

## **CAPITAL IMPROVEMENTS PROGRAM 2004 PLAN WINDHAM, NEW HAMPSHIRE**

### **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 an update in 2000. 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 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 Selectmen appointed by the chairman of the Board of Selectmen whose term shall be one year.
- One School board member appointed by the chairman of the School Board whose term shall be one year.
- Two members of the Planning Board appointed by the chairman of the Planning Board whose term shall be one year.
- Three members of the general public appointed by the chairman of the Planning Board whose terms shall be three years, limited to a six-year tenure.

Throughout this document, "department" will be used to encompass all town boards, commissions, committees, trustees, and departments.

The CIP Sub-Committee has the following tentative meeting schedule:

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

### **A. The Capital Improvements Program: Purpose and Description**

A Capital Improvements Program is a budgetary document which forecasts major Town expenditures for a six-year period. A fiscal analysis of each project is included in the CIP. The program, when adopted and fully utilized, serves to ensure that the necessary services and facilities to meet the community's needs are provided in accordance with the financial capabilities of Windham.

For the purpose of this document, a capital improvement is defined as a major expenditure (usually non-recurring) for public facilities costing more than \$50,000. CIP expenditures are considered beyond the scope of normal annual operating or maintenance expenses. Included are:

- Land acquisition for public purpose
- New buildings or additions
- Vehicles and other machinery with a useful life of greater than five years
- Major building or facility renovations with a useful life of greater than ten years
- Road renovations resulting in long-term improvement in road capacity or conditions
- Special studies such as assessments or a Master Plan
- Studies or architectural plans costing more than \$50,000 for the above capital improvements

The CIP Sub-Committee will request detailed capital plans for evaluation during the planning year. Project requests are compiled into a spreadsheet to analyze the overall impact on the Town's tax rate. The CIP Sub-Committee will make recommendations as to which projects should be included in the Plan.

### **B. Advantages of a CIP**

A Capital Improvements Program offers many advantages:

- Stabilizes year-to-year variations in capital outlays
- Makes pre-emptive acquisitions more feasible and defensible (e.g., land for water supply, waste disposal, recreation)
- If used in conjunction with a pooled investment reserve fund, can offset a fraction of capital expenditures by reducing interest payments
- Enables the town to establish growth control measures (in conjunction with a master plan).
- Facilitates implementation of the master plan by scheduling proposed projects over a period of time. The program can eliminate duplication and a random approach to expenditures.
- Furnishes a total picture of the municipality's major needs, discourages piecemeal expenditures, and serves to coordinate the activities of various departments.
- Establishes priorities for projects on the basis of needs and cost, and permits anticipation of income and expenditures.
- Serves as a public information tool, explaining to the public the Town's plans for major expenditures.

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 Board of the Selectmen, the School Board, and the electorate, should adopt the first year of the CIP program as the capital budget. 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.

Once the CIP has been adopted, it is reviewed and updated annually by the Planning Board. This is especially important in years when voters at Town Meeting do not fund all proposed capital projects. The CIP recommendations for the upcoming year's budget are presented to the Selectmen and School Board for their consideration. Each annual update adds an additional year to the schedule, as the past year is dropped off, so that a six-year minimum program period is maintained.

When all capital projects are outlined for the upcoming six-year period, each department and board should monitor the effect of growth on their scheduled projects. In order to keep the department heads and boards informed, the Planning Board should ask them to review all development proposals to determine possible impacts on the CIP schedule. This process assists the Planning Board in determining the timeliness of the proposal and its impact.

## II. Background: CIP 2004 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 adopted a classification scheme that used six (6) possible classifications as outlined below. In deliberations leading up to the CIP Sub-Committee's proposed capital allocations, each submitted project was assigned a class.

After each project was classified, projects falling into the same class were reviewed against town needs as identified by the town master plan and further prioritization was established.

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 goals.

### B. Year 2004 Available Capital Improvement Funds

The 2004 CIP Sub-Committee used the official tax valuation figure for 2003 to determine the CIP funding. This official tax valuation is determined by the Windham Tax Assessor and approved by the New Hampshire Department of Revenue Administration. For year 2003 the town valuation figure minus exemption monies for veterans and other recognized groups, was set at \$1,230,091,551.

To compute the available CIP funds for year 2004, the sub-committee used the actual 2003 valuation \$1,230,091,551 and applied a conservative 2.5% increase to reach \$1,260,843,840 as an estimated tax valuation figure. (It must be noted here that the actual increase in tax valuation from 2002 to 2003 was 2.8%). For FY 2005-2010 in the plan, the sub-committee estimated available CIP funds using a conservative 1% increase in the town valuation figures, and then applied the \$1.55 per thousand. In addition to funds derived directly from CIP, the plan includes school impact fees to be applied to the school renovation bond payments, and other funds contributions.

The sub-committee used the established \$1.55 CIP portion of the tax rate to calculate the \$1,954,308 available for 2004 capital projects. However, applied against the available funding are the Towns fixed obligations in the amount of \$1,125,156, and applied to the available funding are other CIP contributions in the amount of \$290,800 yielding a net available monies figure for 2004 in the amount of \$1,119,952 to fund the remaining department requests.

