

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 2012-2019 PLAN
WINDHAM,
NEW HAMPSHIRE**

**Adopted by the Windham Planning Board
October 19, 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. 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 \$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.

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 2012 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 2011 the town valuation figure was set at \$2,010,118,370.

To compute the available CIP funds for year 2012, the sub-committee used the actual 2011 valuation and applied a 0.5% increase to reach \$2,020,168,962 as an estimated tax valuation figure. For FY 2012-2019 planning, the sub-committee estimated available CIP funds using a range of increases each year to determine the valuation figures for the subsequent 2013 – 2019 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 (2012 in this plan).

III. CIP FY 2012 Plan

FUNDING AMOUNTS

2011 Actual Town Tax Valuation Less Utilities	\$2,010,118,370
2012 Estimated Town Tax Valuation less Utilities with 0.5% estimated growth	\$2,020,168,962
CIP funding at \$0.75 per thousand of 2012 Estimate	\$ 1,515,127
Other CIP Contributions:	
Searles Special Revenue Fund	\$ 12,112
State Highway Grant	\$ 132,000
Assistance to Firefighters Grant	\$ 203,300
Assistance to Firefighters Grant	\$ 61,750
TOTAL AVAILABLE CIP FUNDING FOR 2012	\$ 1,924,289
FIXED CIP OBLIGATIONS FOR 2012	
Searles Bond	\$ 12,112
Fire Truck Financing	\$ 201,278
REMAINING CIP FUNDS AVAILABLE FOR REQUESTED PROJECTS	\$ 1,710,899

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IV. CIP FY 2012 – 2019 Appropriations Chart

CIP FY 2012 - 2019 Appropriation Chart (Summary)

Notes	CRF Balances	2012	2013	2014	2015	2016	2017	2018	2019
CIP Projected Availability		\$1,515,127	\$1,522,702	\$1,537,929	\$1,553,309	\$1,568,842	\$1,592,374	\$1,616,260	\$1,640,504
Fixed CIP Obligations									
Searles Bond	1	12,112	12,064						
Engine 3 Replacement	2	201,278	198,423						
Total Fixed Obligations		\$213,390	\$210,487	\$0	\$0	\$0	\$0	\$0	\$0
Effective Availability Other		\$1,301,737	\$1,312,216	\$1,537,929	\$1,553,309	\$1,568,842	\$1,592,374	\$1,616,260	\$1,640,504
Other CIP Annual Contributions		-	409,162	12,064	0	0	0	0	0
Net to Annual Appropriations		\$ -	\$ 1,710,899	\$ 1,324,280	\$ 1,537,929	\$ 1,553,309	\$ 1,568,842	\$ 1,592,374	\$ 1,640,504
Annual Appropriations									
POLICE DEPARTMENT		0	0	0	0	0	0	0	0
FIRE DEPARTMENT		279,000	475,000	660,000	0	0	0	200,000	1,400,000
SELECTMEN		105,870	0	0	0	0	0	0	0
HIGHWAY AGENT		615,000	100,000	350,000	350,000	350,000	350,000	350,000	350,000
LIBRARY	24,849	0	0	0	0	0	0	0	0
CONSERVATION	580,000	0	0	0	0	0	0	0	0
HISTORIC	-	0	0	0	0	0	0	0	0
RECREATION	-	0	250,000	0	0	150,000	0	800,000	0
SCHOOL DEPARTMENT	28,789	711,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Total Annual Appropriations		\$ 1,710,870	\$ 1,325,000	\$ 1,510,000	\$ 850,000	\$ 1,000,000	\$ 850,000	\$ 1,850,000	\$ 2,250,000
Variance		\$29	(\$720)	\$27,929	\$703,309	\$568,842	\$742,374	(\$233,740)	(\$609,496)

CIP FY 2012 - 2019 Appropriation Chart (Details)

