

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 2013-2020 PLAN
WINDHAM,
NEW HAMPSHIRE**

**Presented to the Windham Planning Board
October 17, 2012**

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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. During the last year the Windham Planning Board completed a Benchmark Review of the 2005 Master Plan. No alterations were made to the 2005 Master Plan report. 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:

JUNE	Appoint new members and organize for the coming year.
JULY	Request written capital project proposals from town departments and School Board.
AUGUST/SEPT	Meet with all departments and committees to discuss their capital needs.
SEPTEMBER	Meet to review submitted capital projects and develop the plan.
OCTOBER/NOV	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 \$40,000. In previous years the minimum amount for a capital request was \$50,000. The amount was reduced this year.

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 \$40,000 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 2012 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.

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

B. Year 2013 Available Capital Improvement Funds

The CIP Sub-Committee used the official tax valuation less utilities figure for 2011 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 2012 the town valuation figure was set at \$2,026,589,370.

To compute the available CIP funds for year 2013, the sub-committee used the actual 2012 valuation and applied a 0.5% increase to reach \$2,036,722,317 as an estimated tax valuation figure. For FY 2013-2020 planning, the sub-committee estimated available CIP funds using a range of increases each year to determine the valuation figures for the subsequent 2014 – 2020 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 (2013 in this plan).

III. CIP FY 2013 Plan

FUNDING AMOUNTS

2012 Actual Town Tax Valuation Less Utilities	\$2,026,589,370
2013 Estimated Town Tax Valuation less Utilities with 0.5% estimated growth	\$2,036,722,317
CIP funding at \$0.75 per thousand of 2013 Estimate	\$ 1,527,542
Other CIP Contributions:	
Searles Special Revenue Fund	\$ 12,064
State Highway Grant	\$ 240,000
Searles Bond	\$ 100,958
 TOTAL AVAILABLE CIP FUNDING FOR 2013	 \$ 1,880,564
 FIXED CIP OBLIGATIONS FOR 2013	
Searles Bond	\$ 12,064
Fire Truck Financing	\$ 198,423
 REMAINING CIP FUNDS AVAILABLE FOR REQUESTED PROJECTS	 \$ 1,670,077

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IV. CIP FY 2013 – 2020 Appropriations Chart

CIP FY 2013 - 2020 Appropriation Chart (Summary)

Notes	CRF Balances	2013	2014	2015	2016	2017	2018	2019	2020
CIP Projected Availability		\$1,527,542	\$1,535,179	\$1,550,531	\$1,566,037	\$1,581,697	\$1,605,422	\$1,629,504	\$1,653,946
Fixed CIP Obligations									
Searles Bond (2004-2013)	1		12,064						
Searles Bond (2014-2023)	2			12,000	12,000	12,000	12,000	12,000	12,000
Engine 3 Replacement	3		198,423						
Total Fixed Obligations		\$210,487	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Effective Availability Other		\$1,317,055	\$1,523,179	\$1,538,531	\$1,554,037	\$1,569,697	\$1,593,422	\$1,617,504	\$1,641,946
Other CIP Annual Contributions		-	353,022	12,000	12,000	12,000	12,000	12,000	12,000
Net to Annual Appropriations	\$ -	\$ 1,670,077	\$ 1,535,179	\$ 1,550,531	\$ 1,566,037	\$ 1,581,697	\$ 1,605,422	\$ 1,629,504	\$ 1,653,946
Annual Appropriations									
POLICE DEPARTMENT	-	61,252	0	0	0	0	0	0	0
FIRE DEPARTMENT	-	202,867	800,000	950,000	70,000	230,000	0	0	1,500,000
HIGHWAY AGENT	-	600,000	390,000	555,000	450,000	485,000	520,000	710,000	1,100,000
LIBRARY	24,872	0	0	0	0	0	0	0	0
IT/GIS DEPARTMENT	-	75,000	0	0	0	0	0	0	0
SEARLES HISTORIC COMMITTEE	-	100,958	12,000	12,000	12,000	12,000	12,000	12,000	12,000
SOLID WASTE MANAGEMENT	-	0	80,000	0	0	0	0	0	0
RECREATION	-	0	250,000	0	0	0	0	0	0
SCHOOL DEPARTMENT	196,864	630,000	0	0	0	0	0	0	0
Total Annual Appropriations		\$ 1,670,077	\$ 1,532,000	\$ 1,517,000	\$ 532,000	\$ 727,000	\$ 532,000	\$ 722,000	\$ 2,612,000
Variance		(\$0)	\$3,179	\$33,531	\$1,034,037	\$854,697	\$1,073,422	\$907,504	(\$958,054)