**II. CIP FY 2004 - 2010 Appropriation Chart SUMMARY**

CIP FY 2004-2010 Appropriation Chart (Summary)									
	Notes	CRF Balances	2004	2005	2006	2007	2008	2009	2010
<b>CIP Projected Availability</b>			\$1,954,308	\$1,973,851	\$1,993,590	\$2,013,525	\$2,033,661	\$2,053,997	\$2,074,537
<b>Fixed CIP Obligations</b>									
Town Master Bond	*(1)*		588,520	566,695	544,385	387,075	245,975	236,689	<< final payment
SAU Building	*(2)*		2,437	<< final payment					
Schools Renovation Bond	*(3)*		521,799	519,044	504,365	494,974	484,014	475,026	<< final payment
Searles Bond	*(4a)*		12,400	12,464	12,512	12,544	12,560	12,160	12,160
<b>Total Fixed Obligations</b>			\$1,125,156	\$1,098,203	\$1,061,262	\$894,593	\$742,549	\$723,875	\$12,160
<b>Effective Availability Other</b>			\$829,152	\$875,648	\$932,328	\$1,118,932	\$1,291,112	\$1,330,122	\$2,062,377
<b>Other CIP Annual Contributions</b>		-	290,800	449,024	162,512	162,544	162,560	258,160	162,160
<b>Net to Annual Appropriations</b>		\$ -	\$ 1,119,952	\$ 1,324,672	\$ 1,094,840	\$ 1,281,476	\$ 1,453,672	\$ 1,588,282	\$ 2,224,537
<b>Annual Appropriations</b>									
FIRE DEPARTMENT		-	205,000	455,000	236,750	205,000	205,000	150,000	150,000
SELECTMEN		-	125,540	141,910	50,000	230,000	103,000	0	0
HIGHWAY AGENT		-	300,000	300,000	300,000	300,000	300,000	300,000	300,000
LIBRARY			0	0	0	0	0	0	0
CONSERVATION		620,000	0	0	0	0	0	0	0
TRANSFER STATION		-	65,000	165,000	290,000	285,000	405,000	0	0
PLAN. & DEV. DEPARTMENT		-	89,705	0	65,000	0	0	0	0
RECREATION		-	30,000	0	0	0	0	0	0
SCHOOL DEPARTMENT		586,347	304,707	295,293	250,000	2,125,000	1,829,000	1,783,000	3,070,000
<b>Total Annual Appropriations</b>			\$ 1,119,952	\$ 1,357,203	\$ 1,191,750	\$ 3,145,000	\$ 2,842,000	\$ 2,233,000	\$ 3,520,000
<b>Variance</b>			(\$0)	(\$32,531)	(\$96,910)	(\$1,863,524)	(\$1,388,328)	(\$644,718)	(\$1,295,463)

2004-2010 Appropriation Chart (Details)									
	Notes	CRF Balances	2004	2005	2006	2007	2008	2009	2010
<b>Effective Availability Other</b>			\$ 829,152	\$ 875,648	\$ 932,328	\$ 1,118,932	\$ 1,291,112	\$ 1,330,122	\$ 2,062,377
<b>OTHER CIP ANNUAL CONTRIBUTIONS</b>									
Searles Trust Fund	*(4b)*	48,883	12,400	12,464	12,512	12,544	12,560	12,160	12,160
School Impact Fee Funds	*(5)*		250,000	150,000	150,000	150,000	150,000	150,000	150,000
Developers Fees	*(6)*			141,000					
Castle Hill Bridge - state reimbursem	*(7)*		28,400	145,560					
Church Road - State Reimbursemen	*(8)*							96,000	
Library CRF		33,253							
<b>Total Other contributions</b>			\$ 290,800	\$ 449,024	\$ 162,512	\$ 162,544	\$ 162,560	\$ 258,160	\$ 162,160
<b>Net to Annual CIP Appropriations</b>			\$ 1,119,952	\$ 1,324,672	\$ 1,094,840	\$ 1,281,476	\$ 1,453,672	\$ 1,588,282	\$ 2,224,537
<b>ANNUAL APPROPRIATIONS</b>									
<b>FIRE DEPARTMENT</b>									
Engine 1 Replacement			205,000	205,000					
Forestry Truck Replacement					95,000				
Substation				250,000					
Ambulance 2 Replacement					141,750				
Engine 3 Replacement						205,000	205,000		
Tanker - Addition								150,000	150,000
<b>Sub-Total</b>		\$0	\$205,000	\$455,000	\$236,750	\$205,000	\$205,000	\$150,000	\$150,000
<b>SELECTMEN</b>									
Lowell Road Bike Paths (attached to funding)						127,000			
Castle Hill Bridge (50%share before state reimb)			75,540	141,910					
Bartley House			50,000		50,000				
Path Trail - Rail to Trail						103,000	103,000		
<b>Sub-Total</b>		\$0	\$125,540	\$141,910	\$50,000	\$230,000	\$103,000	\$0	\$0
<b>HIGHWAY AGENT</b>									
Road Improvements			300,000	300,000	300,000	300,000	300,000	300,000	300,000
<b>Sub-Total</b>		\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
<b>LIBRARY</b>									
<b>Sub-Total</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONSERVATION</b>									
Land Fund		1,460,000							
Committed for (Stolarz)		(840,000)							
<b>Sub-Total</b>		\$620,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2004-2010 Appropriation Chart (Details cont'd.)									
Notes	CRF Balances	2004	2005	2006	2007	2008	2009	2010	
<b>TRANSFER STATION</b>									
			65,000	65,000	65,000				
Trailer Replacement									
Facilities Improvement/Renovation				100,000	100,000	100,000	100,000		
Articulating Loader Replacement						85,000			
Conveyor System Renovation					100,000				
Skid Loader Replacement							55,000		
Baler Replacement							250,000		
Tractor Trailer Replacement					125,000				
<b>Sub-Total</b>	\$0	\$65,000	\$165,000	\$290,000	\$285,000	\$405,000	\$0	\$0	\$0
<b>PLAN. &amp; DEV. DEPARTMENT</b>									
2000 Master Plan Update			89,705						
Aerial Photogrammetric Corrections					65,000				
<b>Sub-Total</b>	\$0	\$89,705	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0
<b>RECREATION</b>									
Griffin Park Phase II			30,000						
<b>Sub-Total</b>	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SCHOOL DEPARTMENT</b>									
School Land	50,000								
High School and Elem. School Land Facilities	250,000	250,000	250,000	250,000	250,000				
School Septic Replacement	100,000	54,707	45,293						
High School Facilities					1,875,000	1,829,000	1,783,000	1,738,000	
Elementary School Facilities	186,347								1,332,000
<b>Sub-Total</b>	\$586,347	\$304,707	\$295,293	\$250,000	\$2,125,000	\$1,829,000	\$1,783,000	\$3,070,000	
<b>TOTAL ANNUAL APPROPRIATION</b>		<b>\$1,119,952</b>	<b>\$1,357,203</b>	<b>\$1,191,750</b>	<b>\$3,145,000</b>	<b>\$2,842,000</b>	<b>\$2,233,000</b>	<b>\$3,520,000</b>	
<b>VARIANCE</b>		<b>(\$0)</b>	<b>(\$32,531)</b>	<b>(\$96,910)</b>	<b>(\$1,863,524)</b>	<b>(\$1,388,328)</b>	<b>(\$644,718)</b>	<b>(\$1,295,463)</b>	

