



CAPITAL IMPROVEMENTS PROGRAM FY 2020-2027 PLAN WINDHAM, NEW HAMPSHIRE

**Presented to the Windham Planning Board
October 16, 2019**

TABLE OF CONTENTS

<u>Section</u>	<u>Topic</u>	<u>Page</u>
I.	Introduction	3
	The Capital Improvements Program:	
	Purpose and Description	3
	Membership	3
	Meeting Schedule	3
	Expenditure Types	4
	CIP Advantages	4
	CIP Process	4
II.	Background: CIP 2019 Plan	
	A. Method of Classification and Prioritization of Capital Projects	5
	B. Year 2020 Available Capital Improvement Funds	5
III.	CIP FY 2020 Plan	6
IV.	CIP FY 2020 – 2027 Appropriation Chart	7
V.	Requested Capital Projects and Actions Taken	
	A. Fire Department	9
	B. Highway Agent	10
	C. Administration/Board of Selectmen	11
	D. General Services	12
	E. Trails Committee	12
	F. Windham School District	13
	G. Departments/Committees Not Submitting Requests for the FY 2020-2027 CIP	16

Appendices

A.	CIP Sub-Committee Membership	17
B.	Project Classifications	18

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. In January 2014 the Planning Board reviewed outstanding goals of the 2005 Master Plan and determined which goals to prioritize for accomplishing in 2014. Starting in the late spring 2014, the Board began working with a consultant, the Southern New Hampshire Planning Commission (SNHPC), to begin formulating the 2015 Master Plan Document. Seven chapters of the 2015 Master Plan Document have been completed by 2018 with three more chapters to be completed. 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. As of 2015, an alternate citizen member of the committee appointed by the chairman of the Planning Board whose term shall be one year.

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 \$100,000. The amount is the same as last 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 \$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 2019 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 2020 Available Capital Improvement Funds

The CIP Sub-Committee used the official tax valuation less utilities figure for 2019 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 2019 the town valuation figure was set at \$2,365,182,170.

To compute the available CIP funds for year 2020, the sub-committee used the actual 2019 valuation and applied a 2.0% increase to reach \$2,412,485.813 as an estimated tax valuation figure. For FY 2020 – 2027 planning, the sub-committee estimated available CIP funds using a range of increases each year to determine the valuation figures for the subsequent 2020 – 2027 years.

The CIP Sub-Committee has recognized the enormity of the costs attributable to the new high school and Golden Brook School renovation. The current CIP Appropriations Chart Plan does not include the costs of the new high school or Golden Brook School renovation bonds. However, it is shown as "Other Appropriations" for the community to be aware of its impact on the overall tax rate for the Town of Windham. The sub-committee believes that to continue to fund needed town-wide capital improvement projects, the high school and Golden Brook 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. In 2016 the Town also funded the purchase a Quint for the Fire Department through a bond which is not included in the CIP budget. In 2019 the Town issued two 15-year bonds: a Conservation Land Acquisition bond, and a Water bond. The Land Acquisition bond was for land acquisition for lots 20-D-1200 (35.57 acres) and 20-E-300 (24.97 acres) (Parcels off London Bridge Road). Payments for this bond are anticipated to come from the Conservation Commission's Land Acquisition Fund. The Water bond is for MSDC Charges for 200,000 gallons of water and payments will ultimately come back to the Town from fees collected from water users' initial hook-up fees. The bond payments are also shown in the "Other Appropriations" for the community to be aware of its impact on the overall tax rate for the Town of Windham.

The level of funding for the CIP Capital budget this year remained at \$0.90 per thousand. This year the Planning Board decided to put a target \$0.35 per thousand for funding Town projects and \$0.55 per thousand to fund the school capital projects. It is desired that the first year of the CIP plan be balanced to zero (2020 in this plan).

III. CIP FY 2020 Plan

FUNDING AMOUNTS

2019 Actual Town Tax Valuation Less Utilities	\$2,365,182,170
2020 Estimated Town Tax Valuation less Utilities with 2.0% estimated growth	\$2,412,485,813
CIP funding at \$0.90 per thousand of 2020 Estimate	\$ 2,171,237
Other CIP Contributions:	
None	\$ 0
TOTAL AVAILABLE CIP FUNDING FOR 2020	\$ 2,171,237

FIXED CIP OBLIGATIONS FOR 2020

Transfer Station truck, Bond	\$ 50,284
REMAINING CIP FUNDS AVAILABLE FOR REQUESTED PROJECTS	\$ 2,120,953

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IV. CIP FY 2020 – 2027 Appropriations Chart

CIP FY 2020 - 2027 Appropriation Chart (Summary)

