

A decorative graphic of a scroll with a black outline, featuring a rolled-up end on the left and a small circular detail on the top right. The text is centered within the scroll.

**CAPITAL IMPROVEMENTS  
PROGRAM  
FY 2019-2026 PLAN  
WINDHAM,  
NEW HAMPSHIRE**

**Presented to the Windham Planning Board  
October 17, 2018**

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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. 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:

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

The Capital Improvements Program is a budgetary document that forecasts major Town expenditures for a legally mandated six-year period. Windham has traditionally created a CIP for a longer eight-year period. A summary analysis of each project is included in the CIP.

**The program, when adopted and fully utilized, serves to ensure that the necessary services and facilities to meet the community's needs are provided in accordance with the financial capabilities of Windham.**

For the purpose of this document, a capital improvement is defined as a major expenditure (usually non-recurring) for public facilities costing more than \$50,000. 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.

| <b>Class</b> | <b>Category</b> | <b>Description</b>  |
|--------------|-----------------|---|
| Class I      | Urgent          | Cannot be delayed, needed immediately for health and safety needs.                            |
| Class II     | Necessary       | Necessary. Needed within 1- 3 years to maintain basic level and quality community services.   |
| Class III    | Desirable       | Desirable. Needed within 4-6 years to improve quality and level of service.                   |
| Class IV     | Deferrable      | Can be placed on hold until after the 6-year period but supports community development goals. |
| Class V      | Premature       | Premature. Needs more research, planning and coordination.                                    |
| Class VI     | Inconsistent    | Inconsistent. Contrary to land use planning or community development                          |

### **B. Year 2019 Available Capital Improvement Funds**

The CIP Sub-Committee used the official tax valuation less utilities figure for 2018 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 2018 the town valuation figure was set at \$2,318,825,060.

To compute the available CIP funds for year 2019, the sub-committee used the actual 2018 valuation and applied a 1.0% increase to reach \$2,342,013,311 as an estimated tax valuation figure. For FY 2019 – 2026 planning, the sub-committee estimated available CIP funds using a range of increases each year to determine the valuation figures for the subsequent 2019 – 2026 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. 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.

To increase the level of funding for the CIP Capital budget last year the Planning Board increased the CIP rate from \$0.70 per thousand to \$0.90 per thousand, to fund the school capital projects. It is desired that the first year of the CIP plan be balanced to zero (2019 in this plan).

**III. CIP FY 2019 Plan**

FUNDING AMOUNTS

|  |                 |
|--|-----------------|
| 2018 Actual Town Tax Valuation Less Utilities                                  | \$2,318,825,060 |
| 2019 Estimated Town Tax Valuation less Utilities<br>with 1.0% estimated growth | \$2,342,013,311 |
| CIP funding at \$0.90 per thousand of 2019 Estimate                            | \$ 2,107,812    |
| Other CIP Contributions:<br>None   | \$ 0            |
| TOTAL AVAILABLE CIP FUNDING FOR 2018   | \$ 2,107,812    |
| FIXED CIP OBLIGATIONS FOR 2019   |                 |
| Engine 2 Replacement, Bond (final payment)                                     | \$ 85,323       |
| REMAINING CIP FUNDS AVAILABLE FOR<br>REQUESTED PROJECTS                        | \$ 2,022,489    |

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## IV. CIP FY 2019 – 2026 Appropriations Chart

