used for a “Command Center” for police operations for any incident in which all additional resources are called in to assist, or for when we need to expand our operations for an incident. The room would include additional lines for computer and telephone access along with secondary communications infrastructure.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding in FY 2011.

**Comments:** The sub-committee was in agreement that the existing conditions are sub-standard and this addition is a necessary improvement.

**Project Title: PD Driveway and Parking**

**Proposed by: Chief Lewis**

**Estimated Cost: \$216,993.00 in Year 2011**

**Proposal:** The project would connect the two existing driveways around the rear of the building. The connection would include adjacent additional parking for police personnel and users of the aforementioned building addition. It would also be the site for the potential town owned or leased fuel pumps.

**CIP Recommendation:** The sub-committee assigned a Classification II (Necessary) with funding in FY 2012

**Comments:** The sub-committee was in agreement that the improvements would enhance the efficiency of the department.

## **F. Highway Department**

**Project Title: Roads**

**Proposed by: Jack McCartney, Highway Agent**

**Dave Sullivan, Town Administrator**

**Estimated Cost: \$2,780,000 Years 2011-2018**

**Proposal:** This is an ongoing request to provide funding to rebuild roads throughout the Town. The existing roads are in greater need of repair than the normal maintenance provided through the highway departments’ summer maintenance budget allows. Costs continue to rise for road repair. Current road repair activity continues to fall behind required repairs. The Town is currently averaging less than half of annual needs to maintain a 25 year life cycle for all the Town’s roads.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$330,000.00 in FY 2011 and \$350,000 in each of the FYs 2012 through 2018.

**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 installed.

## **Highway Department (cont'd)**

**Project Title: Small Excavator**

**Proposed by: Jack McCartney, Highway Agent  
Dave Sullivan, Town Administrator**

**Estimated Cost: \$100,000 in Year 2011**

**Proposal:** The Highway Department has requested a Small Rubber Track Excavator. It would primarily be used to maintain treatment swales, detention and retention ponds, existing culverts and road shoulder work.

**CIP Recommendation:** The sub-committee assigned a Classification V (Premature) with no funding in the current plan.

**Comments:** The CIP-subcommittee agrees that the continued maintenance of these items is necessary for the efficient operation of their intended functions, however the costs to maintain these functions can better be achieved through contracting the work out to third parties.

**Project Title: Front End Loader**

**Proposed by: Jack McCartney, Highway Agent  
Dave Sullivan, Town Administrator**

**Estimated Cost: \$120,000 in Year 2011**

**Proposal:** This is a planned replacement adhering to policy guidelines as adopted.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding in FY 2011. The CIP Sub-Committee supports replacement programs for Town equipment.

**Project Title: Five Ton truck Replacement**

**Proposed by: Jack McCartney, Highway Agent  
Dave Sullivan, Town Administrator**

**Estimated Cost: \$150,000 in Year 2011**

**Proposal:** Replace a 1992 truck. Grant money is available for this vehicle provided the equipment is properly set up to insure reduction in sand and salt application. The grant money is for 80% of the costs. The grant requires approval of the entire cost in the town budget.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding in FY 2011 in the amount of \$150,000.00 however the acquisition is contingent upon the Town receiving the 80% grant. Grant monies are shown in the plan under CIP Annual Contributions.

**Comments:** The CIP Sub-Committee supports the replacement of this piece of equipment.

**Project Title: Five Ton truck Replacement**

**Proposed by: Jack McCartney, Highway Agent  
Dave Sullivan, Town Administrator**

**Estimated Cost: \$150,000 in Year 2011**

**Proposal:** Replace a 1993 truck.

**CIP Recommendation:** The sub-committee assigned a Classification II (Necessary) with funding in FY 2013.

**Comments:** The CIP Sub-Committee supports the replacement of this piece of equipment.

## **G. Windham School District**

### **Project Title: Architectural Study**

**Proposed by: Donna Claremont, School District Business Administrator**

**Estimated Cost: \$140,000 FY 2011**

**Proposal:** This request is for funding of fees for school design and build planning. The original plan was split into two phases during the CIP process in 2010. Phase I was funded and approved in 2010 in the amount of \$160,000.00. Phase II is proposed in the 2011 CIP in the amount of \$140,000.00. It is assumed that the Town will need additional school facilities to meet the continued space required for an increased student population. The School Board's intent is to create a detailed plan of these facility needs in order to present a comprehensive plan to the community.