Notes	CRF Balances	2020	2021	2022	2023	2024	2025	2026	2027
CIP Projected Availability		\$2,171,237	\$2,214,662	\$2,258,955	\$2,304,134	\$2,350,217	\$2,397,221	\$2,445,166	\$2,494,069
Fixed CIP Obligations									
Transfer Station Truck Bond	1	50,284	42,040						
Total Fixed Obligations		\$50,284	\$42,040	\$0	\$0	\$0	\$0	\$0	\$0
Effective Availability Other		\$2,120,953	\$2,172,622	\$2,258,955	\$2,304,134	\$2,350,217	\$2,397,221	\$2,445,166	\$2,494,069
Other CIP Annual Contributions		-	0	0	0	0	0	0	0
Net to Annual Appropriations	\$	\$ 2,120,953	\$ 2,172,622	\$ 2,258,955	\$ 2,304,134	\$ 2,350,217	\$ 2,397,221	\$ 2,445,166	\$ 2,494,069
Annual Appropriations									
FIRE DEPARTMENT	-	0	150,000	0	320,000	220,000	0	650,000	480,000
HIGHWAY AGENT	-	500,000	450,000	680,000	520,000	770,000	600,000	855,000	680,000
ADMINISTRATION/BOARD OF SELECTMEN	-	100,000	235,000	35,000	40,000	40,000	0	0	0
GENERAL SERVICES	-	65,000	100,000	0	0	0	0	0	0
TRAILS COMMITTEE	-	130,000	100,000	250,000	250,000	250,000	350,000	0	0
Town portion of CIP Appropriations		795,000	1,035,000	965,000	1,130,000	1,280,000	950,000	1,505,000	1,160,000
Town portion of CIP Budget		844,370	861,257	878,483	896,052	913,973	932,253	950,989	969,916
SCHOOL DEPARTMENT	866,608	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
Total Annual Appropriations	\$ 866,608	\$ 1,595,000	\$ 1,835,000	\$ 1,765,000	\$ 1,930,000	\$ 2,080,000	\$ 1,750,000	\$ 2,305,000	\$ 1,960,000
Variance		\$525,953	\$337,622	\$493,955	\$374,134	\$270,217	\$647,221	\$140,166	\$534,069

CIP FY 2020 - 2027 Appropriation Chart (Details)

Notes	CRF Balances	2020	2021	2022	2023	2024	2025	2026	2027
Effective Availability Other		\$ 2,120,953	\$ 2,172,622	\$ 2,258,955	\$ 2,304,134	\$ 2,350,217	\$ 2,397,221	\$ 2,445,166	\$ 2,494,069
OTHER CIP ANNUAL CONTRIBUTIONS									
Total Other contributions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net to Annual CIP Appropriations		\$ 2,120,953	\$ 2,172,622	\$ 2,258,955	\$ 2,304,134	\$ 2,350,217	\$ 2,397,221	\$ 2,445,166	\$ 2,494,069
ANNUAL APPROPRIATIONS									
FIRE DEPARTMENT									
SCBA Equipment Upgrades				150,000					
Ambulance Replacement					320,000				
Forestry Replacement						220,000			
Engine Replacement							650,000		
Tanker Replacement								480,000	
Sub-Total	-	\$0	\$150,000	\$0	\$320,000	\$220,000	\$0	\$650,000	\$480,000
HIGHWAY AGENT									
Road Improvements		400,000	450,000	480,000	520,000	560,000	600,000	640,000	680,000
Highway Equipment - Small excavator		100,000							
5 Ton Truck replacement (2010 Truck)				200,000					
5 Ton Truck replacement (2014 Truck)					210,000				
5 Ton Truck replacement (2015/6 Truck)						215,000			
Sub-Total	-	\$500,000	\$450,000	\$680,000	\$520,000	\$770,000	\$600,000	\$855,000	\$680,000
ADMINISTRATION/BOARD OF SELECTMEN									
Town Complex Beautification		100,000	200,000						
Nesmith Library Solar PPA		35,000	35,000	40,000	40,000				
Sub-Total	-	\$100,000	\$235,000	\$35,000	\$40,000	\$40,000	\$0	\$0	\$0
GENERAL SERVICES									
Public Safety Complex Roof project		65,000	100,000						
Sub-Total	-	\$65,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
TRAILS COMMITTEE									
Rail Trail Rainforest Re-pavement	2	50,000	130,000						
Greenway Recreation Trail and Planning Feasibility Study			100,000	250,000	250,000	250,000	350,000		
Sub-Total	-	\$130,000	\$100,000	\$250,000	\$250,000	\$250,000	\$350,000	\$0	\$0

CIP FY 2020 - 2027 Appropriation Chart (Details)