### CIP FY 2019 - 2026 Appropriation Chart (Summary)

|                                       | Notes | CRF Balances | 2019        | 2020         | 2021         | 2022         | 2023         | 2024         | 2025         | 2026         |              |
|---------------------------------------|-------|--------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| <b>CIP Projected Availability</b>     |       |              | \$2,107,812 | \$2,128,890  | \$2,160,823  | \$2,193,236  | \$2,226,134  | \$2,270,657  | \$2,316,070  | \$2,362,392  |              |
| <b>Fixed CIP Obligations</b>          |       |              |             |              |              |              |              |              |              |              |              |
| Engine 2 Replacement, Bond            | 1     |              | 85,323      |              |              |              |              |              |              |              |              |
| <b>Total Fixed Obligations</b>        |       |              | \$85,323    | \$0          | \$0          | \$0          | \$0          | \$0          | \$0          | \$0          |              |
| <b>Effective Availability Other</b>   |       |              | \$2,022,489 | \$2,128,890  | \$2,160,823  | \$2,193,236  | \$2,226,134  | \$2,270,657  | \$2,316,070  | \$2,362,392  |              |
| <b>Other CIP Annual Contributions</b> |       |              | -           | 0            | 0            | 0            | 0            | 0            | 0            | 0            |              |
| <b>Net to Annual Appropriations</b>   |       |              | \$ -        | \$ 2,022,489 | \$ 2,128,890 | \$ 2,160,823 | \$ 2,193,236 | \$ 2,226,134 | \$ 2,270,657 | \$ 2,316,070 | \$ 2,362,392 |
| <b>Annual Appropriations</b>          |       |              |             |              |              |              |              |              |              |              |              |
| FIRE DEPARTMENT                       |       |              | 280,000     | 0            | 0            | 0            | 320,000      | 220,000      | 650,000      | 2,000,000    |              |
| HIGHWAY AGENT                         |       |              | 390,000     | 470,000      | 650,000      | 790,000      | 735,000      | 560,000      | 600,000      | 640,000      |              |
| ADMINISTRATION/BOARD OF SELECTMEN     |       |              | 0           | 0            | 0            | 400,000      | 0            | 0            | 0            | 0            |              |
| POLICE DEPARTMENT                     |       |              | 0           | 253,000      | 250,000      | 0            | 0            | 0            | 0            | 0            |              |
| SOLID WASTE MANAGEMENT                |       |              | 150,000     | 65,000       | 91,000       | 0            | 0            | 136,000      | 0            | 0            |              |
| RECREATION                            |       |              | 0           | 300,000      | 125,000      | 0            | 0            | 0            | 0            | 0            |              |
| TRAILS COMMITTEE                      |       |              | 400,000     | 240,000      | 255,000      | 240,000      | 240,000      | 0            | 0            | 0            |              |
| SCHOOL DEPARTMENT                     |       | 900,019      | 800,000     | 800,000      | 800,000      | 800,000      | 800,000      | 800,000      | 800,000      | 0            |              |
| <b>Total Annual Appropriations</b>    |       |              | \$ 900,019  | \$ 2,020,000 | \$ 2,128,000 | \$ 2,171,000 | \$ 2,230,000 | \$ 2,095,000 | \$ 1,716,000 | \$ 2,050,000 | \$ 2,640,000 |
| Variance                              |       |              | \$2,489     | \$890        | (\$10,177)   | (\$36,764)   | \$131,134    | \$554,657    | \$266,070    | (\$277,608)  |              |