CIP FY 2013 - 2020 Appropriation Chart (Details)

Notes	CRF Balances	2013	2014	2015	2016	2017	2018	2019	2020
Effective Availability Other		\$ 1,317,055	\$ 1,523,179	\$ 1,538,531	\$ 1,554,037	\$ 1,569,697	\$ 1,593,422	\$ 1,617,504	\$ 1,641,946
OTHER CIP ANNUAL CONTRIBUTIONS									
Searles Special Revenue Fund	4	4,000	12,064	12,000	12,000	12,000	12,000	12,000	12,000
State Highway Grant (80% of cost Snow Rmvl)	5		240,000						
Searles Bond	6		100,958						
Total Other contributions		\$ 353,022	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Net to Annual CIP Appropriations		\$ 1,670,077	\$ 1,535,179	\$ 1,550,531	\$ 1,566,037	\$ 1,581,697	\$ 1,605,422	\$ 1,629,504	\$ 1,653,946
ANNUAL APPROPRIATIONS									
POLICE DEPARTMENT									
Mobile Communications		61,252	0	0	0	0	0	0	0
Sub-Total		\$61,252	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FIRE DEPARTMENT									
Breathing Apparatus Rpl.		202,867	200,000						
2008 Ambulance Replacement			600,000						
1994 Engine-2 Replacement									
Mobil Data, Terminal & Software					70,000				
Ambulance Replacement						230,000			
1980 Ladder 1 Replacement (Quint)				950,000					
Substation									1,500,000
Sub-Total		\$0	\$202,867	\$800,000	\$950,000	\$70,000	\$230,000	\$0	\$0
HIGHWAY AGENT									
Road Improvements	-	300,000	390,000	420,000	450,000	485,000	520,000	560,000	600,000
Snow Removal Equipment		300,000							
Front End Loader				135,000					
Wood Chipper									
1 Ton Dump/Pickup Truck Replacement								50,000	
Small Track Excavator								100,000	
5 Ton Dump Truck Replacement									100,000
5 Ton Dump Truck Replacement									200,000
5 Ton Dump Truck Replacement									200,000
Sub-Total		\$0	\$600,000	\$390,000	\$555,000	\$450,000	\$485,000	\$520,000	\$710,000

CIP FY 2013 - 2020 Appropriation Chart (Details)