**CIP Recommendation:** The CIP subcommittee gave this Phase II a Classification I (Urgent) with funding in the amount of \$140,000.00 in FY2011.

**Comments:** The CIP sub-committee recognizes the need for the facilities study.

### **Project Title: Capital Reserve Funding (CRF)**

**Proposed by: Donna Claremont, School District Business Administrator**

**Estimated Cost: \$250,000 in FY 2011**

**Proposal:** This proposal is to provide funding for amounts that will be required for building maintenance in the next few years. The amounts include replacement of WMS roof #1, replacements of WCS roofs #6 and 6A, boiler replacement at GBS, energy updates and emergency generator tie-ins at WCS, GBS and WMS.

**CIP Recommendation:** The CIP subcommittee assigned a Classification I (Urgent) with funding in the amount \$165,000.00 FY 2011 for roof replacement.

**NOTE:** In addition to the FY 2011 allocation the CIP subcommittee also included in FY 2012 an amount of \$250,000, in FY 2013 an amount of \$150,000, and in FYs 2014 through 2018 an amount of \$500,000 in each year as a "placeholder" for the anticipated maintenance and bond costs for the anticipated future school expansions.

**Comments:** The CIP subcommittee recognizes the need for CRF funding to mitigate costs in the future. The amount funded is less than requested. The CIP subcommittee assumes that the final report currently being completed to study the facility needs of the community will incorporate some of the items included in this request. In addition, there are three existing CRF accounts within the School Department that constitute unexpended amounts from previous activity. It is recommended that these amounts be reallocated to on-going school facility maintenance.

## **H. Recreation Committee**

### **Project Title: Expand Nashua Road Facilities**

**Proposed by: Recreation Committee**

**Estimated Cost: \$150,000 FY 2011**

**Proposal:** This proposal is to expand the existing Nashua Road facility to eliminate some of the overcrowding that exists now.

**CIP Recommendation:** The CIP Sub-Committee gave this project a Classification II (Necessary). Funding is in FY 2014.

**Comments:** The general consensus of the CIP Sub-Committee was that this proposal is justified and necessary.

## **Recreation Committee (Cont'd)**

### **Project Title: Turf Field**

**Proposed by: Recreation Committee**

**Estimated Cost: \$800,000 FY 2011**

**Proposal:** This proposal is to build a new turf type field in the town to meet demand and reduce ongoing maintenance costs after construction.

**CIP Recommendation:** The CIP Sub-Committee gave this project a Classification III (Desirable). Funding does not appear in the FY 2011 – FY 2018 Appropriations Chart.

**Comments:** The general consensus of the CIP Sub-Committee was that the town should wait until the extent of demand for additional fields is known.

### **Project Title: Sports Facility (Spruce Pond)**

**Proposed by: Recreation Committee**

**Estimated Cost: \$250,000 FY2011**

**Proposal:** This proposal is to construct recreation fields on land off Route 28 adjacent to the Spruce Pond residential development (Tax Map Sheet 3-B Lot 601). The total costs for the project are estimated at \$800,000.00 however there will be donations in the amount of \$550,000.00. All State and local permits have been approved.

**CIP Recommendation:** The CIP Sub-Committee gave this project a Classification I (Urgent) with funding in FY 2011 in the amount of \$171,679 and \$78,321 in FY 2012.

**Comments:** The CIP Sub-Committee determined that with the level of donations and the need for additional recreational fields in the community this project warranted funding.