### CIP FY 2019 - 2026 Appropriation Chart (Details)

|  | Notes | CRF Balances | 2019         | 2020         | 2021         | 2022         | 2023         | 2024         | 2025         | 2026         |
|--|-------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| <b>Effective Availability Other</b>      |       |              | \$ 2,022,489 | \$ 2,128,890 | \$ 2,160,823 | \$ 2,193,236 | \$ 2,226,134 | \$ 2,270,657 | \$ 2,316,070 | \$ 2,362,392 |
| <b>OTHER CIP ANNUAL CONTRIBUTIONS</b>    |       |              |              |              |              |              |              |              |              |              |
| <b>Total Other contributions</b>         |       |              | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         |
| <b>Net to Annual CIP Appropriations</b>  |       |              | \$ 2,022,489 | \$ 2,128,890 | \$ 2,160,823 | \$ 2,193,236 | \$ 2,226,134 | \$ 2,270,657 | \$ 2,316,070 | \$ 2,362,392 |
| <b>ANNUAL APPROPRIATIONS</b>             |       |              |              |              |              |              |              |              |              |              |
| <b>FIRE DEPARTMENT</b>                   |       |              |              |              |              |              |              |              |              |              |
| Ambulance Replacement                    |       |              | 280,000      |              |              |              |              |              |              |              |
| Ambulance Replacement                    |       |              |              |              |              |              | 320,000      |              |              |              |
| Forestry Truck Replacement               |       |              |              |              |              |              |              | 220,000      |              |              |
| Engine Replacement                       |       |              |              |              |              |              |              |              | 650,000      |              |
| Public Safety Substation                 |       |              |              |              |              |              |              |              |              | 2,000,000    |
| <b>Sub-Total</b>                         |       |              | \$280,000    | \$0          | \$0          | \$0          | \$320,000    | \$220,000    | \$650,000    | \$2,000,000  |
| <b>HIGHWAY AGENT</b>                     |       |              |              |              |              |              |              |              |              |              |
| Road Improvements                        |       |              | 390,000      | 420,000      | 450,000      | 480,000      | 520,000      | 560,000      | 600,000      | 640,000      |
| Wood Chipper                             |       |              |              | 50,000       |              |              |              |              |              |              |
| Small Rubber Track Excavator             |       |              |              |              |              | 100,000      |              |              |              |              |
| 5 Ton Dump Truck Replacement             |       |              |              |              | 200,000      |              |              |              |              |              |
| 5 Ton Dump Truck Replacement             |       |              |              |              |              | 210,000      |              |              |              |              |
| 5 Ton Dump Truck Replacement             |       |              |              |              |              |              | 215,000      |              |              |              |
| <b>Sub-Total</b>                         |       |              | \$390,000    | \$470,000    | \$650,000    | \$790,000    | \$735,000    | \$560,000    | \$600,000    | \$640,000    |
| <b>ADMINISTRATION/BOARD OF SELECTMEN</b> |       |              |              |              |              |              |              |              |              |              |
| Town Complex Beautification              |       |              |              |              |              | \$300,000    |              |              |              |              |
| Town Beach Parking Lot Paving            |       |              |              |              |              | \$100,000    |              |              |              |              |
| <b>Sub-Total</b>                         |       |              | \$0          | \$0          | \$0          | \$400,000    | \$0          | \$0          | \$0          | \$0          |
| <b>POLICE DEPARTMENT</b>                 |       |              |              |              |              |              |              |              |              |              |
| Locker & Meeting Rooms Expansion         |       |              |              | 253,000      | 250,000      |              |              |              |              |              |
| <b>Sub-Total</b>                         |       |              | \$0          | \$253,000    | \$250,000    | \$0          | \$0          | \$0          | \$0          | \$0          |



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

### **A. Fire Department**

**Project Title: Ambulance Replacement**

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

**Estimated Cost: \$280,000 requested for FY2019**

**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 2006 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 winter time 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 the request a Classification I (Urgent) with funding of \$280,000 in FY2019.

**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 winter time 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 III (Desirable) 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 IV (Deferrable) 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 FY2025**

**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 IV (Deferrable) based on the timing of this request with funding of \$650,000 in FY 2025.

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

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

**Estimated Cost: \$2,000,000 requested for FY2026**

**Proposal:** The longest and farthest response time from the existing station location is Route 28. On average it takes 8 to 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 sub-Committee assigned this request a Classification V (Premature) with funding of \$2,000,000 shown in FY 2026.

## **B. Highway Department**

**Project Title: Roads**

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

**Estimated Cost: \$390,000 requested for FY 2019, Total of \$3,670,000 for Years 2020 - 2026**

**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 and needed tree removal. Alleviates substandard conditions/deficiencies and improves quality of existing services.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$390,000 in FY2019, \$420,000 in FY2020, \$450,000 in FY2021, \$480,000 in FY2022, \$520,000 in FY2023, \$560,000 in FY2024, \$600,000 in FY2025 and \$640,000 in FY2026.

**Project Title: Wood Chipper**

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

**Estimated Cost: \$50,000 requested for FY 2019**

**Proposal:** This proposal requests a Wood Chipper for brush and tree work due to storm damage, and annual brush and tree work where needed. Improves the quality of existing services and provides added capacity to serve to growth.

**CIP Recommendation:** The sub-committee assigned a Classification II (Necessary) with funding of \$50,000 in FY 2020.

**Highway Department, (Cont'd)**

**Project Title: Small Rubber 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 III (Desirable) with funding of \$100,000 in FY 2022.