**CIP FY 2004-2010 Footnotes**

\*\*\*\* The CRF's, managed by the Trustees of the Trust Funds, are invested in a Money Market account earning 1.37% interest as of 11/15/02

Fixed Obligations

\*(1)\* Represents 10 year bond (2000-2009), of \$4,196,064 at 4.57% covering Fire Station, Police Station, Library, and Griffin Park Phase I projects.

\*(2)\* Represents 10 year bond (1995-2004), for SAU building of \$250,000 at 6%. Payment includes 30% state funding. Refinanced at lower rate in 1999.

\*(3)\* Represents 10 year bond (2000-2009) for schools renovation of \$5,992,000 at 4.65%. Use CRF and Impact fees to reduce total annual payments. Payment includes 30% state funding.

\*(4a)\* Represents 10 year bond (2004-2013) of \$100,000 at 4.5% for renovations of Searles Chapel west room.

CIP Contributions

\*(4b)\* Represents projected rental revenue from Searles Chapel.

\*(5)\* Impact fees collected per year, above a \$50,000 standing reserve, are to be applied to the school bond payment. Fee collection is projected at \$150,000 per year.

\*(6)\* Fees collected by the Planning Dept. will offset part of the cost of the new Fire Department Substation

\*(7)\* Funds from State of NH will offset the state's portion of the Castle Hill bridge cost. Anticipated receipt of funds - 2004 and 2005

\*(8)\* Funds from State of NH will offset the state's portion of the Church Road repair cost. Anticipated receipt of funds - 2009

**TAX VALUATION PROJECTION**

PROPERTY VALUATION	% Increase	YEAR	PROJECTED CIP TAX RATE	\$ AVAILABLE
\$1,230,091,551			\$1.55	\$1,906,642
\$1,260,843,840	2.5	2004	\$1.55	\$1,954,308
\$1,273,452,278	1.0	2005	\$1.55	\$1,973,851
\$1,286,186,801	1.0	2006	\$1.55	\$1,993,590
\$1,299,048,669	1.0	2007	\$1.55	\$2,013,525
\$1,312,039,156	1.0	2008	\$1.55	\$2,033,661
\$1,325,159,547	1.0	2009	\$1.55	\$2,053,997
\$1,338,411,143	1.0	2010	\$1.55	\$2,074,537
\$1,351,795,254	1.0	2011	\$1.55	\$2,095,283

\*\*\* Based on Tax Assessor's Valuation for tax year 4/1/2002-3/31/2003

### **III. Submitted Capital Projects and Explanations**

#### **A. Fire Department**

**Project Title: Engine-1 Replacement**

**Proposed by: Fire Chief, Donald Messier**

**Estimated Cost: \$410,000**

**Proposal:** The current Engine-1 is a 1984 model. The replacement schedule adopted by the department for an engine is 18-20 years, in order to minimize major maintenance costs and subsequent down time on the older equipment. Several thousand dollars of minor maintenance and down time occurred already in 2002 and 2003. The requested year of funding is unchanged from last year, but the cost has increased \$116,000. The department conducted further research with vendors, to determine what is required to meet town needs long term, in order to make each engine a more versatile stand-alone piece of equipment.

**CIP Recommendation:** The CIP sub-committee assigned the request a Class I, needed immediately for health and safety, with funding of \$410,000 in FY 2004-2005.

**Comments:** The CIP Sub-Committee recommends that the high cost of this equipment be spread out over two years in the CIP Plan.

**Project Title: Forestry Brush Truck Replacement**

**Proposed by: Fire Chief, Donald Messier**

**Estimated Cost: \$95,000**

**Proposal:** The current brush truck is a 1987 model. With the continued purchase of land by the town, and recent construction, the number of homes now sitting close to dense woods is increasing, and thus the danger to homes from brush fires has increased. The brush truck was out of service this year due to a breakdown, and it is anticipated that without replacement, a significant amount of maintenance work will be needed soon. The requested cost has increased \$26,750 from last year due to further research by the department with vendors, to determine what is required to meet town needs long term.

**CIP Recommendation:** The CIP sub-committee assigned the request a Class II, necessary within 3 years to maintain basic health and safety, with funding in 2006.

**Comments:** The CIP Sub-Committee recommends that Fire Department funding in years 2004 and 2005 of the CIP Plan be used to purchase the more critical Engine-1 replacement, and that the brush truck wait for funding until that is completed.

**Project Title: Fire Sub-Station**

**Proposed by: Fire Chief, Donald Messier**

**Estimated Cost: \$250,000**

**Proposal:** The Fire Chief submitted a proposal for CIP funding of a Fire sub-station again in 2005 as a solution to the slower than standard response times now experienced by the department in supplying Engine and Ambulance service to the Route 28 area. Development in this area has doubled in the last few years. The department also recognizes that with reconstruction of Routes 93 and 111, response times will further increase. The facility will include a small office space for police use and be built on land currently owned by the town. No new equipment purchases will be necessary, as the facility will use equipment from that already owned by the town. The estimated cost can be offset by current and future funds allocated by developers.

**CIP Recommendation:** The CIP Sub-Committee assigned a Class II to this project (necessary within 3 years to maintain basic level and quality of community services) with funding in 2005 offset by \$141,000 in developers funds already collected or due to be collected before 2005.