Notes	CRF Balances	2013	2014	2015	2016	2017	2018	2019	2020	
ANNUAL APPROPRIATIONS (continued)										
LIBRARY										
	Arch. Design & Management	7	24,872							
	Sub-Total		\$24,872	\$0	\$0	\$0	\$0	\$0	\$0	
IT/GIS DEPARTMENT										
	System Replacement		75,000							
	Sub-Total		\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	
SEARLES HISTORIC COMMITTEE										
	Searles School & Chapel Improvements		100,958	12,000	12,000	12,000	12,000	12,000	12,000	
	Sub-Total		\$0	\$100,958	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	
SOLID WASTE MANAGEMENT										
	Wheel Loader			80,000						
	Sub-Total		-	\$0	\$80,000	\$0	\$0	\$0	\$0	
RECREATION										
	Spruce Pond			250,000						
	Sub-Total		-	\$0	\$250,000	\$0	\$0	\$0	\$0	
SCHOOL DEPARTMENT										
	Repair/Replace Septic	8	1,645							
	Paving/Parking Repair	9	27,170							
	Bldg Roof Repair/Replace	10	168,049							
	Addition of Capacity at Middle School Level		630,000							
	Sub-Total		\$196,864	\$630,000	\$0	\$0	\$0	\$0	\$0	
TOTAL ANNUAL APPROPRIATIONS			\$1,670,077	\$1,532,000	\$1,517,000	\$532,000	\$727,000	\$532,000	\$722,000	\$2,612,000
VARIANCE			(\$0)	\$ 3,179	\$33,531	\$1,034,037	\$854,697	\$1,073,422	\$907,504	(\$958,054)
OTHER ANNUAL APPROPRIATIONS										
	Primary High School Bond		3,601,188	3,499,531	3,388,250	3,292,250	2,350,250	2,282,250	2,214,250	2,146,250
	Secondary High School Bond		501,975	482,756	463,069	443,381	423,694	399,138	379,713	360,250
	State Building Aid Received (Offset)		(886,500)	(885,000)	(880,500)	(880,500)	(622,500)	(621,000)	(621,000)	(510,000)
	Total Payments		\$ 3,216,663	\$ 3,097,288	\$ 2,970,819	\$ 2,855,131	\$ 2,151,444	\$ 2,060,388	\$ 1,972,963	\$ 1,636,250
	Total cost per thousand town valuation		1.58	1.51	1.44	1.37	1.02	0.96	0.91	0.74

CIP FY 2013-2020 Footnotes

Fixed CIP Obligations:

- 1 Represents 10 year bond (2004 - 2013) of \$100,000 at 4% for renovations of Searle's chapel west room.
- 2 Represents 10 year bond (2014 - 2023) of \$100,000 at 2.7% for Searles School & Chapel improvements.
- 3 Fire truck financing at 1.46% interest over two years.

Other CIP Annual Contributions:

- 4 Represents rental revenue from Searle's Chapel.
- 5 Required 80% funding from State of NH to purchase Snow Removal Equipment.
- 6 Anticipated Bond for Searles School & Chapel improvements.

Capital Reserve Fund:

- 7 Unexpended CIP funds from prior years.
- 8 Unexpended CIP funds from prior years.
- 9 Unexpended CIP funds from prior years.
- 10 Unexpended CIP funds from prior years.

TAX VALUATION PROJECTION

PROPERTY VALUATION	% Increase	YEAR	PROJECTED CIP TAX RATE	\$ AVAILABLE
\$2,026,589,370		2012	\$0.75	\$1,519,942
\$2,036,722,317	0.5	2013	\$0.75	\$1,527,542
\$2,046,905,928	0.5	2014	\$0.75	\$1,535,179
\$2,067,374,988	1.0	2015	\$0.75	\$1,550,531
\$2,088,048,738	1.0	2016	\$0.75	\$1,566,037
\$2,108,929,225	1.0	2017	\$0.75	\$1,581,697
\$2,140,563,163	1.5	2018	\$0.75	\$1,605,422
\$2,172,671,611	1.5	2019	\$0.75	\$1,629,504
\$2,205,261,685	1.5	2020	\$0.75	\$1,653,946

V: Requested Capital Projects and Action Taken

A. Police Department

Project Title: Mobile Communications

Proposed by: Chief Gerald Lewis

Estimated Cost: \$61,292 funding in FY 2012

Proposal: Replacement of 12 mobile radios which are used in all Police Department vehicles as well as the replacement of five Mobile Data Terminals (MDT) of which five are utilized in marked vehicles and an additional two MDTs. The mobile radios are 15 years old, are no longer supported by the manufacturer and have reached the end of their life cycle. Because of the need to ensure around the clock communications and maintain officer safety it is critical that the radios and communication system remain technologically current, operational and uninterrupted at all times.