## **I. Departments/Committees with No Request Projects for the FY 2011-2018 CIP:**

**Library Trustees**

**Cable Advisory Department**

**Cable TV Department**

**Cemetery Trustees**

**Community Stewardship**

**Conservation Commission**

**Emergency Management**

**Housing Authority**

**Information Technology Department**

**Senior Center**

**Assessor**

**Technical Advisory Board**

**Town Clerk**

**Treasurer**

**Maintenance Department**

**Rail Trail Alliance**

**Historic District/Heritage Commission**

## **APPENDIX A**

### **2011CIP SUB-COMMITTEE MEMBERSHIP**

- ❖ Rob Gustafson - Chairman (Citizen Volunteer)
- ❖ Jack Merchant - Vice-Chairman (Citizen Volunteer)
- ❖ Lee Maloney – Planning Board Member
- ❖ Nancy Prendergast – Secretary, Planning Board Member
- ❖ Dennis Senibaldi – Member (Citizen Volunteer)
- ❖ Ed Gallagher – School Board Representative
- ❖ Galen Stearns - Board of Selectmen Representative
- ❖ Roger Hohenberger – Alternate Board of Selectmen Representative
- ❖ Bruce Anderson – Alternate School Board Representative



Town of Windham, NH  
 Project Classification Worksheet  
 CIP FY 2011 - 2018

Department	Project	Year	Cost	Class	Class	Class	Class	Class	Class	Rank	
										Total	Avg.
Highway	Roads	2011	330,000.00	1	1	1	1	1	1	6	1.00
Town	Expand parking Griffin Park	2011	200,000.00	1	2	1	1	1	1	7	1.17
Highway	Five Ton Truck	2011	150,000.00	1	1	2	1	1	1	7	1.17
School	Architect/Engineering Fees	2011	240,000.00	1	1	1	1	1	2	7	1.17
Highway	Front End Loader	2011	120,000.00	1	2	1	1	2	1	8	1.33
Fire Department	1992 Engine 3 Replacement	2011	600,000.00	2	1	2	1	1	2	9	1.50
Police	Building Enhancement	2011	137,098.00	1	3	1	1	1	3	10	1.67
Fire Department	1980 Ladder 1 & 1994 Eng. Rpl.	2012	950,000.00	2	2	2	1	2	1	10	1.67
School	Captial Reserve	2011	250,000.00	2	1	1	2	2	2	10	1.67
Recreaton	SprucePond	2011	250,000.00	2	1	2	2	2	2	11	1.83
Com Dev Dept	Sewer Study	2011	65,000.00	2	1	3	1	2	2	11	1.83
Police	Driveway & Garage	2012	216,933.00	2	2	2	2	2	2	12	2.00
Fire Department	Breathing Apparatus Rpl.	2013	208,000.00	2	2	2	2	2	2	12	2.00
Fire Department	Ambulance Rpl.	2013	185,000.00	2	2	2	2	2	2	12	2.00
Highway	Five Ton Truck	2011	150,000.00	3	2	3	2	3	3	16	2.67
Recreaton	Expand Nashua Road fields	2011	150,000.00	3	3	4	2	2	3	17	2.83
Fire Department	Mobil Data, Terminal & Software	2014	63,000.00	3	3	4	3	3	3	19	3.17
Recreaton	Build Turf Field	2011	800,000.00	3	3	4	4	3	4	21	3.50
Fire Department	Public Safety Sub-Station	2015	1,400,000.00	4	4	5	4	4	4	25	4.17
Local Energy Com	Historic Building Energy Audit	2011	50,000.00	5	3	3	5	5	5	26	4.33
Highway	Small Excavator	2011	100,000.00	5	4	5	5	6	5	30	5.00

TOWN OF WINDHAM, NH

CIP FY 2011 - 2018 Appropriation Chart (Summary)