Notes	CRF Balances	2012	2013	2014	2015	2016	2017	2018	2019
Effective Availability Other		\$ 1,301,737	\$ 1,312,216	\$ 1,537,929	\$ 1,553,309	\$ 1,568,842	\$ 1,592,374	\$ 1,616,260	\$ 1,640,504
OTHER CIP ANNUAL CONTRIBUTIONS									
Searles Special Revenue Fund	3	12,112	12,064						
State Highway Grant (80% of cost 5 Ton Hwy Truck	4	132,000	0	0	0	0	0	0	0
Assistance to Fire Fighters Grant (95% of Breathing	5	203,300	0	0	0	0	0	0	0
Assistance to Fire Fighters Grant (95% of Mobile Da	6	61,750	0	0	0	0	0	0	0
Total Other contributions		\$ 409,162	\$ 12,064	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net to Annual CIP Appropriations		\$ 1,710,899	\$ 1,324,280	\$ 1,537,929	\$ 1,553,309	\$ 1,568,842	\$ 1,592,374	\$ 1,616,260	\$ 1,640,504
ANNUAL APPROPRIATIONS									
POLICE DEPARTMENT									
No requests this year		0	0	0	0	0	0	0	0
Sub-Total		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FIRE DEPARTMENT									
Breathing Apparatus Rpl.		214,000	0	0	0	0	0	0	0
Mobil Data, Terminal & Software		65,000	0	0	0	0	0	0	0
Ladder-Aerial & Engine-2 Replacement		0	475,000	475,000	0	0	0	0	0
Ambulance Replacement		0	0	185,000	0	0	0	0	0
Ambulance Replacement		0	0	0	0	0	0	200,000	0
Substation		0	0	0	0	0	0	0	1,400,000
Sub-Total		\$0	\$279,000	\$475,000	\$660,000	\$0	\$0	\$200,000	\$1,400,000
SELECTMEN									
HVAC systems in three Town Buildings		105,870	0	0	0	0	0	0	0
Sub-Total		\$0	\$105,870	\$0	\$0	\$0	\$0	\$0	\$0
HIGHWAY AGENT									
Road Improvements		330,000	100,000	350,000	350,000	350,000	350,000	350,000	350,000
5 Ton Dump		165,000	0	0	0	0	0	0	0
Front End Loader		120,000	0	0	0	0	0	0	0
Sub-Total		\$0	\$615,000	\$100,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000

CIP FY 2012 - 2019 Appropriation Chart (Details)

	Notes	CRF Balances	2012	2013	2014	2015	2016	2017	2018	2019
ANNUAL APPROPRIATIONS (continued)										
LIBRARY										
Arch. Design & Management	7	24,849								
Sub-Total		\$24,849	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONSERVATION										
Land Fund	8	580,000	0	0	0	0	0	0	0	0
Sub-Total		\$580,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Heritage / Historic Commission(s)										
No requests this year			0	0	0	0	0	0	0	0
Sub-Total		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RECREATION										
Spruce Pond			0	250,000	0	0	0	0	0	0
Expand Nashua Road fields			0	0	0	0	150,000	0	0	0
Build Turf Field			0	0	0	0	0	0	800,000	0
Sub-Total		\$0	\$0	\$250,000	\$0	\$0	\$150,000	\$0	\$800,000	\$0
SCHOOL DEPARTMENT										
Repair/Replace Septic	9	1,644	0	0	0	0	0	0	0	0
Paving/Parking Repair	10	27,145								
Capital Reserve Fund			711,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Sub-Total		\$28,789	\$711,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
TOTAL ANNUAL APPROPRIATIONS			\$1,710,870	\$1,325,000	\$1,510,000	\$850,000	\$1,000,000	\$850,000	\$1,850,000	\$2,250,000
VARIANCE			\$29	(\$720)	\$27,929	\$703,309	\$568,842	\$742,374	(\$233,740)	(\$609,496)
OTHER ANNUAL APPROPRIATIONS										
Primary High School Bond			3,697,938	3,601,188	3,499,532	3,388,250	3,292,250	2,350,250	2,282,250	2,214,250
Secondary High School Bond			520,725	501,975	482,757	463,069	443,382	423,694	399,138	379,713
State Building Aid Received (Offset)			(962,987)	(962,987)	(885,189)	(856,077)	(830,361)	(616,596)	(596,023)	(576,590)
Total Payments		\$	\$ 3,255,676	\$ 3,140,176	\$ 3,097,100	\$ 2,995,242	\$ 2,905,271	\$ 2,157,348	\$ 2,085,365	\$ 2,017,373
Total cost per thousand town valuation			1.61	1.55	1.51	1.45	1.39	1.02	0.97	0.92

CIP FY 2012-2019 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 Fire truck financing at 1.46% interest over two years.

Other CIP Annual Contributions:

- 3 Represents rental revenue from Searle's Chapel.
- 4 Required 80% funding from State of NH to purchase 5 ton dump truck.
- 5 Required 95% funding from Assistance to Fire Fighters grant for Self Contained Breathing Apparatus.
- 6 Required 95% funding from Assistance to Fire Fighters grant for Mobile Data Terminals.