**Project Title: 5-Ton Truck Replacement**

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

**Estimated Cost: \$200,000 requested for FY 2021**

**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 2021. Purchasing these trucks rather than contracting out 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 2021.

**Project Title: 5-Ton Truck Replacement**

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

**Estimated Cost: \$210,000 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. 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 2022.

**Project Title: 5-Ton Truck Replacement**

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

**Estimated Cost: \$215,000 requested for FY 2023**

**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 2023.

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$215,000 in FY 2023.

### **C. Administration/Board of Selectmen**

**Project Title: Town Complex Beautification**

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

**Estimated Cost: \$300,000 requested for Year 2019**

**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. This is a repeat request as the project has not yet been funded.

**CIP Recommendation:** The sub-committee assigned this request a Classification II (Necessary) with funding of \$300,000 in FY 2022.

**Project Title: Town Beach Parking Lot Paving**

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

**Estimated Cost: \$100,000 requested for FY 2019**

**Proposal:** The proposed project is to design and implement a paved parking area within the current dirt parking lot at the Town Beach. The new parking lot will utilize proper striping to accommodate safe parking with materials to eliminate the issues of puddling and erosion that is common under the current situation. This will allow for approximately double the current amount of parking space available and allow for handicapped accessible parking on a smooth surface.

**CIP Recommendation:** The sub-committee assigned this request a Classification IV (Deferrable) with funding of \$100,000 in FY2022.

### **D. Police Department**

**Project Title: Lockers and Meeting Room Expansion**

**Proposed by: Chief Gerry Lewis**

**Estimated Cost: \$503,000 requested for FY 2020 to 2021**

**Proposal:** Staff and personnel increases over the years have exceeded or are at capacity for both male and female lockers. In the next few years additional personnel will definitely require more locker space. Also, the police training facility/conference room is adequate to accommodate the present needs, but the personnel increases will require a larger room. For the above reasons, the department is planning to expand the number of lockers and training space. In addition to the CIP allocation, the Police Department will be looking to apply Impact Fees to this project.

**CIP Recommendation:** The sub-committee assigned a Classification II (Necessary) with funding of \$503,000 over FY 2020-2021.

## **E. Solid Waste Management**

**Project Title: Truck Replacement (2007)**

**Proposed by: Dennis Senibaldi**

**Estimated Cost: \$150,000 requested for FY 2019**

**Proposal:** To replace a 2005 Sterling Truck which was purchased in 2007. This truck is second line for use because of signification damage in a rollover accident in 2007. It was originally scheduled for replacement in 2017 but instead of funding the purchase, the BOS added \$20,000 to the budget to repair the truck. Some of issues resulting from the accident are not able to be fixed and the truck needs to be replaced or the Transfer Station will only have one reliable truck in service.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$150,000 in FY 2019.

**Project Title: Trailer Replacement (2007)**

**Proposed by: Dennis Senibaldi**

**Estimated Cost: \$65,000 requested for FY 2019**

**Proposal:** The 2007 trailer has suffered significant wear and tear and has deteriorated faster than other trailers of the same age. The steel support structure is failing and cannot be repaired further.

**CIP Recommendation:** The sub-committee assigned a Classification II (Necessary) with funding of \$65,000 in FY 2020.

**Project Title: Loader Replacement (2009)**

**Proposed by: Dennis Senibaldi**

**Estimated Cost: \$91,000 requested for FY 2021**

**Proposal:** The 2009 Takeuchi loader is a used machine with 90 hours when it was purchased in 2010. The loader has been moved to the second line and is used as a backup for moving the waste stream into the trailers. The machine has electrical issues and replacement is a better option as repairs could be wasted dollars. The recommendation from the department is to purchase another used loader with 250 hours or fewer and a warranty.

**CIP Recommendation:** The sub-committee assigned a Classification II (Necessary) with funding of \$91,000 in FY 2021.

**Project Title: Trailer Replacement (2010)**

**Proposed by: Dennis Senibaldi**

**Estimated Cost: \$68,000 requested for FY 2024**

**Proposal:** To replace a 2010 trailer.

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$68,000 in FY 2024.

**Project Title: Trailer Replacement (2010)**

**Proposed by: Dennis Senibaldi**

**Estimated Cost: \$68,000 requested for FY 2024**

**Proposal:** To replace the second 2010 trailer.

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$68,000 in FY 2024.