Notes	CRF Balances	2020	2021	2022	2023	2024	2025	2026	2027
ANNUAL APPROPRIATIONS (continued)									
SCHOOL/DEPARTMENT									
WMS Classroom HV&AC Units (6 classrooms in Section C)			258,067						
WMS Roof Section C	3	42,216		105,800					
WCS HVAC Replace			217,385						
Replenish CRF	4	776,954		218,748	361,611	421,723	453,491	681,238	675,265
WCS Paving - back loop/parking area	5	27,192			103,000				
WCS Bus drop off area					223,000				
WHS Paving/Parking					112,389				
WCS Roof repairs						277,850			
WCS Exterior Doors 8-10						100,427			
WMS Paving - main parking area							109,038		
WHS Variable Air Volume, RTU							107,792		
WSD HVAC							129,679	118,762	124,733
School Building Grounds	6	18,598							55,490
Repair/Replace Septic	7	1,646							
Sub-Total		\$866,608	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000
TOTAL ANNUAL APPROPRIATIONS			\$1,595,000	\$1,835,000	\$1,765,000	\$1,930,000	\$2,080,000	\$1,750,000	\$2,305,000
VARIANCE			\$525,953	\$337,622	\$493,955	\$374,134	\$270,217	\$647,221	\$140,166
									\$534,069

OTHER ANNUAL APPROPRIATIONS									
Primary High School Bond	8		2,091,000	2,040,000	1,989,000	1,942,250	1,895,500	1,827,500	1,742,500
Secondary High School Bond			-	-	-	-	-	-	-
Golden Brook School Bond	9		3,071,078	2,979,250	2,892,550	2,805,850	2,719,150	2,632,450	2,545,750
State Building Aid Received (Offset)			(602,995)	(602,995)	(602,995)	(602,995)	(602,995)	(602,995)	2,459,050
School District Bonds Total Payments		\$	4,559,083	\$ 4,416,255	\$ 4,278,555	\$ 4,145,105	\$ 4,011,655	\$ 3,856,955	\$ 3,685,255
Total cost per thous & town valuation for School Bonds			1.89	1.79	1.70	1.62	1.54	1.45	1.36
Fire Department Quint Bond	10		96,586	96,586	96,586	96,586	96,586	96,586	96,586
Total cost per thousand town valuation for Quint Bond			0.04	0.04	0.04	0.04	0.04	0.04	0.01
Land Acquisition Bond for 20-D-1200 and 20-E-300	11		204,989	191,820	185,700	179,580	173,460	167,340	161,220
Water Bond	12		77,229	70,635	68,340	66,045	63,750	61,455	54,160
Total cost per thousand town valuation for other bonds			0.12	0.11	0.10	0.10	0.09	0.09	0.07

CIP FY 2020-2027 Footnotes

Fixed CIP Obligations:

1 Represents two year bond for truck for Transfer Station

Other CIP Annual Contributions:

None

Capital Reserve Funds:

- 2 Unexpended CIP funds from prior year for Rail Trail Rainforest Re-pavement (established in 2019)
- 3 Unexpended CIP funds from prior years for School District Roof Repairs and Replacement (established in 2011).
- 4 Unexpended CIP funds from prior years for future School Building, Renovation and Land Acquisition (established in 2016).
- 5 Unexpended CIP funds from prior years for School District Paving/Parking Repairs (established in 2006).
- 6 Unexpended CIP funds from prior years for School Building and Grounds (established in 2007).
- 7 Unexpended CIP funds from prior years for School District Repair/Replace Septic (established in 2002).

Other Annual Appropriations:

8 Primary High School Bond - 20 year term with last payment in 2026

9 Golden Brook School Bond - 20 year term with last payment in 2038

10 Fire Department Quint Bond - 10 year term with last payment in 2027

11 Conservation Land Acquisition Bond - 15 year term with last payment in 2034. Payments are anticipated to come from the Conservation Commission's Land Acquisition Fund.

12 Water Bond - 15 year term with last payment in 2034. Payments will ultimately come back to the Town from fees collected from water users initial hook-up fees.