## **A. Fire Department Substation – continued**

**Comment:** The CIP Sub-Committee acknowledges the importance of building a sub-station and recognizes the need for timely responses to emergency calls along the Route 28 corridor. However the sub-committee also cautions that more time and planning is necessary to better plan for a sub-station in conjunction with the town Master Plan. The sub-committee recommends that the Department get verification from the state in writing as to whether it will help pay for a portion of the sub-station or any staffing during the Route 93 reconstruction.

**Project Title: Ambulance-2 Replacement**

**Proposed by: Fire Chief, Donald Messier**

**Estimated Cost: \$141,750**

**Proposal:** The current Ambulance-2 is a 1997 model. The replacement schedule adopted by the department for an ambulance is eight years, in order to minimize major maintenance costs and subsequent down time on the older equipment. This request allows the department to stay on course for scheduled apparatus replacement, and is unchanged from last year.

**CIP Recommendation:** The CIP sub-committee assigned the request a Class II, (necessary within 3 years to maintain basic level and quality of community services) with funding of \$141,750 in the requested FY 2006.

**Project Title: Engine-3 Replacement**

**Proposed by: Fire Chief, Donald Messier**

**Estimated Cost: \$410,000**

**Proposal:** The current Engine-3 is a 1992 model. The replacement schedule adopted by the department for an engine is 18-20 years, in order to minimize major maintenance costs and subsequent down time on the older equipment. The requested cost and years of funding was amended after the original submission, to \$500,000 in year 2007, in line with the increase in the outfitting of Engine-1, to make each engine a more versatile stand-alone piece of equipment.

**CIP Recommendation:** The CIP sub-committee assigned the request a Class III, necessary within 4-6 years to improve service, with funding of \$410,000 in FY 2007-08.

**Comments:** The CIP Sub-Committee recommends that the funding for Engine-3 match the funding of Engine-1, and that the high cost be spread out over two years, 2007-08.

**Project Title: Engine-2 Replacement**

**Proposed by: Fire Chief, Donald Messier**

**Estimated Cost: \$550,000**

**Proposal:** The current Engine-2 is a 1994 model. The replacement schedule adopted by the department for an engine is 18-20 years, in order to minimize major maintenance costs and subsequent down time on the older equipment.

**CIP Recommendation:** The CIP sub-committee assigned the request a Class IV, Deferrable until after the 6-year period, with funding of \$550,000 in FY 2011.

**Comments:** The CIP Plan is for FY 2004-2010 only. However the sub-committee acknowledges in this document, the need to plan for the costly replacement of this critical apparatus.

**A. Fire Department – continued****Project Title: Tanker Addition****Proposed by: Fire Chief, Donald Messier****Estimated Cost: \$300,000**

**Proposal:** This request is slightly up in cost from last year (\$27,000), for the same funding year. Based on the growth of Windham, the size of residential and commercial buildings, and the department's operational demand the tanker is a valuable purchase. The requested year of funding was amended by the department to 2008 after the original submission, in order to more equitably spread out the costs of major pieces of equipment requested.

**CIP Recommendation:** The CIP sub-committee assigned the request a Class III, necessary within 4-6 years to improve service, with funding of \$300,000 to be split between FY 2009-2010.

**Comments:** The CIP Sub-Committee recommends that the funding for the tanker follow CIP funding of the department's higher priority requests, which end in 2008, and that the high cost of the tanker be spread out over two years.

**Project Title: Ladder-1 Replacement****Proposed by: Fire Chief, Donald Messier****Estimated Cost: \$500,000**

**Proposal:** The department requested replacement of the donated 1981 ladder truck in 2009.

**CIP Recommendation:** The CIP sub-committee assigned the request a 4.5, evenly split between Class IV (Deferrable beyond the 6-year plan schedule) and Class V (Premature/needing additional research). No funding was allocated for this request in the CIP 2004-2010 plan.

**Comments:** The CIP Sub-Committee does not support replacement of donated equipment, whose need has not been approved by the CIP process and Windham voters.

**Project Title: Ambulance-1 Replacement****Proposed by: Fire Chief, Donald Messier****Estimated Cost: \$117,187**

**Proposal:** The current Ambulance-1 is a 2002 model. The replacement schedule adopted by the department for an ambulance is eight years, in order to minimize major maintenance costs and subsequent down time on the older equipment. This request allows the department to stay on course for scheduled apparatus replacement. The department corrected the requested amount of funding to \$150,000 after the original submission – the original amount was in error.

**CIP Recommendation:** The CIP sub-committee assigned the request a 4.5, evenly split between Class IV (Deferrable beyond the 6 year plan schedule) and Class V (Premature/needing additional research), due to the recent purchase of the equipment, and very future request timeframe. No funding was allocated for this request in the CIP 2004-2010 plan.

## **B. Board of Selectmen**

### **Project Title: Lowell Road Bike Lanes**

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

**Estimated Cost: \$127,000**

**Proposal:** The Town has been working with the State Department of Transportation on a joint Transportation Enhancement Project to construct bike paths along a 2.1 mile segment of Lowell Road between the Route 111 intersection and the Golden Brook School. The cost of the project, estimated to be \$715,000, will be shared between the State and Town on an 80%/20% basis split respectively.

The Town's share of the engineering phase of the project, \$23,000, was approved at the 2003 Town Meeting. The State has begun the engineering phase and the public hearings for the results of the study are anticipated in late 2004. With the first phase for engineering study approved, the CIP has included the future expenditure of approximately \$127,000 in the year 2007. The matching funds represent 80% to the town's 20% funds.

**CIP Recommendation:** The CIP committee gave a Class II (2.83) (Necessary. Needed within 3 years to maintain basic level and quality community services) to this proposal. Based on the schedule for engineering studies a, public hearings, presentations and allocation of State Funding being delayed, it is anticipated the project, if approved, would be complete in the 2007 time frame and has allocated Windham's share of \$127,000 in 2007.