Capital Reserve Fund:

- 7 Unexpended CIP funds from prior years.
- 8 Unexpended CIP funds from prior years.
- 9 Unexpended CIP funds from prior years. CIP sub-committee recommends re-allocating to building maintenance CRF.
- 10 Unexpended CIP funds from prior years. CIP sub-committee recommends re-allocating to building maintenance CRF.

TAX VALUATION PROJECTION

PROPERTY VALUATION	%	YEAR	PROJECTED CIP TAX RATE	\$	
				AVAILABLE	
\$2,010,118,370		2011	\$0.75	\$1,507,589	
\$2,020,168,962	0.5	2012	\$0.75	\$1,515,127	
\$2,030,269,807	0.5	2013	\$0.75	\$1,522,702	
\$2,050,572,505	1.0	2014	\$0.75	\$1,537,929	
\$2,071,078,230	1.0	2015	\$0.75	\$1,553,399	
\$2,091,789,012	1.0	2016	\$0.75	\$1,568,842	
\$2,123,165,847	1.5	2017	\$0.75	\$1,592,374	
\$2,155,013,335	1.5	2018	\$0.75	\$1,616,260	
\$2,187,338,535	1.5	2019	\$0.75	\$1,640,504	

V: Requested Capital Projects and Action Taken

A. Board of Selectmen

Project Title: HVAC and Weatherization in Three Town Buildings

Proposed by: Al Barlow, Director of Maintenance and a member of the Local Energy Committee

Estimated Cost: \$105,870 funding in FY 2012

Proposal: The existing HVAC systems and weatherization serving the Town Hall is 21 years old, the major problem is with the duct work. The Bartley Building system has not changed in 30 years. These units are well over their life expectancy. The system in the Community Development Building is 10 years old. All the units have been well maintained by our Maintenance Department and because of that, they are not in critical need of replacement. Significant energy savings, along with great improvement to occupant comfort will be realized by replacement of these units and improved weatherization of these buildings. Since these units have all exceeded their useful life, replacement and weatherization improvements will decrease maintenance and fuel costs dramatically, and provide substantial savings to the town.

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification of II (Necessary) with funding of \$105,870 in FY 2012.

B. Fire Department

Project Title: Self Contained Breathing Apparatus (SCBA) Replacement

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$214,000 (\$10,700 Town portion) Requested year 2012

Proposal: The department currently utilizes 25 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 25 current units, adding 3 to cover all fire vehicle seats, as well as to acquire a fit-tester and calibrator for CBRNE. Currently a 95/5 % grant has been applied for, yielding the two estimated costs.

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification I (Urgent) with funding in FY 2012 for the town portion if the grant money is received.

Comments: The CIP Sub-Committee assigned the request Classification I with the assumption of receiving the grant applied for and the town being responsible for 5% of the cost. The members unanimously recommended that once equipment is purchased that replacement be phased over a number of years to avoid a costly replacement bill to replace all 28 in the future.

Project Title: Mobile Data Terminals, Hardware and Software

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$65,000 (\$3,250 Town Portion) Requested 2012

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. Currently a 95/5 % grant has been applied for, yielding the two estimated costs above.

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification II (Necessary) with funding in FY 2012 for the town portion if the grant money is received.

Comments: With growth in the town and surrounding towns, accompanied by an increasing road network and building stock, the CIP Sub-Committee supports the long range planning required to purchase this equipment.

Fire Department (Cont'd)

Project Title: Ladder-1 (1980 Spartan) 100' Aerial & Engine-2 (1994 E-One) Replacement with one new 'Quint' (combination pump, tank, fire hose aerial device and ground ladder)

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$950,000 Requested for 2013

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. These two older vehicles are proposed to be replaced with one vehicle 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 \$475,000 in FYs 2013 – 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. As part of this planning the Sub-committee recognizes that the Department postponed this request by one fiscal year to decrease the Fire Department requests for 2012 while still providing for the safety of the firefighters and townspeople.

Project Title: Ambulance Replacement (FY 2014)

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$185,000 Requested for 2014

Proposal: 2014 Replacement of Ambulance-2006 for \$185,000.00 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.

Project Title: Ambulance Replacement (FY2018)

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$200,000 Requested for 2018

Proposal: Ambulance Replacement in FY 2018 for \$200,000 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 2018.