TAX VALUATION PROJECTION

PROPERTY VALUATION	% Increase	YEAR	PROJECTED CIP TAX RATE	\$	School portion	Town portion
				AVAILABLE	0.55	0.35
\$2,363,182,170		2019	\$0.90	\$2,128,664		
\$2,412,485,813	2.0	2020	\$0.90	\$2,171,237	\$1,326,867	\$844,370
\$2,460,735,530	2.0	2021	\$0.90	\$2,214,662	\$1,353,405	\$861,257
\$2,509,950,240	2.0	2022	\$0.90	\$2,258,955	\$1,380,473	\$878,483
\$2,560,149,245	2.0	2023	\$0.90	\$2,304,134	\$1,408,082	\$896,052
\$2,611,352,230	2.0	2024	\$0.90	\$2,350,217	\$1,436,244	\$913,973
\$2,663,579,275	2.0	2025	\$0.90	\$2,397,221	\$1,464,969	\$932,253
\$2,716,850,860	2.0	2026	\$0.90	\$2,445,166	\$1,494,268	\$950,898
\$2,771,187,877	2.0	2027	\$0.90	\$2,494,069	\$1,524,153	\$969,916

V: Requested Capital Projects and Action Taken

A. Fire Department

Project title: Self Contained Breathing Apparatus Upgrades

Proposed By: Chief Thomas L. McPherson

Estimated cost: \$150,000, requested for 2021

Proposal: The department replaced all of the Self-Contained Breathing Apparatus in 2012 to meet current Safety Standards. The purchase included: bottles, harnesses, and face pieces; including Rapid Intervention equipment dedicated solely for search and rescue of other firefighters in distress. This equipment was purchased to meet the National Fire Protection Association (NFPA) 1001 and 1002 Life Safety Standards. The recommendations of replacement is 7-10 years. In 2017 and again in 2018 to prepare for replacement, the department began purchasing five (5) SCBA Cylinders a year to begin the next phase in project. What remains, is to purchase the complete SCBA harnesses and the individual face pieces which the department believes meets the requirements for submitting a federal grant through Assistance to Firefighters Grant (AFG) which, if approved, provides 95% of the total remaining costs.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) funding of \$150,000 in FY 2021.

Project Title: Ambulance Replacement

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$320,000 requested for FY2023

Proposal: Timely replacement of this high use equipment is critical to the safe and effective delivery of pre-hospital care. This replacement of an ambulance purchased in 2009 allows the department to stay on course for scheduled apparatus replacement. Over the past several years, the department has maintained a rotation of these vehicles to maximize the useful life of these vehicles without placing strain on the mechanical operation. Typically, each front-line ambulance is operated for 4 years before being downgraded to a backup ambulance. The current backup ambulance is then downgraded and kept in service as the department's rescue for cold water/ice rescue emergencies. This is equipped in the wintertime with ice rescue suits, a rescue a-live sled and a variety of rescue ropes and loose equipment. During the summer months, kayaks are placed into service and carried on the rescue to serve as rapid deployment vessels which allows rescuers to enter the water without delay.

CIP Recommendation: The sub-committee assigned this request a Classification of II (Necessary) based on the timing of this request with funding of \$320,000 in FY 2023.

Project Title: Forestry Replacement

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$220,000 requested for FY2024

Proposal: Forestry-1 is a 2006 KME manufactured unit mounted on a Ford F-550 chassis. This vehicle is equipped with a CET 650 GPM (gallons per minute) pump, a 300-gallon water tank, and a 10 Class A Foam for fighting fires in ordinary combustibles such as wood, paper, cloth, trash, and plastics. This vehicle is a vital piece of equipment in the protection and preservation of the town's open space and natural wooded preserves and Town Forests. In addition to more open space, the town also continues to experience increased development of homes and businesses which continue to be located close to densely populated woods, increasing the risk of brush fires.

CIP Recommendation: The sub-committee assigned the request a Classification III (Desirable) based on the timing of this request with funding of \$220,000 in FY 2024.

Fire Department, (Cont'd)

Project Title: Engine-1 Replacement

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$650,000 requested for FY2026

Proposal: Engine-1 is a 2006 KME with approximately 78,330 miles and approximately 6,750 engine hours. It is equipped with 1,000 gallons of water and has a Waterous 2,000 gpm rated pump. It also carries 30 gallons of Class B Foam. Engine-1 is also equipped with one of two of the department's hydraulic rescue tools. As with any new vehicle purchased, Engine-1 ran as a primary unit during its first year of break in period both serving the town as well as responding on mutual aid requests. The scheduled rotation of our fleet is safe and cost effective. The service requirements placed on these vehicles coupled with the many intricate systems requires a tremendous amount of service as they age.

CIP Recommendation: The sub-committee assigned the request a Classification III (Desirable) based on the timing of this request with funding of \$650,000 in FY 2026.

Project title: Tanker-1 Replacement

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$480,000 requested for FY2027

Proposal: Tanker-1 is a 2006 KME Commercial Tanker, which carries 3,000 gallons of water. This Tanker has been a vital asset in the department's fire suppression needs throughout residential, commercial and business development, are dependent upon fire cisterns, static water sources and privately installed fire protection systems. In 2015, we replaced a 1994 Freightliner 1,500 gallon Pumper/Tanker with an additional 1,500 gallon Tanker. These additions, coupled with the purchase of our new Quint Aerial has allowed the department to work with Insurance Service Office (ISO) to lower the fire protection rates for our residents.