	Notes	CRF Balances	2011	2012	2013	2014	2015	2016	2017	2018
<b>CIP Projected Availability</b>			\$1,493,885	\$1,501,355	\$1,516,368	\$1,531,532	\$1,546,847	\$1,570,050	\$1,593,601	\$1,617,505
<b>Fixed CIP Obligations</b>										
None			0	0	0	0	0	0	0	0
<b>Total Fixed Obligations</b>			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Effective Net Availability Other</b>			\$1,493,885	\$1,501,355	\$1,516,368	\$1,531,532	\$1,546,847	\$1,570,050	\$1,593,601	\$1,617,505
<b>Other CIP Annual Contributions</b>		-								
			120,000	0	0	0	0	0	0	0
<b>Net to Annual Appropriations</b>		\$ -	\$ 1,613,885	\$ 1,501,355	\$ 1,516,368	\$ 1,531,532	\$ 1,546,847	\$ 1,570,050	\$ 1,593,601	\$ 1,617,505
<b>Annual Appropriations</b>										
POLICE DEPARTMENT		-	137,098	216,933	0	0	0	0	0	0
FIRE DEPARTMENT		73,757	135,108	603,865	846,865	383,000	0	0	0	0
TOWN			200,000	0	0	0	0	0	0	0
COMMUNITY DEVELOPMENT DEPT			65,000							
HIGHWAY AGENT		-	600,000	350,000	500,000	350,000	350,000	350,000	350,000	350,000
LIBRARY		24,814	0	0	0	0	0	0	0	0
RECREATION		-	171,679	78,321	0	150,000	0	0	0	0
SCHOOL DEPARTMENT		187,721	305,000	250,000	150,000	500,000	500,000	500,000	500,000	500,000
<b>Total Annual Appropriations</b>			\$ 1,613,885	\$ 1,499,119	\$ 1,496,865	\$ 1,383,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000
<b>Variance</b>			\$0	\$2,236	\$19,503	\$148,532	\$696,847	\$720,050	\$743,601	\$767,505

TOWN OF WINDHAM, NH

CIP FY 2011 - 2018 Appropriation Chart (Detail)

	Notes	CRF Balances	2011	2012	2013	2014	2015	2016	2017	2018
<b>Effective Net Availability Other</b>			\$ 1,493,885	\$ 1,501,355	\$ 1,516,368	\$ 1,531,532	\$ 1,546,847	\$ 1,570,050	\$ 1,593,601	\$ 1,617,505
<b>OTHER CIP ANNUAL CONTRIBUTIONS</b>										
State Highway Grant (80% of cost 5 Ton Highway T	1		120,000	0	0	0	0	0	0	0
<b>Total Other contributions</b>			\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net to Annual CIP Appropriations</b>			\$ 1,613,885	\$ 1,501,355	\$ 1,516,368	\$ 1,531,532	\$ 1,546,847	\$ 1,570,050	\$ 1,593,601	\$ 1,617,505
<b>ANNUAL APPROPRIATIONS</b>										
<b>POLICE DEPARTMENT</b>										
Building Enhancement			137,098		0	0	0	0	0	0
Garage/storageFacility			0	216,933	0	0	0	0	0	0
<b>Sub-Total</b>		\$0	\$137,098	\$216,933	\$0	\$0	\$0	\$0	\$0	\$0
<b>FIRE DEPARTMENT</b>										
Fire Apparatus	2	73,757	0	0	0	0	0	0	0	0
Ambulance Replacement			0	75,000	110,000	0	0	0	0	0
Engine 3 Replacement			135,108	208,865	208,865	0	0	0	0	0
Breathing Apparatus Rpl.			0	0	208,000	0	0	0	0	0
Mobile Data Terminal's			0	0	0	63,000	0	0	0	0
Ladder Truck Replacement			0	320,000	320,000	320,000	0	0	0	0
<b>Sub-Total</b>		\$73,757	\$135,108	\$603,865	\$846,865	\$383,000	\$0	\$0	\$0	\$0
<b>TOWN</b>										
Expand Griffin park			200,000	0	0	0	0	0	0	0
<b>COMMUNITY DEVELOPMENT DEPT</b>										
Sewer Study			65,000	0	0	0	0	0	0	0
<b>Sub-Total</b>		\$0	\$265,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>HIGHWAY AGENT</b>										
Road Improvements		-	330,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
5 Ton Dump			150,000	0	0	0	0	0	0	0
5 Ton Dump			0	0	150,000	0	0	0	0	0
Front End Loader			120,000	0	0	0	0	0	0	0
<b>Sub-Total</b>		\$0	\$600,000	\$350,000	\$500,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000

TOWN OF WINDHAM, NH

CIP FY 2011 - 2018 Appropriation Chart (Detail)

