

A decorative graphic of a scroll with a black outline, featuring a vertical bar on the left side and a circular end on the right. The text is centered within the scroll.

**CAPITAL IMPROVEMENTS
PROGRAM
FY 2010-2017 PLAN
WINDHAM,
NEW HAMPSHIRE**

**Approved by the Windham Planning Board
November 18, 2009**

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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. 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/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 hold a public hearing

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 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 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 costs.

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 2010 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 were 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 2010 Available Capital Improvement Funds

The CIP Sub-Committee used the official tax valuation less utilities figure for 2009 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 2009 the town valuation figure minus exemption monies for veterans and other recognized groups, was set at \$2,259,536,670.

To compute the available CIP funds for year 2010, the sub-committee used the actual 2009 valuation and applied a 1.5% increase to reach \$2,293,429,720 as an estimated tax valuation figure. For FY 2010-2017 planning, the sub-committee estimated available CIP funds using a 1.5% increase each year in the town valuation figures. This year's CIP Sub-Committee looked at the current slow down in residential development and felt that a 1.5% figure creates a realistic future plan, while still being fiscally conservative and cautious.

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 costs should be removed from the core CIP plan. If not, the bond costs would exceed the allocated funding and preclude any funding for other needed projects.

The CIP Sub-Committee has adopted a CIP rate of \$.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 (2010 in this plan).

III. CIP FY 2010 Plan

A. FUNDING AMOUNTS

2009 Actual Town Tax Valuation Less Utilities	\$2,259,536,670
2010 Estimated Town Tax Valuation less Utilities at 1.5% estimated growth	\$2,293,429,720
CIP funding at \$.75 per thousand of 2010	\$ 1,720,072

Other CIP Contributions:

Searles Trust Fund	\$ 12,560
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TOTAL AVAILABLE CIP FUNDING FOR 2010	\$ 1,732,632
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B. FIXED CIP OBLIGATIONS FOR 2010

Searles Bond	12,560
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TOTAL FIXED OBLIGATIONS	\$ 12,560
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C. REMAINING CIP FUNDS FOR REQUESTED PROJECTS	\$ 1,720,072
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IV. CIP FY 2010 – 2017 Appropriations Chart (Summary)

Town of Windham

Capital Improvements Program FY 2010

CIP FY 2010 -2017 Appropriations Chart (Summary)

	Notes	CRF Balances*	2010	2011	2012	2013	2014	2015	2016	2017
CIP Projected Availability			\$1,720,072	\$1,745,873	\$1,772,061	\$1,798,642	\$1,825,622	\$1,853,006	\$1,880,801	\$1,909,013
Fixed CIP Obligations										
Searle's Bond	(1a)		12,560							
Total Fixed Obligations			\$12,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Effective Availability Other			\$1,707,512	\$1,745,873	\$1,772,061	\$1,798,642	\$1,825,622	\$1,853,006	\$1,880,801	\$1,909,013
Other CIP Annual Contributions			12,560							
Net to Annual Appropriations			\$ 1,720,072	\$ 1,745,873	\$ 1,772,061	\$ 1,798,642	\$ 1,825,622	\$ 1,853,006	\$ 1,880,801	\$ 1,909,013
Annual Appropriations										
FIRE DEPARTMENT		73,462	-	225,000	505,000	466,000	290,000	-	-	-
SELECTMEN			-	-	-	275,000	275,000	275,000	275,000	275,000
HIGHWAY AGENT		348,645	910,000	595,000	480,000	640,000	570,000	600,000	630,000	-
LIBRARY		24,715	-	-	-	-	-	-	-	-
RECREATION			-	225,000	225,000	-	-	-	-	-
SCHOOL DEPARTMENT			810,072	700,873	562,061	417,642	690,622	978,006	975,801	1,634,013
Total Annual Appropriations			\$ 1,720,072	\$ 1,745,873	\$ 1,772,061	\$ 1,798,642	\$ 1,825,622	\$ 1,853,006	\$ 1,880,801	\$ 1,909,013
Variance			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CIP FY 2010 - 2017 Appropriation Chart (Details)