CIP Recommendation: The sub-committee assigned the request a Classification III (Desirable) based on the timing of this request with funding of \$480,000 in FY 2027.

B. Highway Department

Project Title: Roads

Proposed By: Jack McCartney, Highway Agent

Estimated Cost: \$420,000 requested for FY 2020, Total of \$4,350,00 for Years 2020 - 2027

Proposal: This proposal requests funds to continue the needed upkeep of our town road infrastructure including where necessary repairs to drainage and pavement reconstruction projects. Alleviates substandard conditions/deficiencies and improves quality of existing services.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$400,000 in FY2020, \$450,000 in FY2021, \$480,000 in FY2022, \$520,000 in FY2023, \$560,000 in FY2024, \$600,000 in FY2025, \$640,000 in FY2026 and \$680,000 in FY2027.

Project Title: Small Track Excavator

Proposed By: Jack McCartney, Highway Agent

Estimated Cost: \$100,000 requested for FY 2020

Proposal: This excavator would be used for maintenance on ditch lines, level spreaders, detention areas and other drainage areas as well as for culvert pipe replacement of installations, underdrain repairs and installations and work on road shoulders including loaming and seeding, shimming and grading.

CIP Recommendation: The sub-committee assigned a Classification 1 (Urgent) with funding of \$100,000 in FY 2020.

Highway Department, (Cont'd)

Project Title: 5-Ton Truck Replacement

Proposed By: Jack McCartney, Highway Agent

Estimated Cost: \$200,000 requested for FY 2022

Proposal: To replace aging equipment due to wear and tear related problems, and to add additional services presently done through subcontractors. This request is for the replacement of a 2010 all steel truck with significant rust on frame and multiple electrical issues. Funding for this truck is requested in year 2022. Purchasing this truck rather than contracting out for services is more financially beneficial to the Town as the increase in labor and subcontractor costs as well as the difficulty in getting subcontractors to do the work is financially not feasible. Buying good equipment will provide a longer period of use and the ability to use some of the attachments on a new vehicle at a later date.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) funding of \$200,000 in FY 2022.

Project Title: 5-Ton Truck Replacement

Proposed By: Jack McCartney, Highway Agent

Estimated Cost: \$210,000 requested for FY 2024

Proposal: To replace aging equipment due to wear and tear related problems, and to add additional services presently done through subcontractors. The request is for the replacement of this truck in 2022.

CIP Recommendation: The sub-committee assigned a Classification III (Desirable) with funding of \$210,000 in FY 2024.

Project Title: 5-Ton Truck Replacement

Proposed By: Jack McCartney, Highway Agent

Estimated Cost: \$215,000 requested for FY 2026

Proposal: To replace aging equipment due to wear and tear related problems, and to add additional services presently done through subcontractors. The request is for the replacement of this truck in 2026.

CIP Recommendation: The sub-committee assigned a Classification III (Desirable) with funding of \$215,000 in FY 2026.

C. Administration/Board of Selectmen

Project Title: Town Complex Beautification

Proposed By: David Sullivan, Town Administrator

Estimated Cost: \$300,000 requested for Year 2020

Proposal: This project is to upgrade the areas in the Town Municipal Center consisting of the Town Hall, Community Development Building, Armstrong Building, Senior Center, and Bartley Building. Improvements will include “beautification” based projects such as improving the landscaping, visual appearance of the area, as well as “functional” projects such as providing additional parking areas in the rear of the Community Development Building, and “safety” projects including sidewalks and a crosswalk on North Lowell Road. The proposed project, supported by the CIP Committee in 2017 for 2018 funding, accomplishes multiple purposes by improving aesthetics, safety, and functional uses of the Town Municipal Center. In addition to the improvements made to the Town Properties, the project will also serve to enhance the ongoing and future improvements to the overall Village Center District, of which the Center is a major presence. The project has been broken down into two phases – Phase 1 (\$100,000) would include the work done on the Bartley building side of North Lowell Road including fence replacement and crosswalk work across North Lowell Road, Phase 2 (\$200,000) would include expansion of greenspace and landscaping near the Town Hall and Community Development Center as well as additional parking. This is a repeat request as the project has not yet been funded.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$100,000 in FY2020, and \$200,000 in FY2021.

Administration/Board of Selectmen, (Cont'd)

Project Title: Nesmith Library Solar PPA

Proposed By: David Sullivan, Town Administrator

Estimated Cost: \$150,000 requested for Year 2024

Proposal: This project is to install solar panels on the Library Roof using a lease to own agreement. The panels would have a lifespan of greater than 30 years with the expectation of a significant net cost savings over that time period. The Local Energy Committee is in full support of this project and intends to send it out to bid this year (2020). Information obtained from several bidders indicated that the most cost-effective strategy is for the town to purchase the panels six years into the contract. The \$150,000 requested is for purchase of the panels in year six.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$150,000 over FY 2021-2024.