**Comments:** The sub-committee needs to stay current on the State and Federal allocation of funds as changing priorities at the State level have delayed many State sponsored projects.

### **Project Title: Castle Hill Road Bridge**

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

**Estimated Cost: \$233,200**

**Proposal:** The Castle Hill Road Bridge, located on the Windham/Pelham town lines and jointly owned by both communities has been "red listed" by the state meaning it is deficient in one or more of the following categories: width, approach, weight limits, structural integrity. Or overall condition. In 2002, a contract was awarded to an engineering consultant, SEA, to determine the extent of repairs required to the bridge. Discussions between Windham and Pelham have presented options for dealing with the deficiencies in the bridge up to the full reconstruction of the bridge to a width of 24-feet from its current 16-feet. The consultant's preferred alternative recommended is a pre-cast concrete voided deck slab structure with cast in place stub abutments and wingwalls. Both Pelham and Windham will split the cost of the repairs and the State DOT has indicated that the project is eligible for State Bridge Aid, which will reimburse the towns 80% of the project costs. Preliminary estimates from the State to reconstruct the bridge stand at \$466,400. Based on this project being approved under the State's Bridge Aid program for FY2004, where 80% of the cost is reimbursed to the Towns, Windham's share is anticipated at no more than \$47,140. Given that the bridge aid is a reimbursement, Windham would need to front \$233,200 of the costs (50% share before reimbursement). State reimbursement monies will not be available before 2005.

**CIP Recommendation:** The sub-committee assigned a Class I (1.17) to this (cannot be delayed, needed immediately for health and safety needs). With the completion of the SEA study, an alternative and associated costs have been provided. The 80% construction reimbursement cost is not projected to be available in 2005. The sub-committee recommends splitting the costs between the years 2004 and 2005 to offset the costs encumbered by the Town and phase more closely with the anticipated State reimbursement.

**B. Board of Selectmen – continued****Project Title: Bartley House Phase II****Proposed by: Dave Sullivan, Town Administrator****Estimated Cost: \$100,000**

**Proposal:** The Board of Selectman has requested \$100,000 to be used towards the repairs and renovation of the Bartley House. In 2002, Phase I began with repairs to the foundation and finishing the first floor for office space use by the Town administrator and staff. In July 2003, the Administrative offices moved from the Town Hall to the newly renovated first floor of the Bartley House. The Board of Selectmen requested two equal allocations of \$50,000 each to be available in years 2004 and 2006 respectively for completion of Phase II, which includes replacing the windows, removal of the vinyl siding and repair of the clapboard and finishing the second floor for office space.

**CIP Recommendation:** The CIP Sub-Committee gave a Class II (2.50) (necessary within 3 years) to this project acknowledging that funding the project would assist the town in maintaining its quality and level of service to its citizens and mitigate the need for a new Town Hall complex. The CIP Sub-Committee agreed with the requested allocation amounts and proposed schedule. Two \$50,000 allocations are in the plan for 2004 and 2006 respectively.

**Project Title: Rail to Trail Path****Proposed by: Dave Sullivan, Town Administrator****Estimated Cost: \$206,000**

**Proposal:** The Board of Selectmen has applied for grant funds under the NHDOT's Congestion Mitigation / Air Quality Improvement Program (CMAQ) to fund a shared use rail-trail on the portion of the Manchester-Lawrence Railroad bed which runs through Windham This trail is part of the first phase of constructing a regional rail-trail extending from Salem to Concord, as recommended in the NHDOT funded 2003 Salem-Concord Bikeway Feasibility Study. It will be constructed as a 12' wide paved path with 3' graveled shoulders and extend approximately 4.1 miles from NH Route 111 to the Windham Depot. Preliminary cost estimates reflect a total need for this project of \$1,030,000. The Federal match will be 80% or \$824,000 leaving \$206,000 to be funded by the Town or other sources (donations, gifts, etc).

**CIP Recommendation:** The CIP committee awarded this project a Class IV (4.00) (Can be placed on hold until after the 6-year period, but supports community development goals.) This project will require additional State approvals and this may modify the funding and planning of this project. The CIP has allocated the Town of Windham's share of the costs of \$206,000 be split evenly and funded in the years 2007 and 2008.

**Comments:** The sub-committee needs to stay current on the State and Federal allocation of funds as changing priorities at the State level have delayed many State sponsored projects. In addition, it is anticipated donors may contribute to the fund.

## **B Board of Selectmen – continued**

**Project Title: Amphitheater**

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

**Estimated Cost: \$100,000**

**Proposal:** The original proposal for the Fellows property included building a library, police station, fire station, possible elderly housing and an amphitheater. This amphitheater will be built behind the library and will include site work to slope the property to a ClamShell type of amphitheater. This will provide a venue for the community band, outdoor plays and other community functions. Funding in the amount of \$100,000 was requested over years 2005-2007.

**CIP Recommendation:** The CIP ranked this proposal a Class IV (4.50) (deferrable until after the 6-year plan period) and did not place funding on the CIP FY 2004-2010 Appropriation Chart. More detailed plans and costing are needed.

**Comments:** The sub-committee believes this type of proposition lends itself to donation funding and suggests the Town begin a fund raising program to support this undertaking.

## **C. Highway Agent**

**Project Title: Road and Bridge Improvements**

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

**Dave Sullivan, Town Administrator**

**Estimated Cost: \$3,150,000 Years 2004-2011**

**Proposal:** The highway agent again submitted a prioritized plan for complete and partial reconstruction of Windham roads in greatest need of repair. A major component of the plan includes developer contributions to the roads. The proposal acknowledges highway block grants to supplement CIP allocations. Roads listed in the plan include Castle Hill Road (with developer contribution), Marblehead Road from the old landfill to the Pelham line, East Nashua Road, Beacon Hill Road and Fordway Extension. The plans for 2004 are for Castle Hill Road and begin the reconstruction of Marblehead Road.