	Notes	CRF Balances*	2010	2011	2012	2013	2014	2015	2016	2017
Effective Availability Other			\$ 1,707,512	\$ 1,745,873	\$ 1,772,061	\$ 1,798,642	\$ 1,825,622	\$ 1,853,006	\$ 1,880,801	\$ 1,909,013
OTHER CIP ANNUAL CONTRIBUTIONS										
Searle's Trust Fund	(1b)	9,000	12,560							
Total Other contributions			\$ 12,560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net to Annual CIP Appropriations			\$ 1,720,072	\$ 1,745,873	\$ 1,772,061	\$ 1,798,642	\$ 1,825,622	\$ 1,853,006	\$ 1,880,801	\$ 1,909,013
ANNUAL APPROPRIATIONS										
FIRE DEPARTMENT		73,462								
1992 Engine 3 (replacement)			-	225,000	225,000	-	-	-	-	-
1980 Ladder 1 & 1994 Engine 2 (Repl)			-	-	280,000	280,000	290,000	-	-	-
2006 Ambulance (Replacement)			-	-	-	186,000	-	-	-	-
Sub-Total			\$0	\$225,000	\$505,000	\$466,000	\$290,000	\$0	\$0	\$0
POLICE DEPARTMENT										
PD Building Enhancement			-	137,098	-	-	-	-	-	-
PD Garage, Parking and Driveway			-	-	-	216,993	-	-	-	-
Sub-Total			\$0	\$137,098	\$0	\$216,993	\$0	\$0	\$0	\$0
SELECTMEN										
New Town Hall			-	-	-	275,000	275,000	275,000	275,000	275,000
Sub-Total			\$0	\$0	\$0	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000
HIGHWAY AGENT		348,645								
Road Improvements			300,000	300,000	480,000	540,000	570,000	600,000	630,000	-
Salt shed			610,000	190,000	-	-	-	-	-	-
Front End Loader			-	105,000	-	-	-	-	-	-
Small Excavator			-	-	-	100,000	-	-	-	-
Sub-Total			\$910,000	\$595,000	\$480,000	\$640,000	\$570,000	\$600,000	\$630,000	\$0

CIP FY 2010 - 2017 Appropriation Chart (Details cont'd)

	Notes	CRF Balances*	2010	2011	2012	2013	2014	2015	2016	2017
ANNUAL APPROPRIATIONS (continued)										
LIBRARY		24,715	-	-	-	-	-	-	-	-
Sub-Total			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RECREATION										
Expand Nashua Road fields			-	-	-	-	-	-	-	-
Sports Facility (Spruce Pond)			-	225,000	225,000	-	-	-	-	-
Turf Field			-	-	-	-	-	-	-	-
Sub-Total			-	225,000	225,000	-	-	-	-	-
SCHOOL DEPARTMENT										
Architectural Study			160,000	240,000	-	-	-	-	-	-
CRF			650,072	460,873	562,061	417,642	690,622	978,006	975,801	1,634,013
Sub-Total			\$810,072	\$700,873	\$562,061	\$417,642	\$690,622	\$978,006	\$975,801	\$1,634,013
TOTAL ANNUAL APPROPRIATIONS										
			\$1,720,072	\$1,745,873	\$1,772,061	\$1,798,642	\$1,825,622	\$1,853,006	\$1,880,801	\$1,909,013
VARIANCE										
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER ANNUAL APPROPRIATIONS										
Primary High School Bond			3,117,438	3,020,687	2,923,937	2,282,718	2,727,031	2,620,250	2,524,250	1,840,250
Secondary High School Bond			436,946	425,100	408,225	389,475	370,256	350,569	330,881	311,194
Total Payments			\$ 3,554,384	\$ 3,445,787	\$ 3,332,162	\$ 2,672,193	\$ 3,097,287	\$ 2,970,819	\$ 2,855,131	\$ 2,151,444
Total cost per thousand town valuation			1.57	1.50	1.43	1.13	1.29	1.22	1.16	0.86

CIP FY 2010-2017 Footnotes

Fixed Obligations:

(1a) Represents 10 year bond (2004-2010) of \$100,000 at 4.5% for renovations of Searle's Chapel west room.

Other CIP Annual Contributions:

(1b)* Represents projected rental revenue from Searle's Chapel.

Capital Reserve Fund:

(*) The Capital Reserve Funds (CRF's), managed by the Trustees of the Trust Funds, are in the Town's "Concentration Acct."