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification of I (Urgent) with funding of \$61,292 in FY 2013.

B. Fire Department

Project Title: Self Contained Breathing Apparatus (SCBA) Replacement

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$202,867 FY2013

Proposal: This proposal was approved by voters in 2011 subject to receipt of a grant which was not received and which is therefore being renewed. The department currently utilizes 23 Scott SCBAs. The current models purchased in 2002 are deficient in meeting the 2007 edition of NFPA 1981 standards by lacking Rapid Intervention Team (RIT) connectivity as well as inadequate Chemical, Biological, Radiological, Nuclear, Environmental (CBRNE) protection. The current models are not capable of being retrofitted to meet the standards. The new models will be capable of, and will include, upgrading to new NFPA standards anticipated in the next few years. The plan is to replace the 23 current units, as well as to acquire a fit-tester and calibrator for CBRNE. Currently a 95/5 % grant has been applied for. It is hoped that only \$10,143 will need to be paid by the town, with the 95% balance to be paid by federal grant, should it be awarded. This apparatus was described as critical for firefighters working in environmentally hazardous conditions and required to meet current standards. For this reason the request is not being made contingent upon receiving the federal grant.

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

Comments: The CIP Sub-Committee recommended that once equipment is purchased that replacement be phased over a number of years to avoid a costly replacement bill to replace all 23 in the future.

Project Title: 2008 Ambulance Replacement

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$200,000 Requested for 2013

Proposal: 2013 Replacement of Ambulance-2008 for \$200,000.00 based on Town Vehicle replacement policy

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification of II (Necessary) with funding in FY 2014.

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.

Fire Department (Cont'd)

Project Title: Engine-2 (1994 E-One)

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$600,000 Requested for 2014

Proposal: A scheduled rotation of the Fire Department fleet is safe and cost effective. Given the age and maintenance costs required to keep them in service the department recommends replacement. The current engine does not work well on our roads because of the turning radius as this engine was built on a Freightliner chassis.

CIP Recommendation: The CIP Sub-committee assigned the request a Classification III (Desirable) with funding of \$600,000 in FY 2014.

Project Title: Mobile Data Terminals, Hardware and Software

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$70,000 FY2016

Proposal: Installation of an integrated mobile data system in fire apparatus allows for timely and efficient delivery of information to first responders. The equipment would provide electronic mapping for first responders, "best route" information, site-specific information including warning of recorded hazardous materials on site as well as electronic location mapping of vehicles to ensure efficient assignment of vehicles to different incidents.

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification III (Desirable) with funding in FY 2016.

Project Title: Ambulance Replacement

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$230,000 Requested for 2017

Proposal: Ambulance Replacement in FY 2017 for \$230,000 based on Town Vehicle replacement policy

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification of III (Desirable) based on the timing of this request with funding in FY 2017.

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: Ladder-1 (1980 Spartan) 100' Aerial Replacement with a 'Quint' (combination pump, tank, fire hose aerial device and ground ladder)

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$950,000 Requested for 2015

Proposal: A scheduled rotation of the Fire Department fleet is safe and cost effective. Given the age and maintenance costs required to keep them in service the department recommends replacement. The Ladder is proposed to be replaced with a 'Quint' which more effectively utilizes manpower and is shorter in length than the ladder truck and can thus maneuver in tighter areas.

CIP Recommendation: The CIP Sub-committee assigned the request a Classification III (Desirable) with funding of \$950,000 in FY2015.

Fire Department (Cont'd)

Project Title: Public Safety Sub- Station

Proposed by: Chief Thomas L. McPherson

Estimated Cost: \$1,500,000.00 Requested year 2018

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 reconstruction of Exit 3 and widening of I-93 with increasing traffic will impact this study. In summary, the Fire Department believes that a sub-station will be needed in the future to meet the life safety needs of the community.

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification V (Premature) with funding suggested in FY 2020 to allow for the necessary study and planning for a complete proposal and full consideration by the CIP Sub-Committee.