	Notes	CRF Balances	2011	2012	2013	2014	2015	2016	2017	2018
<b>ANNUAL APPROPRIATIONS (continued)</b>										
<b>LIBRARY</b>										
Arch. Design & Management	3	24,814	0	0	0	0	0	0	0	0
<b>Sub-Total</b>		\$24,814	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>RECREATION</b>										
Spruce Pond			171,679	78,321	0	0	0	0	0	0
Expand Nashua Road fields			0	0	0	150,000	0	0	0	0
<b>Sub-Total</b>		-	\$171,679	\$78,321	\$0	\$150,000	\$0	\$0	\$0	\$0
<b>SCHOOL DEPARTMENT</b>										
School Septic	4	1,641	0	0	0	0	0	0	0	0
School -Paving/Parking Area	5	51,370	0	0	0	0	0	0	0	0
School-Bldg & Grounds maint	6	134,710	0	0	0	0	0	0	0	0
Architect/Engineering Fees			140,000	0	0	0	0	0	0	0
Capital Reserve			165,000	250,000	150,000	500,000	500,000	500,000	500,000	500,000
<b>Sub-Total</b>		\$187,721	\$305,000	\$250,000	\$150,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
<b>TOTAL ANNUAL APPROPRIATIONS</b>			<b>\$1,613,885</b>	<b>\$1,499,119</b>	<b>\$1,496,865</b>	<b>\$1,383,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$850,000</b>
<b>VARIANCE</b>			<b>\$ 0</b>	<b>\$2,236</b>	<b>\$19,503</b>	<b>\$148,532</b>	<b>\$696,847</b>	<b>\$720,050</b>	<b>\$743,601</b>	<b>\$767,505</b>
<b>OTHER ANNUAL APPROPRIATIONS</b>										
Primary High School Bond			3,020,687	2,923,937	2,282,718	2,727,031	2,620,250	2,524,250	1,840,250	1,840,250
Secondary High School Bond			425,100	408,225	389,475	370,256	350,569	330,881	311,194	311,194
<b>Total Payments</b>			\$ 3,445,787	\$ 3,332,162	\$ 2,672,193	\$ 3,097,287	\$ 2,970,819	\$ 2,855,131	\$ 2,151,444	\$ 2,151,444
<b>Total cost per thousand town valuation</b>			<b>1.73</b>	<b>1.66</b>	<b>1.32</b>	<b>1.52</b>	<b>1.44</b>	<b>1.36</b>	<b>1.00</b>	<b>1.00</b>

**TOWN OF WINDHAM, NH**

**CIP FY 2011-2018 Footnotes**

**Other CIP Annual Contributions:**

**Capital Reserve Fund:**

- 1 Required 80% funding from State of NH to purchase 5 ton dump truck
- 2 CRF balance remaining in Fire Department to be used as a portion of the lease cost to purchase Engine 3 replacement
- 3 Unexpended CIP funds from prior years
- 4 Unexpended CIP funds from prior years. CIP sub-committee recommends re-allocating to building maintenance CRF fund.
- 5 Unexpended CIP funds from prior years. CIP sub-committee recommends re-allocating to building maintenance CRF fund.
- 6 Unexpended CIP funds from prior years. CIP sub-committee recommends re-allocating to building maintenance CRF fund.

**TAX VALUATION PROJECTION**

PROPERTY VALUATION	% Incr.	YEAR	PROJECTED CIP TAX RATE	\$
				AVAILABLE
\$1,981,937,270		2010	\$0.75	\$1,486,453
\$1,991,846,956	0.5	2011	\$0.75	\$1,493,885
\$2,001,806,191	0.5	2012	\$0.75	\$1,501,355
\$2,021,824,253	1.0	2013	\$0.75	\$1,516,368
\$2,042,042,496	1.0	2014	\$0.75	\$1,531,532
\$2,062,462,921	1.0	2015	\$0.75	\$1,546,847
\$2,093,399,864	1.5	2016	\$0.75	\$1,570,050
\$2,124,800,862	1.5	2017	\$0.75	\$1,593,601
\$2,156,672,875	1.5	2018	\$0.75	\$1,617,505