TAX VALUATION PROJECTION

PROPERTY VALUATION	% Increase	YEAR	PROJECTED CIP TAX RATE	\$
				AVAILABLE
\$2,259,536,670		2009	\$0.75	\$1,694,653
\$2,293,429,720	1.5	2010	\$0.75	\$1,720,072
\$2,327,831,166	1.5	2011	\$0.75	\$1,745,873
\$2,362,748,633	1.5	2012	\$0.75	\$1,772,061
\$2,398,189,863	1.5	2013	\$0.75	\$1,798,642
\$2,434,162,711	1.5	2014	\$0.75	\$1,825,622
\$2,470,675,151	1.5	2015	\$0.75	\$1,853,006
\$2,507,735,279	1.5	2016	\$0.75	\$1,880,801
\$2,545,351,308	1.5	2017	\$0.75	\$1,909,013

V. Fixed Project Obligations

A. Historical Commission

Project Title: Searles Bond
Cost: \$12,560

Description: The final year payment of a 10 year bond taken by the Historic Commission to renovate the Searles Castle.

VI: Requested Capital Projects and Action Taken

A. Board of Selectmen

Project Title: New Town Hall

Proposed by: Dave Sullivan, Town Administrator

Estimated Cost: \$2,250,000 funding through 10 year borrowing

Proposal: As referenced in the 1995 Turner Group Plan, the original design for the Fellows Road complex created at the time included the new Police, Fire and Library buildings which were built. This plan included a new "Town Hall" to house the departments presently located in the 3 and 4 North Lowell Road historic building complex so that the departments could be in one, central location, providing better operational convenience for both staff and residents as well as providing more efficient utility usage. The building would be located at the back of the property opposite the Nesmith Library. The existing historic buildings on North Lowell Road would then be used for other purposes to be determined at a later date.

Primary discussions of estimates for the construction of the new town hall indicate a cost of approximately \$2,250,000 for a 15,000 square foot facility. This would include architectural and engineering work, construction costs of the building and construction of the driveway / parking lot.

CIP Recommendation: The CIP assigned this request a Classification III (Desirable) with bond funding beginning in FY 2013.

Comments: The CIP supports the community development goals.

B. Fire Department

Project Title: Ambulance-2006 (Replacement)

Proposed by: Chief Thomas L. McPherson

Estimated Cost: \$186,000.00 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 III (Desirable) with funding of \$186,000.00 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: \$450,000.00 Requested year 2010

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 II, (Necessary) with funding of \$450,000 in FY 2011-12 at \$225,000 in each year.

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.

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

Proposed by: Chief Thomas L. McPherson

Estimated Cost: \$850,000 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 "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 II (Necessary) with funding of \$850,000.00 in FY 2012 – 2014 in the amounts of \$280,000.00, \$280,000.00 & \$290,000.00.

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 with a versatile single piece apparatus.

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 below 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 V (Premature) with no funding in the CIP Plan.

Comments: Prior CIP Sub-committees have requested a complete study be performed prior to funding 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 sub station therefore this request is considered premature.

C. Police Department

Project Title: PD Building Enhancement

Proposed by: Chief Lewis

Estimated Cost: \$137,908 in Year 2010

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 II (Necessary) and funding is provided in 2011.

Comments: The sub-committee was in agreement that the existing conditions are sub-standard and this addition would be an 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 III (Desirable) with funding in FY 2013

Comments: The sub-committee would like more definitive plans presented in 2010.

D. Highway Agent

Project Title: Roads

Proposed by: Jack McCartney, Highway Agent

Dave Sullivan, Town Administrator

Estimated Cost: \$3,600,000 Years 2010-2016

Proposal: The road network continues to grow. However, proper funding to maintain these roads continues to lag behind. The town now has 100+ miles of road. With an average 25 year life cycle the town should be recycling 4 miles of road per year. At \$135.00 per foot cost for total rehabilitation and \$65.00 per foot for reclamation at total of \$1,800,000.00 per year is required to keep pace. There are 23 roads currently identified as needing repairs.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$300,000.00 in FY 2010.

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.

Project Title: Small Excavator

Proposed by: Jack McCartney, Highway Agent

Dave Sullivan, Town Administrator

Estimated Cost: \$100,000 in Year 2010

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 III (Desirable) with funding in FY 2013.