**CIP Recommendation:** The sub-committee assigned a Class I (1.00) (needed immediately) to this project, recognizing that maintaining town roads is directly tied to citizen safety. The Highway Agent built a 3% inflationary cost in the proposal. The sub-committee reduced the request to \$300,000 allocation in each of the years 2004 through 2010 in the plan.

**Comments:** The sub-committee encourages the Highway Agent to maintain and update the submitted plan yearly to ensure sufficient CIP funding is made available as needed. The sub-committee also recommends that the town continue its past practice of working with developers to improve the existing road network and to better serve new roads that are laid.

**C. Highway Agent - continued****Project Title: 1-Ton Dump Truck****Proposed by: Jack McCartney, Highway Agent  
Dave Sullivan, Town Administrator****Estimated Cost: \$50,000**

**Proposal:** This truck is a smaller version of what is presently owned by the Town and would be used to do cold patchwork, gravel shoulders. Sign installation, and basin repairs. Presently the Town hires a truck and driver to assist with these tasks, working only to their availability.

**CIP Recommendation:** The sub-committee assigned a Class I (1.83) (needed immediately) to this, although funding was suggested from alternative means. In the past, the Town has purchased vehicles through the State surplus program. The CIP recommends the Town pursue a used surplus vehicle include these costs in the operating budget of the Highway Agent. Therefore, funding for this request does not appear in the 2004-2010 Appropriations Chart.

**Comments:** The sub-committee also suggests coordination with the Transfer Station for vehicles, which could have shared uses.

**Project Title: Replacement Vehicle for 5-Ton Dump Truck****Proposed by: Jack McCartney, Highway Agent  
Dave Sullivan, Town Administrator****Estimated Cost: \$90,000**

**Proposal:** Funding for 5-Ton Dump Truck as a replacement vehicle was requested for 2005. This truck would be used primarily during the winter months for plowing and sanding. During warm weather it would haul sand and gravel products, as well as working with sub-contractors on road sweeping, roadside cleanup, ditch work or shoulder work. This vehicle is a replacement for the 5-Ton dump truck purchased in 2001.

**CIP Recommendation:** The sub-committee assigned a Class IV (4.83) (deferrable, can be placed on hold until after the 6-year period, but supports community development goals) to this. By 2005, our existing 5-ton dump truck will have been in service to the Town for four years. The CIP sub-committee supports the process of purchasing this equipment through the State surplus program and including funding through the Highway operating budget.

**Comments:** The sub-committee also suggests coordination with the Transfer Station for vehicles, which could have shared uses.

**Project Title: Mower and Chipper****Proposed by: Jack McCartney, Highway Agent  
Dave Sullivan, Town Administrator****Estimated Cost: \$96,000**

**Proposal:** Funding for a Mower and Chipper was requested for year 2006. This equipment would be used for brushwork, light tree removal, Christmas tree disposal, storm clean-up, roadside mowing and general brush and weed control throughout the Town.

**CIP Recommendation:** The sub-committee gave the request a classification of V (premature, needs more research, planning and coordination) based on the equipment's limited use, the need to provide a shelter for the equipment as well as plan for increase staffing to operate the equipment. Funding for this request does not appear on the CIP FY 2004-2010 Appropriation Chart.

**Comments:** Additional justification for cost savings need to be provided based on the limited need for this equipment and the successful implementation of subcontracting these services.

**C. Highway Agent - continued****Project Title: Replacement Vehicle for 5-Ton Dump Truck****Proposed by: Jack McCartney, Highway Agent  
Dave Sullivan, Town Administrator****Estimated Cost: \$90,000 in 2007**

**Proposal:** This truck would be used primarily during the winter months for plowing and sanding. During warm weather it would haul sand and gravel products, as well as working with sub-contractors on road sweeping, roadside cleanup, ditch work or shoulder work. This vehicle is a replacement for the 5-Ton dump truck purchased through State surplus in 2003. The request is for \$90,000 in 2007.

**CIP Recommendation:** The sub-committee assigned a Class V (5.00) (premature, needs more research, planning and coordination) to this. By 2007, our second 5-ton dump truck will have been in service to the Town for four years. The CIP sub-committee supports the process of purchasing this equipment through the State surplus program and including funding through the Highway operating budget.

**Comments:** The sub-committee also suggests coordination with the Transfer Station for vehicles, which could have shared uses.

**Project Title: Replacement Vehicle for Pickup and Crack Sealing****Proposed by: Jack McCartney, Highway Agent  
Dave Sullivan, Town Administrator****Estimated Cost: \$90,000**

**Proposal:** By the year 2008, our present truck will be eight years and is expected to have 100,000 miles on it. Drive train repairs and sheet metal replacement due to rust and corrosion would probably not equal or warrant repairs based on the vehicles remaining usefulness. This proposal would replace it with a current year vehicle or upgrade to an additional 1-ton dump truck with a plow and sander. The crack sealing equipment will enable the Town to perform this function on an as needed basis resulting in deferring major cost repairs.

**CIP Recommendation:** The sub-committee gave the request a Class III (3.67) (desirable in 4-6 years to improve quality and level of service). The CIP sub-committee supports the process of purchasing this equipment through the State surplus program and including funding through the Highway operating budget.

**Comments:** The use of contracted services for the crack sealing is suggested to continue based on the limited use of this equipment and the maintenance required for upkeep of crack sealing equipment.

**C. Highway Agent - continued****Project Title: Rubber Tire Excavator****Proposed by: Jack McCartney, Highway Agent  
Dave Sullivan, Town Administrator****Estimated Cost: \$180,000 in Year 2009-2010**

**Proposal:** The Road Agent has requested various pieces of heavy equipment to be purchased over the period of 2005 through 2010. The rubber tire excavator will be used for slope work, ditching, basin repairs, culvert repairs and tree stump removal. This machine will allow the Town to maintain the detention and retention ponds being routinely installed on new developments.