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: 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 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 2019 to allow for the necessary study and planning for a complete proposal and full consideration by the CIP Sub-Committee.

Fire Department (Cont'd)

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
Dave Sullivan, Town Administrator**

Estimated Cost: \$2,540,000 Years 2012-2019

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 in FY 2012, \$100,000 in FY 2013 and \$350,000 in each of the FYs 2014 through 2019.

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: Front End Loader

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

Estimated Cost: \$120,000 in Year 2012

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

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding in FY 2012. 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: \$165,000 in Year 2012

Proposal: Replace a 1993 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 2012 in the amount of \$165,000 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.

D. Windham School District

Project Title: Capital Reserve Funding (CRF) to support the School Facilities Master plan

Proposed by: Adam Steel, School District Business Administrator

Estimated Cost: \$500,000 in FY 2012

Proposal: Voters have previously approved the development of a Master plan for the school district that looks at a variety of facility needs and provides long-term solutions for our school space planning needs. Our K-8 schools now face severe capacity issues and any long-term solutions to rectify will require a substantial capital investment by taxpayers to solve. By establishing a CRF this year (and each subsequent year as detailed in the 8 year plan) for the express purpose of funding the master plan “roadmap” we can save for this known expense in a cost efficient manner for tax payers.

CIP Recommendation: The CIP subcommittee assigned a Classification I (Urgent) with funding in the amount \$711,000 FY 2012 to establish this CRF.

NOTE: In addition to the FY 2012 allocation the CIP subcommittee also included in FYs 2013 through 2019 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 more than requested.

E. Recreation Committee

Project Title: Sports Facility (Spruce Pond)

Proposed by: Recreation Committee

Estimated Cost: \$250,000 FY2012

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 III (Desirable) with funding in FY 2013 in the amount of \$250,000.

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

Project Title: Expand Nashua Road Facilities

Proposed by: Recreation Committee

Estimated Cost: \$150,000 FY 2012

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 IV (Deferrable). Funding is in FY 2016.

Comments: The general consensus of the CIP Sub-Committee was that this proposal requires further study and details.

Recreation Committee (Cont'd)

Project Title: Turf Field

Proposed by: Recreation Committee

Estimated Cost: \$800,000 FY 2012

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 V (Premature with funding suggested in FY 2018 to allow for the necessary study and planning.

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.

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

Police Department

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

2011 CIP SUB-COMMITTEE MEMBERSHIP

- ❖ Rob Gustafson - Chairman (Citizen Volunteer)
- ❖ Kristi St. Laurent - Vice-Chairman, Planning Board Member
- ❖ Carolyn Webber – Planning Board Member
- ❖ Neelima Gogumalla – Secretary (Citizen Volunteer)
- ❖ Dennis Senibaldi – Member (Citizen Volunteer)
- ❖ Ed Gallagher – School Board Representative
- ❖ Phil LoChiatto - Board of Selectmen Representative
- ❖ Roger Hohenberger – Alternate Board of Selectmen Representative
- ❖ Jeff Bostic – Alternate School Board Representative

Appendix B

Project Classifications

Town of Windham, NH
 CIP FY2012-2019
 Individual Project Classifications

Department	Project	Year	Cost	Class						Class	
				Class	Class	Class	Class	Class	Class	Total	Avg.
Highway	Roads	2012	3,600,000	1	1	1	1	1	1	6	1.00
Highway	5 Ton Truck	2012	150,000	1	1	1	1	1	1	6	1.00
Windam School District	Capital Reserve Fund	2012	500,000	1	1	1	1	1	1	6	1.00
Fire Department	Breathing Aparatus Replacement	2012	214,000	1	1	1	1	1	1	6	1.00
Highway	Front End Loader	2012	120,000	2	2	2	2	2	1	11	1.83
Maintenance/Local Energy Com	HVAC systems in 3 Town Buildings	2012	105,870	2	2	2	2	2	2	12	2.00
Fire Department	Ambulance	2014	185,000	2	2	2	2	2	2	12	2.00
Fire Department	Mobil Data Terminals	2012	65,000	2	2	2	2	3	2	13	2.17
Fire Department	Ladder-Aerial & Engine-2 Replacement	2013	950,000	3	2	2	3	3	3	16	2.67
Recreation	Spruce Pond	2012	250,000	1	1	4	5	2	4	17	2.83
Fire Department	Ambulance Replacement	2018	200,000	3	3	3	4	3	3	19	3.17
Recreation	Nashua Road/Expand Field	2012	150,000	5	4	5	3	4	4	25	4.17
Recreation	Turf Field	2012	800,000	5	5	5	3	5	5	28	4.67
Fire Department	Public Safety Sub-Station	2015	1,400,000	5	5	5	5	5	5	30	5.00

Note: Only six members of the committee were present at the meeting to classify projects.