Comments: The CIP-subcommittee agrees that the continued maintenance of these items is necessary for the efficient operation of their intended functions and the highway department needs the equipment to maintain these designs.

Project Title: Front End Loader

Proposed by: Jack McCartney, Highway Agent

Dave Sullivan, Town Administrator

Estimated Cost: \$105,000 in Year 2011

Proposal: This will be 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: Salt Shed & Maintenance Facility
Proposed by: Jack McCartney, Highway Agent
Dave Sullivan, Town Administrator

Estimated Cost: \$625,000 in Year 2010

Proposal: In accordance with State and Federal requirements a Town salt shed will be a requirement. The current salt storage facility must be vacated by 2011. The location for the new facility will be adjacent to the existing waste treatment facility. The total cost of the proposed facility is approximately \$960,000.00. There is an existing reserve fund in the amount of \$348,645.00 leaving a balance required of \$611,355.00, which is less than the amount requested.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding in FY 2010 in the amount of \$420,000.00 and the remaining amount required after final design and costing in FY 2011.

Comments: The CIP Sub-Committee supports the creation of the new salt shed to meet the needs of the community.

Planning Board Recommendation: The Planning Board voted to increase the FY 2010 appropriation to \$610,000 in order to fully fund the project.

E. Windham School District

Project Title: Architectural Study

Proposed by: Donna Claremont, School District Business Administrator

Estimated Cost: \$400,000 FY 2010

Proposal: This request is for funding of fees for design and build planning. The plan is split in to four phases. Phase 1 – Assessment of existing buildings, Phase 2 – Refine options into a single proposed plan, Phase 3 – Design Development Plan and Phase 4 – Create supportive material. 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 split this request into two parts. The first part included Phases 1 & 2 and gave it a Classification I (Urgent) with funding in the amount of \$160,000.00 in FY2010. The second part is for Phases 3 & 4 and gave it a Classification I (Urgent) with funding in the amount of \$240,000.00 in FY 2011.

Comments: The CIP sub-committee recognizes the need for the facilities study however felt that the results and Town approval of Phases 1 & 2 will be needed to determine if Phases 3 & 4 will be required.

Project Title: Capital Reserve Funding (CRF)

Proposed by: Donna Claremont, School District Business Administrator

Estimated Cost: \$250,000 in FY 2010

Proposal: This proposal is to begin funding, on an annual basis, amounts that can be applied to the final costs of future facility needs and thereby reduce the final bond requirement when the total requirements are determined and approved for funding by the Town.

CIP Recommendation: The CIP subcommittee assigned a Classification I (Urgent) with funding in FY 2010 in the amount of \$840,072.00.

Comments: The CIP subcommittee recognizes the need for CRF funding to mitigate bond costs in the future. The amount funded is considerably higher than requested and is addressed in a **Section G – Discussion on Appropriations FY 2010**, page 15.

Planning Board Recommendation: The Planning Board voted to reduce this appropriation to \$650,072 in FY 2010 in order to fully fund the Salt Shed & Maintenance Facility for the Highway Department without increasing the tax burden.

F. Recreation Committee

Project Title: Expand Nashua Road Facilities

Proposed by: Recreation Committee

Estimated Cost: \$150,000 FY 2010

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 V (Premature). Funding does not appear in the FY 2010 – 2017 Appropriation Chart.

Comments: The general consensus of the CIP Sub-Committee was that this project should be postponed until a later date and will require further study and details.

Project Title: Turf Field

Proposed by: Recreation Committee

Estimated Cost: \$800,000 FY 2010

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 IV (Deferrable). Funding does not appear in the FY 20109 – FY 2017 Appropriations Chart.

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

Project Title: Sports Facility (Spruce Pond)

Proposed by: Recreation Committee

Estimated Cost: \$450,000 FY2010

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 \$350,000.00. All State and local permits have been approved. The property can be deeded at any time to the Town of Windham.

CIP Recommendation: The CIP Sub-Committee gave this project a Classification I (Urgent) with funding in FY 2011 – 2012, \$225,000.00 each year

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.