**CIP Recommendation:** The sub-committee assigned a Class V (5.00) (premature, needs more research, planning and coordination) to this. Based on the need to greatly increase the staffing in the Road Department, the need to provide an equipment shelter for the aforementioned equipment, and the limited use of the aforementioned equipment, the CIP gave this proposal a Class V and it does not appear on the CIP FY 2003-2009 Appropriation Chart.

**Comments:** Additional justification for cost savings need to be provided based on the limited need for this equipment and the successful implementation of subcontracting these services.

**Project Title: Loader and One Ton Dump Replacement****Proposed by: Jack McCartney, Highway Agent  
Dave Sullivan, Town Administrator****Estimated Cost: \$105,000 in Year 2011**

**Proposal:** Both of these vehicles will be at or near their expected life cycles and with the continued growth in Town, will probably have exceeded their expected life spans.

**CIP Recommendation:** The sub-committee assigned a Class IV (4.50) (deferrable, can be placed on hold until after the 6-year period, but supports community development goals) to this. The CIP committee supports replacement programs for Town equipment. This request exceeds the 6-year CIP requirement for appropriations.

**C. Highway Agent continued****Project Title: Buildings and Land****Proposed by: Jack McCartney, Highway Agent****Dave Sullivan, Town Administrator****Estimated Cost: \$780,000 in Years 2004-2011**

**Proposal:** As new State and Federal requirements are implemented, a Town salt shed may soon be a requirement. Of the projected 8 year total of \$780,0000, a total of \$240,000 is earmarked for land purchase, and the remaining \$540,000 towards construction of a salt shed storage facility and vehicle maintenance / storage area. In further detail, \$360,000 is towards a properly designed salt shed facility, which includes adequate containment provisions, with the remaining \$180,000 to fund a maintenance facility. The area would also provide exterior areas for stockpiling, culvert pipe and basin structures, gravel, cold patch and other necessary equipment and materials.

**CIP Recommendation:** The sub-committee assigned a Class IV (4.50) (deferrable, can be placed on hold until after the 6-year period, but supports community development goals) to this. The planning and Selectmen support for this endeavor is required for further consideration. Existing Town owned land (for example land behind the fire station, next to the transfer station or on Route 111/28) could be used to reduce the costs of this proposal. Although the salt shed may fall within the purview of the Storm Water Management program, the CIP Sub-Committee felt there was insufficient detail to the location and planning of the facility as well as the impact on manpower requirements.

**Comments:** The sub-committee encourages the Highway Agent to monitor the Storm Water Management requirements and provide more detailed information regarding the location of the site, the size of the building required, the number of bays required, and the staffing levels required to maintain the operation of this size.

## **D. Library**

**Project Title: Architectural Design and Management**

**Proposed by: John Barrett, Director of the Nesmith Library**

**Estimated Cost: \$250,000**

**Proposal:** The Director and Trustees of the Nesmith Library have requested funding in 2005 and 2006 for architectural design and management plans for a library addition to adequately meet the needs of the growing population of Windham.

**CIP Recommendation:** The sub-committee assigned a Class IV rating (Deferrable, can be placed on hold until after the 6-year period, but supports community development goals). Funding does not appear in 2004 – 2010 appropriations.

**Comments:** The CIP sub-committee recommends waiting on funding until the results of the Needs Assessment Study currently in process is available.

**Project Title: Construction, Clerk of the Works, and Furnishings**

**Proposed by: John Barrett, Director of the Nesmith Library**

**Estimated Cost: \$1,450,000**

**Proposal:** This request is for consideration for a 6,000 – 9,000 square foot addition to the library in the years 2006 and 2007 to serve the growing Windham population. Library size standards are one square foot per person plus 1000 square feet.

**CIP Recommendation:** The CIP Sub-Committee gave this project a Class V rating (Premature – needs more research, planning and coordination) and recommends that the **Needs Assessment Study** be completed before consideration of construction funding. Funding does not appear in the CY 2004 - 2010 appropriations.

## **E. Conservation Commission**

**Project Title: Conservation Land Acquisition Funding**

**Proposed by: Bruce Anderson, Conservation Commission Chairman**

**Estimated Cost: \$1,600,000.00 Years 2004-2007**

**Proposal:** The Conservation Commission continues its efforts to identify and secure land for permanent conservation. At the time of their proposal, the Commission's Land Conservation Fund balance was \$1.46 million dollars, of which \$850,000 had been committed to fund the purchase of the Stolarz parcel, Lot 25-R-103. The remaining balance would be approximately \$620,000. While the Commission anticipates additional Current Use revenue in the next 1-3 years, they ask that the CIP Committee to consider a guarantee of 400,000 per year during the FY 2004-2010 plan. This funding would be used, should suitable land become available, to guarantee funding with a capital allocation, in the event that a shortfall should occur in the Current Use revenues.

**CIP Recommendation:** The CIP Sub-Committee assigned a Class IV (deferrable until after the 6-year period) to this project with no funding in the CIP FY 2004-2010 plan. The Sub-Committee acknowledges the importance of land acquisition for conservation purposes, and recommends that the Commission return to the CIP Sub-Committee to address specific funding issues should a suitable parcel become available for purchase

## **F. Transfer Station**

### **Project Title: Disposable Trailer Replacements (3)**

**Proposed by: David Poulson, Director**

**Estimated Cost: \$195,000**

**Proposal:** The fleet of disposable trailers is in bad condition and needs service. The box trailer is 20+ years old and the “walking floor” trailers are 13+ years old. If hauling continues as the means of removing material from the site all three trailers should be replaced.

**CIP Recommendation:** The CIP Sub-Committee gave this project three classifications – I, II & III. (Urgent, Necessary and Desirable). The requests appear in years 2004, 2005 and 2006 appropriations.