## **F. Recreation Committee**

**Project Title: Passive Recreation at Griffin Park – Phase II**

**Proposed by: Cheryl Haas, Recreation Coordinator**

**Estimated Cost: \$75,000 requested for FY 2019**

**Proposal:** The Passive Recreation Area, at Griffin Park, is a proposal that was the result of many public meetings once the former skate park was removed. The Recreation Committee, Board of Selectmen, and Recreation Coordinator held public meetings to solicit input. There was also a survey question proposed by the Planning Board for the 2015 Master Plan. After receiving feedback from various sources, it was decided to recommend a passive recreation area for that spot. The target audience was two-fold, for seniors as well as families with younger children. The passive recreation area project was divided into two phases. The voters approved the first phase for \$90,000 on the 2016 Windham Town Meeting Ballot. The majority of Phase I (the left side of the area) has been completed. Pavers, planting beds, granite, sitting wall, chess/checker tables, and a gazebo are in. This request is for the remaining \$75,000, the estimate for the remainder of funds necessary to complete this project Phase II will be on the right side of the area and will consist of hopscotch, 4-square, an area for children to ride their “trikes” and “coupes,” plantings and trees, kid friendly benches and tables, as well as finishing the granite curbs throughout. As in Phase I, the intent is to continue to seek donations for Phase II.

**CIP Recommendation:** The sub-committee assigned this request a Classification II (Necessary) with funding of \$75,000 in FY 2020.

**Project Title: Spruce Pond Fields Project**

**Proposed by: Cheryl Haas, Recreation Coordinator**

**Estimated Cost: \$350,000 requested for FY 2019**

**Proposal:** The Spruce Pond Fields Project is a proposal to construct recreation fields on land off Route 28 adjacent to Spruce Pond residential development (Tax Map Sheet 3-B Lot 601). This is a repeat request for phase one (of a two-phase project) of the Spruce Pond Field Project. Phase I of the Spruce Pond recreational project is the construction of a rectangular multi-use field, approximately 330’ x 240’. This field was sized with input from the Windham Soccer and Lacrosse organizations to make sure it would accommodate their needs and be put to the best possible use. This field can also be used to accommodate football and flag football, which are two new organizations that have become popular in Windham. Over the years, the participation in youth sports has increased significantly in Windham leading to scheduling conflicts and lack of maintenance to fields. Construction on the project is ready to begin.

**CIP Recommendation:** The sub-committee assigned this request a Classification II (Necessary) with funding of \$350,000 in FY 2020 through 2021.

## **G. Trails Committee**

**Project Title: Rail Trail Rain Forest Re-pavement**

**Proposed By: Mark Samsel**

**Estimated Cost: \$175,000 requested for FY 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 an 1,800 foot stretch call the “rainforest” that runs through cut ledge, a lined cut of 35 to 40 feet of 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 needs 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 deterioration of the pavement. This is a repeat request. The last time the CIP committee assigned this request a Classification II (Necessary) with funding of \$130,000

**CIP Recommendation:** The sub-committee in 2016 assigned this request a Classification II (Necessary) with funding of \$175,000 in FY2019.

## **Trails Committee, (Cont'd)**

**Project Title: Greenway Recreation Trail Expansion and Improvement**

**Proposed by: Wayne Morris**

**Estimated Cost: \$1,200,000 requested for FY 2019**

**Proposal:** The project has an estimated cost of \$1,200,00 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 the Rail Trail. The resulting corridor of nearly seven (7) miles would serve to interconnect miles of rail trail in the towns of Derry and Salem.

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, 2,645 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 several other adjacent undeveloped areas in Windham.

In 2014 the CIP Committee ranked the project Classification II (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.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$225,000 in FY 2019 to start funding a capital reserve fund over five years for this project.

## **H. 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: \$83,195 requested for FY 2019, Total of \$3,829,015 for Years 2020 – 2025**

**Proposal:** The request is a partial replenishment of the Capital Needs Assessment (CNA) account for future needs of \$83,195 in 2019. The District is utilizing most of the current funds in the CNA account for necessary projects throughout the District related to security, safety and drinking water.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$83,195 in FY2019, \$417,318 in FY2020, \$691,382 in FY2021, \$693,491 in FY2022, \$670,321 in FY2023, \$681,238 in FY2024, and \$675,265 in FY2025.