CIP FY 2012 - 2019 Appropriation Chart (Summary)

	Notes	CRF Balances	2012	2013	2014	2015	2016	2017	2018	2019
CIP Projected Availability			\$1,515,127	\$1,522,702	\$1,537,929	\$1,553,309	\$1,568,842	\$1,592,374	\$1,616,260	\$1,640,504
Fixed CIP Obligations										
Searles Bond	1		12,112	12,064						
Engine 3 Replacement	2		201,278	198,423						
Total Fixed Obligations			\$213,390	\$210,487	\$0	\$0	\$0	\$0	\$0	\$0
Effective Availability Other			\$1,301,737	\$1,312,216	\$1,537,929	\$1,553,309	\$1,568,842	\$1,592,374	\$1,616,260	\$1,640,504
Other CIP Annual Contributions		-	409,162	12,064	0	0	0	0	0	0
Net to Annual Appropriations		\$ -	\$ 1,710,899	\$ 1,324,280	\$ 1,537,929	\$ 1,553,309	\$ 1,568,842	\$ 1,592,374	\$ 1,616,260	\$ 1,640,504
Annual Appropriations										
POLICE DEPARTMENT		-	0	0	0	0	0	0	0	0
FIRE DEPARTMENT		-	279,000	475,000	660,000	0	0	0	200,000	1,400,000
SELECTMEN		-	105,870	0	0	0	0	0	0	0
HIGHWAY AGENT		-	615,000	100,000	350,000	350,000	350,000	350,000	350,000	350,000
LIBRARY		24,849	0	0	0	0	0	0	0	0
CONSERVATION		580,000	0	0	0	0	0	0	0	0
HISTORIC		-	0	0	0	0	0	0	0	0
RECREATION		-	0	250,000	0	0	150,000	0	800,000	0
SCHOOL DEPARTMENT		28,789	711,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Total Annual Appropriations			\$ 1,710,870	\$ 1,325,000	\$ 1,510,000	\$ 850,000	\$ 1,000,000	\$ 850,000	\$ 1,850,000	\$ 2,250,000
Variance			\$29	(\$720)	\$27,929	\$703,309	\$568,842	\$742,374	(\$233,740)	(\$609,496)

CIP FY 2012 - 2019 Appropriation Chart (Details)

	Notes	CRF Balances	2012	2013	2014	2015	2016	2017	2018	2019
Effective Availability Other			\$ 1,301,737	\$ 1,312,216	\$ 1,537,929	\$ 1,553,309	\$ 1,568,842	\$ 1,592,374	\$ 1,616,260	\$ 1,640,504
OTHER CIP ANNUAL CONTRIBUTIONS										
Searles Special Revenue Fund	3	5,000	12,112	12,064						
State Highway Grant (80% of cost 5 Ton Hwy T	4		132,000	0	0	0	0	0	0	0
Assistance to Fire Fighters Grant (95% of Breat	5		203,300	0	0	0	0	0	0	0
Assistance to Fire Fighters Grant (95% of Mobil	6		61,750	0	0	0	0	0	0	0
Total Other contributions			\$ 409,162	\$ 12,064	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net to Annual CIP Appropriations			\$ 1,710,899	\$ 1,324,280	\$ 1,537,929	\$ 1,553,309	\$ 1,568,842	\$ 1,592,374	\$ 1,616,260	\$ 1,640,504
ANNUAL APPROPRIATIONS										
POLICE DEPARTMENT										
No requests this year			0	0	0	0	0	0	0	0
Sub-Total			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FIRE DEPARTMENT										
Breathing Apparatus Rpl.			214,000	0	0	0	0	0	0	0
Mobil Data, Terminal & Software			65,000	0	0	0	0	0	0	0
Ladder-Aerial & Engine-2 Replacement			0	475,000	475,000	0	0	0	0	0
Ambulance Replacement			0	0	185,000	0	0	0	0	0
Ambulance Replacement			0	0	0	0	0	0	200,000	0
Substation			0	0	0	0	0	0	0	1,400,000
Sub-Total		\$0	\$279,000	\$475,000	\$660,000	\$0	\$0	\$0	\$200,000	\$1,400,000
SELECTMEN										
HVAC systems in three Town Buildings			105,870	0	0	0	0	0	0	0
Sub-Total		\$0	\$105,870	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HIGHWAY AGENT										
Road Improvements		-	330,000	100,000	350,000	350,000	350,000	350,000	350,000	350,000
5 Ton Dump			165,000	0	0	0	0	0	0	0
Front End Loader			120,000	0	0	0	0	0	0	0
Sub-Total		\$0	\$615,000	\$100,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000