Comments: Prior CIP Sub-committees have requested a study be performed to justify funding of this request. The requested research and planning is not yet complete in terms of response time and determination of a location and size that would improve response times for the most residents.

C. Highway Department

Project Title: Roads

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$3,725,000 Years 2013-2020

Proposal: This is an ongoing request to provide funding to rebuild roads throughout Windham. Funding would help to improve drainage, infrastructure (both to improve conditions for daily travel and a reduction of plowing problems), and paving reclamation. If the Highway Department completes all projects proposed, they will exceed 2+ miles of repairs and repaving work. However, this only represents half of where it should be annually. The average should be 4 miles per year.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$300,000.00 in FY2013, \$390,000 in FY2014, \$420,000 in FY2015, \$450,000 in FY2016, \$485,000 in FY2017, \$520,000 in FY2018, \$560,000 in FY2019, and \$600,000 in FY2020.

Project Title: Snow Removal Equipment

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$300,000 in Year 2013

Proposal: The Highway Department has requested snow removal equipment (including trucks and equipment) necessary to reduce salt use on Windham roads. The equipment could also be used throughout the year on other highway projects. The equipment is eligible for an 80% grant reimbursement through the Salt Ed Outreach Program. This is a federally sponsored program to help reduce chloride use on roads. Funds are in place at the state level.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$300,000 in FY2013. However, the acquisition is contingent upon the Town receiving the 80% grant. Grant monies are shown in the plan under CIP Annual Contributions.

Highway Department (Cont'd)

Project Title: Front End Loader

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$135,000 in Year 2014

Proposal: To purchase a front end loader for year round uses. This will be a replacement of the current loader.

CIP Recommendation: The sub-committee assigned a Classification III (Desirable) with funding in FY 2015.

Project Title: Wood Chipper

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$50,000 in Year 2015

Proposal: To purchase a wood chipper to do tree and brush work for normal maintenance and to deal with storm damage.

CIP Recommendation: The sub-committee assigned a Classification IV (Deferrable) with funding in FY 2019.

Project Title: One Ton Dump/Pickup Truck Replacement

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$100,000 in Year 2016

Proposal: For scheduled replacements with the existing trucks going to other departments if needed or will be auctioned off.

CIP Recommendation: The sub-committee assigned a Classification IV (Deferrable) with funding in FY 2019.

Project Title: Small Track Excavator

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$100,000 in Year 2017

Proposal: To purchase a small track excavator for multiple uses including ongoing roadside duties (shoulder repairs and shimming), treatment of swale and detention pond maintenance, culvert work, and basin work or repairs.

CIP Recommendation: The sub-committee assigned a Classification IV (Deferrable) with funding in FY 2020.

Project Title: Five Ton Truck Replacement

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$200,000 in Year 2018

Proposal: For a scheduled replacement of an existing truck. The cost is for a complete replacement. This amount may be reduced if the attached equipment, on the current vehicle, is in condition.

CIP Recommendation: The sub-committee assigned a Classification IV (Deferrable) with funding in FY 2020.

Project Title: Five Ton Truck Replacement

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$200,000 in Year 2020

Proposal: For a scheduled replacement of an existing truck. The cost is for a complete replacement. This amount may be reduced if the attached equipment, on the current vehicle, is in condition.

CIP Recommendation: The sub-committee assigned a Classification V (Premature) with funding in FY 2020.

D. IT/GIS Department

Project Title: Systems Replacement

Proposed by: Eric DeLong, IT/GIS Director

Estimated Cost: \$75,000 FY2013

Proposal: The IT/GIS application for \$75,000 to replace and upgrade existing systems in all town offices including Fire and Police was based on an independent Network Assessment conducted by AdminInternet and endorsed unanimously by the Windham Technical Analysis Committee (TAC). The funds requested will be applied to purchasing two servers - one to be housed at the Nesmith Library and the other at Windham Police Station. Servers will be set up to backup each other automatically, with additional tools to remotely monitor security issues, downtime and system failures. The existing desktop PCs are antiquated and will be replaced with 50 faster more efficient systems which will decrease hardware support, operating system diversity and repairs. The servers will be virtualized to support the less expensive thin clients at the user end and will connect to the server to run applications, instead of running them locally. The funding will also be applied to the gradual phasing in of the new systems, testing, support and training of the users.