**Project Title: HVAC Replacements at Center and Middle Schools**

**Proposed by: Bill Hickey, Business Administrator, Windham School District**

**Estimated Cost: \$130,905 requested for FY 2019, Total of \$680,985 for Years 2020 – 2025**

**Proposal:** The request is for funding to replace (1) HVAC Rooftop Unit at Windham Center School and (6) HVAC Rooftop Units at Windham Middle School. The units vary in age and manufacture and contribute to the air quality (ventilation) and heating in the schools respectively. There are several units in (3) of the Districts' schools needing to be replaced over the next eight years. The amount of the request for the 2019 CIP is \$130,905.

**CIP Recommendation:** The sub-committee assigned a classification I (Urgent) with funding of \$130,905 in FY2019, \$92,682 in FY2020, \$108,618 in FY2021, \$106,509 in FY2022, \$129,679 in FY2023, \$118,762 in FY2024, and \$124,735 in FY2025.

**Windham School District, (Cont'd)**

**Project Title: Middle School Roof Repairs/Replacement**

**Proposed by Bill Hickey, Business Administrator, Windham School District**

**Estimated Cost: \$585,900 requested for FY 2019, and \$290,000 for FY 2020**

**Proposal:** The Windham School District is seeking funding to repair/replace several sections of the Windham Middle School Roof as identified by Russo Barr Associates. The sections identified were recommended for replacement in 2015, as they were identified in poor condition when the inspection was done in 2014. An additional five sections are recommended for repair/replacement in 2020 at an estimated cost of \$290,000. The amount of this part of the request is \$585,900.

**CIP Recommendation:** The sub-committee assigned a classification I (Urgent) with funding of \$585,900 in FY2019, and \$290,000 in FY2020

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

- Library
- Tax Collector
- Town Clerk
- Assessor
- IT/GIS
- Forestry Committee
- Historic District/Heritage Committee
- Maintenance
- 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**

### **2018 CIP SUB-COMMITTEE MEMBERSHIP**

- ❖ Rob Gustafson - Chair (Citizen Volunteer)
- ❖ Derek Monson – Vice Chair, Planning Board Member
- ❖ Lee Maloney – Secretary (Citizen Volunteer)
- ❖ Neelima Gogumalla – Citizen Volunteer
- ❖ Alan Carpenter – Planning Board Member
- ❖ Jennifer Simmons - Board of Selectmen Representative
- ❖ Shannon Ulery – School Board Representative
- ❖ Dennis Senibaldi – Alternate School Board Representative
- ❖ Ross McLeod – Alternate Board of Selectmen Representative