D. General Services

Project Title: Public Safety Complex Roof Project

Proposed By: Dennis Senibaldi

Estimated Cost: \$165,000 requested for FY 2020

Proposal: Current roofs are past their life expectancies; each roof is over twenty years old. Failures have occurred in multiple areas. The police department roof shows signs of water underneath the membrane. Metal flashing has been placed behind cracks as a leak prevention method. The fire department roof's foam board has only been fastened to the outer edges and the membrane has separated from the foam board. Many ceiling tiles show evidence of water penetration.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$65,000 in FY2020, and \$100,000 in FY2021.

E. Trails Committee

Project Title: Rail Trail Rain Forest Re-pavement

Proposed By: Mark Samsel

Estimated Cost: \$175,000 Requested for 2019

Proposal: The project involves engineering, excavation, rebasing, drainage and re-pavement of 1,800 feet of the rainforest section of the Rail/Trail. 2018 marks the 12th anniversary of the paving of the original rail/trail. The most challenging part of the trail is this 1,800 ft stretch call the "rainforest" that runs through cut ledge, a lined cut of 35-40ft rock wall, the longest in the state. This area is also home to several ledged based birds, flora and ice flows in the winter. Because of the challenges of the cut through ledge, high water table and difficult maintenance of inadequate ditch lines and remaining of the stone left from the past fiber optic network, this section is in need of re-paving. Freezing of the base with the high water table has caused frost heaves which remain year-round because of the size of the rocks and lack of proper drainage. This has become a safety issue with protrusions and accelerated deteriorating of the pavement.

This is a repeat request. In 2018, the CIP committee assigned this request a Classification II (Necessary) with funding of \$175,000. The BOS voted to put forth a warrant article to establish a Windham Rail Trail Capital Reserve Fund and appropriate the sum of \$50,000. The voters approved the warrant article 2265 to 698.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$130,000 to be added to the \$50,000 already in the CRF.

Trails Committee, (Cont'd)

Project Title: Greenway Recreation Trail and Planning Feasibility Study

Proposed By: Wayne Morris

Estimated Cost: \$1,200,000 requested for FY 2020

Proposal: The project has an estimated cost of \$1.2MM and involves creating a capital reserves fund for 5 years (\$240,000 per year). Improvements will include paving 2.27 miles (approx. 12,000') of the Greenway Recreational Trail (GRT). This portion of the GRT is predominantly located to the West of Rt. 93 and begins near the intersection of Meetinghouse Rd and Old Mill Rd and runs Northeasterly to intersect with the Western right-of-way of Rt. 93. The NH DOT has installed two twelve-foot (12') box culverts under the highway to facilitate this connectivity between the GRT and RRT. The resulting corridor on nearly seven (7) miles would serve to interconnect miles of rail trail with the towns of Derry and Salem. It will also create a corridor that will connect the west and east sides of Windham.

A 2015 study by the Southern NH Planning Commission monitoring use of the RRT, showed 11,000 trips between the months of October and November. Averaging 397 daily trips. On Columbus Day, 2645 trips were recorded. No grants are available. This project would increase Windham's recreational trails and connect several different communities. Derry and Salem are actively improving their connecting trail systems. Improving this area would also afford users to access scenic areas of Foster's Pond Conservation area, Mitchell Pond and a number of other adjacent undeveloped areas in Windham. The development of this section will allow easy access for residents living on or near Beacon Hill Rd., Nottingham Rd., Londonderry Rd., Nashua Rd., Old Mill Rd. and Kendall Pond Rd.

In 2014 the CIP Committee gave the project a ranking of 1.7 (necessary and needed within 1-3 years).

More recently, the CIP Committee ranked the project Classification I (urgent), however the project was contingent on the Town receiving a grant to off-set costs.

In 2018, the CIP Committee gave the project a Classification I to start a Capital Reserve Fund in 2019. The BOS voted not to send to warrant.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$100,000 in FY 2021 to start funding a capital reserve fund over five years for this project.

F. Windham School District

Project Title: Replenish the Capital Needs and Building Capital Reserve Fund

Proposed By: Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$218,748 requested for FY 2020, Total of \$4,356,586 for Years 2020 – 2027

Proposal: The request is a partial replenishment of the Capital Needs Assessment (CNA) account for future needs of \$218,748 in 2020. The District is utilizing most of the current funds in the CNA account for necessary projects throughout the District related roof replacement and repairs and parking lot repairs and maintenance.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$218,748 in FY2020, \$361,611 in FY2021, \$421,723 in FY2022, \$453,491 in FY2023, \$681,238 in FY2024, \$675,265 in FY2025, \$744,510 in FY2026, and \$800,000 in FY2027.