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

E. Searles Historic Commission

Project Title: Searles School & Chapel Improvements

Proposed by: Marion Dinsmore and Peter Griffin

Estimated Cost: \$100,958 FY2013

Proposal: Searles School and Chapel is the only building in town that has the distinction of being on the National Register of Historic Places. It is used for meetings and functions by the town as well as private weddings and parties. The rentals produce approximately ten to fifteen thousand dollars of income per year. The request for \$100,918 will be used for interior and exterior repairs and improvements. A ten year bond will provide the funding for this request and the bond payments will be covered by the rental income. This will be at no cost to the taxpayers. The current ten year bond for the West Room repairs will be paid off in 2013. The new repairs and improvements will bring in more rentals and revenue as well as historically preserve the building for future use.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding in FY 2013.

F. Solid Waste Management

Project Title: Wheel Loader

Proposed by: David Poulson

Estimated Cost: \$80,000 FY2013

Proposal: For replacement of the 2006 JCB wheel loader. The loader is a vital piece of equipment at the Transfer Station. Without a loader, the waste streams cannot be moved or loaded into trailers. The recommended replacement timeframe for a loader is approximately eight years. The plan is to purchase another matching loader to the 2009 Takeuchi to reduce operating and maintenance costs due to common parts, service and maintenance.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding in FY 2014.

G. Recreation Committee

Project Title: Sports Facility (Spruce Pond)

Proposed by: Cheryl Haas on behalf of the Recreation Committee

Estimated Cost: \$250,000 FY2013

Proposal: The proposal is to construct recreation fields on land off Route 28 adjacent to Spruce Pond residential development (Tax Map Sheet 3-B Lot 601). This is a repeat request for phase one (of a two-phase project) of the Spruce Pond Field Project. Phase one is a rectangular multi-use field which is approximately 330' x 240.' Over the years, the participation in youth sports has increased significantly in Windham leading to scheduling conflicts and lack of maintenance to fields. All permits and approvals are in place.

CIP Recommendation: The CIP Sub-Committee gave this project a Classification III (Desirable) with funding in FY2014.

H. Windham School District

Project Title: Funds to Add Capacity to our Schools at the Point of Middle School

Proposed by: Stephanie Wimmer on behalf of the Windham School Board

Estimated Cost: \$1,000,000 in FY2013

Proposal: Due to significant Town population growth and consequent student population growth over the last decade, Windham's K-8 schools are operating well beyond their educational capacity. At present, the District is short over 20 classrooms and corresponding core space (gymnasium, cafeteria, media centers, etc.) relative to what is required to deliver a curriculum to our 2,700 plus students consistent with educational best practices. This equates to space for approximately 400-450 students (depending on class sizes) and only meets our current needs, not those required to adequately accommodate our projected growth. Projected student population is up to approximately 3,100 students over the next 10-15 years.

The School Board is in agreement that the first and highest impact step is resolving capacity and facility issues at the Middle School level. Multiple Facilities Committees/Studies have come to the same conclusion. By adding capacity at the point of Middle School, two objectives are achieved: 1) relieve overcrowding throughout the K-8 system as the added capacity will have a trickledown effect, and 2) make Windham Middle School an approved middle school by providing the necessary lab and technology facilities.

It is the School Board's expectation that a warrant article seeking to expand capacity at the middle school level will be presented to voters in March of 2013. Due to changes in State Building Aid as well as the Town's experience in building Windham High School, the School Board will likely propose Architectural and Engineering (A&E) fees to voters in advance of a construction bond.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$630,000 in FY2013.