G. Discussion on Appropriations FY 2010

After deliberations were completed for this FY 2010 Plan the CIP Sub-committee was informed by the Board of Selectman that the Selectman in conjunction with the Town Manager had made the decision to maintain proposed capital spending for Town projects at the FY 2009 level of \$720,000.00.

The Selectman and Town Manager had met with department heads and it was agreed that those projects that had received a Classification I – Urgent and would have normally been funded in FY 2010 could now be adjusted to other years.

Specifically these projects are:

1. Roads – Funding reduced to \$300,000.00 from the requested \$360,000.00.
2. Salt Shed - \$420,000.00 funded in FY 2010 with the balance funded in FY 2011.
3. Front End Loader – Moved to FY 2011.

4. Sports Facility (Spruce Pond) – Moved to FY 2011 – FY 2012.

The CIP Sub-committee also decided that the FY 2010 appropriations would remain at the \$0.75 per thousand level. Therefore after maintaining the Selectman funding at \$720,000.00 and funding of the School Part 1 request in the amount of \$160,000.00, the remaining available funds of \$840,072 would be allocated to the CRF for future facility needs. This explains the increase in funding from the requested \$225,000.00.

This is intended to be a one year event and that future years will revert back to the normal process.

H. Departments/Committees with No Request Projects for the FY 2010-2017 CIP:

Library Trustees
Cable Advisory Department
Cable TV Department
Cemetery Trustees
Community Stewardship
Conservation Commission
Emergency Management
Housing Authority
Information Technology Department
Planning & Development Department
Senior Center
Tax Assessor
Technical Advisory Board
Town Clerk
Treasurer

APPENDIX A

2009 CIP SUB-COMMITTEE MEMBERSHIP

- ❖ Rick Okerman - Chairperson (Planning Board)
- ❖ Walter Kolodziej – Vice-Chairman (Planning Board)
- ❖ Rob Gustafson - Secretary (Citizen Volunteer)
- ❖ Jack Merchant - Member (Citizen Volunteer)
- ❖ Dennis Senibaldi – Member (Citizen Volunteer)
- ❖ Mike Hatem – School Board Representative
- ❖ Roger Hohenberger - Board of Selectmen Representative
- ❖ Galen Stearns – Alternate Selectman Member
- ❖ Bruce Anderson – Alternate School Board Representative

APPENDIX B

Project Classifications

Town of Windham -
CIP FY 2010 - 2017 Appropriations Chart
Individual Project Classifications

Class Range	Department	Project	Year	Cost									Class	
					Class	Rank	Class	Class	Class	Class	Class	Class	Total	Avg.
	Road Agent	Roads	2010-2016	\$3,600,000	1		1	1	1	1	1	1	7	1.00
	Road Agent	Salt Shed/Vehicle Maint Facility	2010	625,000	1		1	1	1	1	1	1	7	1.00
	School	Architectural Study	2010	160,000	1		1	1	1	1	1	1	7	1.00
	School	CRF	2010	250,000	1		1	1	2	1	1	1	8	1.14
	Road Agent	Front End Loader	2011	105,000	2		1	2	2	2	1	2	12	1.71
	School	Architectural Study	2011	240,000	2		2	2	2	2	2	1	13	1.86
	Recreation Comm.	Sports Facility (Spruce Pond)	2010	450,000	2		1	3	2	2	1	2	13	1.86
	Fire	1992 Engine 3 (Replacement)	2011	450,000	2		2	2	2	2	2	2	14	2.00
	Police	PD Building Enhancement	2010	137,098	2		2	3	2	2	2	1	14	2.00
	Fire	1980 Ladder 1 & 1994 Engine 2 (repl)	2012	850,000	4		6	2	2	2	2	2	20	2.86
	Road Agent	Small Excavator	2010	100,000	2		1	5	4	4	2	3	21	3.00
	Fire	2006 Ambulance (Replacement)	2013	186,000	3		3	3	3	3	3	3	21	3.00
	Police	PD Garage, Parking and Driveway	2011	216,993	3		3	3	3	3	4	2	21	3.00
	Town	New Town Hall	2011	2,250,000	3		2	6	2	4	3	2	22	3.14
	Recreation Comm.	Turf Field	2010	800,000	5		4	5	5	5	5	3	32	4.57
	Fire	Public Safety Sub-Station	2015	1,400,000	5		6	5	5	5	6	5	37	5.29