Project Title: WMS Classroom HV & AC Units

Proposed By: Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$258,067 requested for FY 2020

Proposal: The request is for funding to replace the existing 1997 classroom HV and AC units in Section C due to operational failures, efficiency and life expectancy. The HV units are in need of constant maintenance to ensure the louvers, actuators, and controls are in working order to provide fresh air and heat to each classroom space. The AC units are in need of constant maintenance to ensure the condensers, indoor units, condensation pumps and controls are in working order to provide cooling to each classroom space.

CIP Recommendation: The sub-committee assigned a classification I (Urgent) with funding of \$258,067 in FY2020.

Windham School District, (Cont'd)

Project Title: WMS Roof Section C

Proposed By: Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$105,800 requested for FY 2020

Proposal: Replacement of the 1997 ballasted roof and insulation due to age, maintenance and envelope efficiency. EPDM will be installed.

CIP Recommendation: The sub-committee assigned a classification I (Urgent) with funding of \$105,800 in FY2020.

Project Title: WCS HVAC Replace

Proposed By: Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$217,385 requested for FY 2020

Proposal: The request is for funding to replace the existing 1999 rooftop units due to operational failures, efficiency and life expectancy. These units are in need of constant maintenance to ensure the louvers, actuators and controls are in working order to provide fresh air and heat to each classroom space.

CIP Recommendation: The sub-committee assigned a classification I (Urgent) with funding of \$217,385 in FY2020.

Project Title: WCS Paving – Back Loop/Parking Area

Proposed By: Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$103,000 requested for FY 2021

Proposal: Preventative maintenance of existing parking lot and road. This will be a continuation of the 2019 paving work.

CIP Recommendation: The sub-committee assigned a classification II (Necessary) with funding of \$103,000 in FY2021.

Project Title: WCS Bus Drop Off Area

Proposed By: Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$223,000 requested for FY 2021

Proposal: Installation of an extended bus drop-off in front of Center School to help alleviate traffic congestion on Lowell Rd.

CIP Recommendation: The sub-committee assigned a classification II (Necessary) with funding of \$223,000 in FY2021.

Project Title: WHS Paving/Parking

Proposed By: Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$112,389 requested for FY 2021

Proposal: Installation of additional parking area for students and staff, building events such as Graduation, July 4 and Elections/Political Events. Preventative maintenance/replacement of portions of the existing parking area.

CIP Recommendation: The sub-committee assigned a classification III (Desirable) with funding of \$112,389 in FY2021.

Windham School District, (Cont'd)

Project Title: WCS Roof Repairs

Proposed By: Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$277,850 requested for FY 2022

Proposal: Replacement of the 1999 construction roof sections due to age, maintenance and building envelope efficiencies.

CIP Recommendation: The sub-committee assigned a classification II (Necessary) with funding of \$277,850 in FY2022.

Project Title: WCS Exterior Doors

Proposed By: Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$100,427 requested for FY 2022

Proposal: Replacement of 8-10 exterior doors and hardware to improve the building envelope and security. New doors will have new seals, hardware and secure guard film or glass.

CIP Recommendation: The sub-committee assigned a classification III (Desirable) with funding of \$100,427 in FY2022.

Project Title: WMS Paving – Main Parking Area

Proposed By: Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$109,038 requested for FY 2023

Proposal: Preventative maintenance of existing main parking lot and loop road. This will be a continuation of 1999 work.

CIP Recommendation: The sub-committee assigned a classification III (Desirable) with funding of \$109,038 in FY2023.

Project Title: WHS Variable Air Volume, RTU

Proposed By: Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$107,792 requested for FY 2023

Proposal: Replacement of selected VAV's and RTU's due to maintenance and efficiencies.

CIP Recommendation: The sub-committee assigned a classification III (Desirable) with funding of \$107,792 in FY2023.

Project Title: WSD HVAC

Proposed By: Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$129,679 requested for FY 2023, \$118,762 requested for FY2024, \$124,735 requested for FY2026, \$55,490 requested for FY2026

Proposal: Replacement of District rooftop units due to age, maintenance and efficiencies

CIP Recommendation: The sub-committee assigned a classification III (Desirable) with funding of \$428,666 in FY 2023-2026.