I. Departments/Committees with No Request Projects for the FY 2012-2019 CIP:

**Administration
Board of Selectmen
Library Trustees
Cable Advisory Department
Cable TV Department
Cemetery Trustees
Community Stewardship
Conservation Commission
Economic Development
Emergency Management
Housing Authority
Community Development
Local Energy Committee
Senior Center
Tax Assessor
Technical Advisory Board
Town Clerk
Treasurer**

APPENDIX A

2012 CIP SUB-COMMITTEE MEMBERSHIP

- ❖ Rob Gustafson - Chairman (Citizen Volunteer)
- ❖ Stephanie Wimmer - Vice-Chairman, School Board Representative
- ❖ Jennifer Simmons – Secretary (Citizen Volunteer)
- ❖ Bruce Breton - Board of Selectmen Representative
- ❖ Neelima Gogumalla – Member (Citizen Volunteer)
- ❖ Ruth-Ellen Post – Planning Board Member
- ❖ Carolyn Webber – Planning Board Member
- ❖ Bruce Anderson – Alternate School Board Representative
- ❖ Phil LoChiatto – Alternate Board of Selectmen Representative

APPENDIX B

PROJECT CLASSIFICATIONS

Department	Project	Year	Cost	Class									
				Class	Class	Class	Class	Class	Class	Class	Total	Avg.	
Police Dept	Mobile Communications	2013	84,600	1	1	1	1	1	1	1	1	7	1.00
Searles Historic Committee	Searles School & Chapel Improvements	2013	100,958	1	1	1	1	1	1	1	1	7	1.00
Fire Department	Breathing Aparatus Replacement	2013	202,867	1	1	1	1	1	1	1	1	7	1.00
School District	Addition of Capacity at Middle School Level	2013	1,000,000	1	1	1	2	1	1	1	1	8	1.14
Highway Department	Roads	2013	360,000	1	1	1	1	2	1	2	2	9	1.29
IT/GIS Dept	System Replacement	2013	75,000	2	1	1	1	3	2	1	1	11	1.57
Highway Department	Snow Removal Equipment	2013	300,000	2	2	2	1	2	2	2	2	13	1.86
Fire Department	2008 Ambulance Replacement	2013	200,000	2	2	2	2	2	2	2	2	14	2.00
Solid Waste Management Dept	Wheel Loader	2013	80,000	2	2	3	3	2	2	3	3	17	2.43
Fire Department	1994 Engine-2 Replacement	2014	600,000	2	2	2	3	4	3	2	2	18	2.57
Fire Department	Mobile Data Terminals	2016	70,000	3	3	3	3	3	3	3	3	21	3.00
Fire Department	2008 Ambulance Replacement	2017	230,000	3	3	3	3	3	3	3	3	21	3.00
Recreation	Spruce Pond	2013	250,000	3	3	3	4	3	2	3	3	21	3.00
Fire Department	1980 Ladder 1 Replacement (Quint)	2015	950,000	3	3	3	3	3	3	3	3	21	3.00
Highway Department	Front End Loader	2014	135,000	3	3	3	4	4	3	3	3	23	3.29
Highway Department	Wood Chipper	2015	50,000	4	4	4	4	4	4	4	4	28	4.00
Highway Department	1 Ton Dump/Pickup Truck Replacement	2016	100,000	4	4	4	4	4	4	4	4	28	4.00
Highway Department	Small Track Excavator	2017	100,000	5	5	4	4	5	4	5	5	32	4.57
Highway Department	5 Ton Dump Truck Replacement	2018	200,000	4	5	4	5	5	5	5	5	33	4.71
Highway Department	5 Ton Dump Truck Replacement	2020	200,000	5	5	5	5	5	5	5	5	35	5.00
Fire Department	Public Safety Sub-Station	2018	1,500,000	5	5	5	5	5	5	5	5	35	5.00