**APPENDIX B**

**PROJECT CLASSIFICATIONS**

| Department                        | Project                                       | Year        | Cost        | Class |       |       |       |       |       |       |       | Total | Avg. |
|-----------------------------------|---|-------------|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|
|                                   |   |             |             | Class |       |      |
| School District                   | Replenish the Capital Needs and Building C    | 2019        | \$83,195    | 1     | 1     | 1     | 1     | 1     | 1     | 1     | 1     | 7     | 1.00 |
| Highway Department                | Roads (\$4,060,000 for all 8 years)           | 2019        | \$390,000   | 1     | 1     | 1     | 1     | 1     | 1     | 1     | 1     | 7     | 1.00 |
| School District                   | HVAC replacements at Center and Middle S      | 2019        | \$130,905   | 1     | 1     | 1     | 1     | 2     | 1     | 1     | 1     | 8     | 1.14 |
| Solid Waste Management Department | Truck Replacement (2009)                      | 2019        | \$150,000   | 1     | 1     | 1     | 1     | 2     | 1     | 1     | 1     | 8     | 1.14 |
| School District                   | Middle School Roof                            | 2019        | \$585,900   | 1     | 1     | 1     | 1     | 1     | 2     | 2     | 2     | 9     | 1.29 |
| Trails Committee                  | Greenway Recreation Trail (start capital rese | 2019        | \$1,200,000 | 1     | 2     | 1     | 1     | 1     | 1     | 1     | 2     | 9     | 1.29 |
| Fire Department                   | Ambulance Replacement                         | 2019        | \$280,000   | 1     | 1     | 1     | 1     | 2     | 2     | 2     | 2     | 10    | 1.43 |
| Trails Committee                  | Rail Trail Rainforest Re-pavement             | 2019        | \$175,000   | 2     | 2     | 1     | 2     | 2     | 1     | 2     | 2     | 12    | 1.71 |
| Highway Department                | Wood chipper                                  | 2019        | \$50,000    | 2     | 1     | 1     | 2     | 2     | 2     | 3     | 3     | 13    | 1.86 |
| Solid Waste Management Department | Trailer Replacement (2007)                    | 2019        | \$65,000    | 2     | 1     | 1     | 2     | 2     | 3     | 3     | 3     | 14    | 2.00 |
| Highway Department                | 5 Ton Truck Replacement                       | 2021        | \$200,000   | 2     | 2     | 2     | 2     | 2     | 3     | 2     | 2     | 15    | 2.14 |
| Recreation                        | Griffin Park Passive Recreation Area Phase    | 2019        | \$75,000    | 3     | 1     | 2     | 2     | 3     | 3     | 3     | 3     | 17    | 2.43 |
| Recreation                        | Spruce Pond Phase I                           | 2019        | \$350,000   | 2     | 2     | 2     | 2     | 3     | 3     | 3     | 3     | 17    | 2.43 |
| Solid Waste Management Department | Loader Replacement (2009)                     | 2021        | \$91,000    | 2     | 2     | 2     | 2     | 3     | 3     | 3     | 3     | 17    | 2.43 |
| Police Department                 | Locker & Meeting Rooms Expansion              | 2020 or 202 | \$503,000   | 2     | 2     | 2     | 2     | 3     | 3     | 3     | 3     | 17    | 2.43 |
| Administration                    | Town Complex Beautification (Bartley & Tow    | 2019        | \$300,000   | 2     | 2     | 2     | 2     | 3     | 4     | 3     | 3     | 18    | 2.57 |
| Highway Department                | Small Rubber Track Excavator                  | 2020        | \$100,000   | 3     | 2     | 3     | 3     | 3     | 3     | 4     | 4     | 21    | 3.00 |
| Highway Department                | 5 Ton Truck Replacement                       | 2022        | \$210,000   | 3     | 3     | 3     | 3     | 3     | 3     | 3     | 3     | 21    | 3.00 |
| Fire Department                   | Ambulance Replacement                         | 2023        | \$320,000   | 3     | 3     | 3     | 3     | 3     | 3     | 4     | 4     | 22    | 3.14 |
| Highway Department                | 5 Ton Truck Replacement                       | 2023        | \$215,000   | 3     | 3     | 3     | 3     | 4     | 4     | 4     | 4     | 24    | 3.43 |
| Solid Waste Management Department | Trailer Replacement (2010)                    | 2024        | \$68,000    | 3     | 3     | 4     | 3     | 4     | 3     | 4     | 4     | 24    | 3.43 |
| Solid Waste Management Department | Trailer Replacement (2010)                    | 2024        | \$68,000    | 3     | 3     | 4     | 3     | 4     | 3     | 4     | 4     | 24    | 3.43 |
| Administration                    | Town Beach Parking Lot Paving                 | 2019        | \$100,000   | 3     | 2     | 5     | 2     | 3     | 5     | 5     | 5     | 25    | 3.57 |
| Fire Department                   | Forestry Replacement                          | 2024        | \$220,000   | 4     | 3     | 3     | 3     | 4     | 4     | 4     | 4     | 25    | 3.57 |
| Fire Department                   | Engine Replacement                            | 2025        | \$650,000   | 4     | 3     | 3     | 3     | 4     | 4     | 4     | 4     | 25    | 3.57 |
| Fire Department                   | Public Safety Substation                      | 2026        | \$2,000,000 | 5     | 5     | 5     | 5     | 5     | 5     | 5     | 5     | 35    | 5.00 |