G. Departments/Committees with No Requested Projects for the FY 2019-2026 CIP:

- Police Department
- Solid Waste Management
- Recreation
- Library
- Tax Collector
- Town Clerk
- Assessor
- IT/GIS
- Forestry Committee
- Historic District/Heritage Committee
- Planning Board
- Community Development Department
- Local Energy Committee
- Economic Development Committee
- Housing Authority
- Cemeteries
- Cable
- Senior Center
- Windham Historic Commission (Searles)
- Museum Trustees/Historical Society
- Conservation Commission

APPENDIX A

2019 CIP SUB-COMMITTEE MEMBERSHIP

- ❖ Rob Gustafson – Chair, Citizen Volunteer
- ❖ Shannon Ulery – Vice Chair, School Board Representative
- ❖ Lee Maloney – Secretary, Citizen Volunteer
- ❖ Oliver Liu – Citizen Volunteer
- ❖ Joe Bradley – Planning Board Member
- ❖ Margaret Crisler – Planning Board Member
- ❖ Heath Partington - Board of Selectmen Representative
- ❖ Cynthia Finn – Alternate School Board Representative
- ❖ Joel Desilets – Alternate Board of Selectmen Representative

APPENDIX B

PROJECT CLASSIFICATIONS

Department	Project	Year	Cost								Class		Report Class
				Class	Class	Class	Class	Class	Class	Total	Avg.		
General Services	Public Safety Complex Roof project	2020	\$165,000	1	1	1	1	1	1	7	1.00	1	
Highway Department	Roads (\$420,000 in 2020)	2020-2027	\$4,350,000	1	1	1	1	1	1	7	1.00	1	
Highway Department	Highway Equipment - Small excavator	2020	\$100,000	2	1	1	1	1	1	9	1.29	1	
Rail Trail Committee	Rail Trail Rainforest Re-pavement (was \$50K put into a CRF?)	2020	\$180,000	1	1	1	1	2	1	9	1.29	1	
Administration	Town Complex Beautification (Phase I \$100,000 Phase II \$200,000)	2020	\$300,000	1	1	1	1	2	1	9	1.29	1	
Fire Department	SCBA Equipment Upgrades	2021	\$150,000	2	2	2	2	2	2	14	2.00	2	
Administration	Nesmith Library Solar PPA	2020-2024	\$150,000	2	2	2	1	2	2	14	2.00	2	
Fire Department	Ambulance Replacement	2023	\$320,000	2	2	2	3	2	2	15	2.14	2	
Trails Committee	Planning feasibility analysis for Greenway project	2020	\$100,000	2	2	2	2	2	2	15	2.14	2	
Highway Department	5 Ton Truck replacement (2010 Truck)	2022	\$200,000	2	2	3	2	2	2	16	2.29	2	
Fire Department	Forestry Replacement	2024	\$220,000	3	3	3	3	3	2	20	2.86	3	
Fire Department	Engine Replacement	2026	\$650,000	3	3	3	3	3	3	21	3.00	3	
Highway Department	5 Ton Truck replacement (2014 Truck)	2024	\$210,000	3	3	3	3	3	3	21	3.00	3	
Trails Committee	Greenway project (Wayne Morris)	2020-2024	\$1,200,000	3	3	3	3	3	3	22	3.14	3	
Fire Department	Tanker Replacement	2027	\$480,000	4	3	4	4	3	3	24	3.43	3	
Highway Department	5 Ton Truck replacement (2015/6 Truck)	2026	\$215,000	3	4	3	3	4	3	24	3.43	3	
School District	WMS Classroom HV&AC Units (6 classrooms in Section C)	2020	\$258,067	1	1	1	1	1	1	8	1.14	1	
School District	WMS Roof Section C	2020	\$105,800	1	1	1	1	1	1	8	1.14	1	
School District	WCS HVAC Replace	2020	\$217,385	1	1	1	1	1	1	8	1.14	1	
School District	WCS Roof repairs	2022	\$277,850	2	2	2	2	2	2	14	2.00	2	
School District	Replenish CRF (\$218,748 in 2020)	2020-2026	\$4,356,586	2	2	2	2	2	2	15	2.14	2	
School District	WCS Paving - back loop/parking area	2021	\$103,000	2	2	3	2	2	2	16	2.29	2	
School District	WCS Bus drop off area	2021	\$223,000	2	2	3	3	2	2	16	2.29	2	
School District	WCS Exterior Doors 8-10	2022	\$100,427	2	3	3	3	3	2	19	2.71	3	
School District	WHS Paving/Parking	2021	\$112,389	2	3	3	4	2	3	20	2.86	3	
School District	WMS Paving - main parking area	2023	\$109,038	3	3	3	3	3	3	21	3.00	3	
School District	WHS Variable Air Volume, RTU	2023	\$107,792	3	4	3	3	3	3	23	3.29	3	
School District	WSD HVAC	2023-2026	\$428,666	3	4	3	4	3	3	24	3.43	3	
										15,390,000			
Classifications	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									