CIP FY 2012 - 2019 Appropriation Chart (Details)

	Notes	CRF Balances	2012	2013	2014	2015	2016	2017	2018	2019
ANNUAL APPROPRIATIONS (continued)										
LIBRARY										
Arch. Design & Management	7	24,849								
Sub-Total		\$24,849	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONSERVATION										
Land Fund	8	580,000	0	0	0	0	0	0	0	0
Sub-Total		\$580,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Heritage / Historic Commision(s)										
No requests this year			0	0	0	0	0	0	0	0
Sub-Total		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RECREATION										
Spruce Pond			0	250,000	0	0	0	0	0	0
Expand Nashua Road fields			0	0	0	0	150,000	0	0	0
Build Turf Field			0	0	0	0	0	0	800,000	0
Sub-Total		\$0	\$0	\$250,000	\$0	\$0	\$150,000	\$0	\$800,000	\$0
SCHOOL DEPARTMENT										
Repair/Replace Septic	9	1,644	0	0	0	0	0	0	0	0
Paving/Parking Repair	10	27,145								
Capital Reserve Fund			711,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Sub-Total		\$28,789	\$711,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
TOTAL ANNUAL APPROPRIATIONS			\$1,710,870	\$1,325,000	\$1,510,000	\$850,000	\$1,000,000	\$850,000	\$1,850,000	\$2,250,000
VARIANCE			\$29	(\$720)	\$27,929	\$703,309	\$568,842	\$742,374	(\$233,740)	(\$609,496)
OTHER ANNUAL APPROPRIATIONS										
Primary High School Bond			3,697,938	3,601,188	3,499,532	3,388,250	3,292,250	2,350,250	2,282,250	2,214,250
Secondary High School Bond			520,725	501,975	482,757	463,069	443,382	423,694	399,138	379,713
State Building Aid Received (Offset)			(962,987)	(962,987)	(885,189)	(856,077)	(830,361)	(616,596)	(596,023)	(576,590)
Total Payments			\$ 3,255,676	\$ 3,140,176	\$ 3,097,100	\$ 2,995,242	\$ 2,905,271	\$ 2,157,348	\$ 2,085,365	\$ 2,017,373
Total cost per thousand town valuation			1.61	1.55	1.51	1.45	1.39	1.02	0.97	0.92

CIP FY 2012-2019 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 Fire truck financing at 1.46% interest over two years.

Other CIP Annual Contributions:

- 3 Represents rental revenue from Searle's Chapel.
- 4 Required 80% funding from State of NH to purchase 5 ton dump truck.
- 5 Required 95% funding from Assistance to Fire Fighters grant for Self Contained Breathing Apparatus.
- 6 Required 95% funding from Assistance to Fire Fighters grant for Mobile Data Terminals.

Capital Reserve Fund:

- 7 Unexpended CIP funds from prior years.
- 8 Unexpended CIP funds from prior years.
- 9 Unexpended CIP funds from prior years. CIP sub-committee recommends re-allocating to building maintenance CRF.
- 10 Unexpended CIP funds from prior years. CIP sub-committee recommends re-allocating to building maintenance CRF.

TAX VALUATION PROJECTION

PROPERTY VALUATION	% Increase	YEAR	PROJECTED CIP TAX RATE	\$
				AVAILABLE
\$2,010,118,370		2011	\$0.75	\$1,507,589
\$2,020,168,962	0.5	2012	\$0.75	\$1,515,127
\$2,030,269,807	0.5	2013	\$0.75	\$1,522,702
\$2,050,572,505	1.0	2014	\$0.75	\$1,537,929
\$2,071,078,230	1.0	2015	\$0.75	\$1,553,309
\$2,091,789,012	1.0	2016	\$0.75	\$1,568,842
\$2,123,165,847	1.5	2017	\$0.75	\$1,592,374
\$2,155,013,335	1.5	2018	\$0.75	\$1,616,260
\$2,187,338,535	1.5	2019	\$0.75	\$1,640,504