### **Project Title: Facilities Improvement and Cost**

**Proposed by: David Poulson, Director**

**Estimated Cost: \$400,000**

**Proposal:** In the year 1993, this facility was built and opened for storage and sorting of recyclables and loading for transporting our municipal solid waste. The facility has served Windham well over the years with little or no cost for maintenance to the facility. CMA Engineers completed a study in March 2002 suggesting renovations to the project. Mr. Poulson recommended a feasibility study be done to confirm that a renovation project is the correct course of action and did not request funds until 2007.

**CIP Recommendation:** The CIP Sub-Committee gave this project a Class II (Necessary – needed within 3 years to maintain basic level and quality of community services.) and the appropriations appear in 2005 through 2008 at \$100,000 annually.

**Comments:** The committee agreed that something must be completed at the transfer station to continue its usefulness to the town. Therefore even though there is no direct action recommended funding should be provided to insure that at the appropriate time the transfer station could be upgraded.

### **Project Title: Articulating Loader Replacement**

**Proposed by: David Poulson, Director**

**Estimated Cost: \$85,000**

**Proposal:** The current loader is 4 years old and has 2700 hours. Dependent on hours, age, and wear, most equipment should have a turnover timeframe of 5 years. Mr. Poulson is asking for replacement in 2004, 5 years from date of purchase. Another option would be a lease to own program.

**CIP Recommendation:** The CIP Sub-Committee gave this project a Class II (Necessary – needed within 1 - 3 years to maintain basic level and quality of community services.) and funding has been provided in 2007 appropriations. Although the funding year is on the far end of the rated class, the committee felt exploring a lease option may be viable alternative to purchasing equipment and would facilitate a more cost effective means toward facilitating a 5 year replacement program for such equipment.

### **Project Title: Conveyor System Renovation**

**Proposed by: David Poulson, Director**

**Estimated Cost: \$100,000**

**Proposal:** The present system is 13 years old and has been used extensively during those years. Renovation of this system, including belts, motor replacement and metal refinishing could prevent a complete new unit purchase. It is necessary that the service of the conveyer system not be interrupted.

**CIP Recommendation:** The CIP Sub-Committee gave this project a Class III rating (Desirable – needed within 4-6 years to improve quality and level of service.) with funding in the 2007 appropriations.

**F. Transfer Station - continued****Project Title: Skid Steer Loader Replacement****Proposed by: David Poulson, Director****Estimated Cost: \$55,000**

**Proposal:** The present bobcat loader is 2 years old and should be on a 5-year replacement schedule. The plan would be to replace the old loader with a new skid steer loader.

**CIP Recommendation:** The CIP Sub-Committee gave this project a Class III rating (Desirable – needed within 4-6 years to improve quality and level of service.). Funding appears in the 2008 appropriations.

**Project Title: Baler Replacement****Proposed by: David Poulson, Director****Estimated Cost: \$250,000**

**Proposal:** This baler unit is 13 years old and is used to package recycled material. The existing baler had a major maintenance service performed in 2003 and should get an extended life before the baler is replaced with a new unit.

**CIP Recommendation:** The CIP Sub-Committee gave the project Class III rating (Desirable – needed within 4-6 years to improve quality and level of service.) and is funded in the 2008 appropriations.

**Project Title: Tractor/Trailer Truck Replacement****Proposed by: David Poulson, Director****Estimated Cost: \$125,000**

**Proposal:** The present Mack tractor/trailer truck is 13 years old with 310,000 miles and is the only truck the station has had in the 12 years since the opening. It is anticipated that our disposal loads will increase dramatically over the next 5 - 10 years and the reliability of our only truck is critical to the operation of the facility. Any serious breakdown will cause an interruption of service and hardship to the efficiency of the operation. Any overhaul or repair of the existing truck is questionable as to the overall truck value after the work. The new truck will be equipped to haul roll-off containers.

**CIP Recommendation:** The CIP Sub-Committee initially gave this project a Class IV rating (Deferrable – Can be placed on hold until after the 6-year period, but supports community development goals.) based on the knowledge that that this equipment has recently undergone an overhaul allowing the equipment life to be extended. However, the warranty period for the overhaul work was uncertain and the committee opted to provide funding for the equipment in the original year requested which was 2006. Funding appears in the 2006 appropriations.

**Comments:** The tractor/trailer truck is in working order having been recently overhauled. The committee believes that the replacement can wait until 2006.

**F. Transfer Station - continued****Project Title: Rack Truck Replacement****Proposed by: David Poulson, Director****Estimated Cost: \$85,000**

**Proposal:** The Chevy 1-ton rack truck is 18 years old and has approximately 45,000 miles on it. The truck is costly to operate because of the repair issues. As activity increases at the transfer station a larger 10-wheel truck should be considered as a replacement. Possibly a sharing of a larger truck with the highway Dept. could be considered.

**CIP Recommendation:** The CIP Sub-Committee gave this project a Class V rating (Premature – needs more research, planning and coordination). Funding does not appear in the CY 2004 - 2010 appropriations.

**Comments:** It was a consideration of the committee that this acquisition could be done through a State surplus vehicle purchase.

**Project Title: Fencing and Gates****Proposed by: David Poulson, Director****Estimated Cost: \$75,000**

**Proposal:** The existing site has little or no security. The state DES mandates that the facility is secure and have no potential for on property intrusion. The project would surround the facility with fencing and both gates would be electric. The project was requested for 2005.

**CIP Recommendation:** The CIP Sub-Committee gave this project a Class V rating (Premature – needs more research, planning and coordination). Funding does not appear in the CY 2004 - 2010 appropriations.

## **G. Planning and Development/Tax Assessing**

**Project Title: 2000 Master Plan Update**

**Proposed by: Alfred Turner, Director of Planning**

**Estimated Cost: \$89,705**

**Proposal:** This project, originally submitted at \$100,000 and was reduced to \$89,705 based on actual proposals, would facilitate hiring a team of consultants specializing in master plan development to update the 2000 Master Plan that was written in the late 1990's. The 2000 Master Plan, completed by volunteers and taking eight years to complete, did not include Federal Census statistical data, nor did it anticipate the proposed expansion of Route 93 or the need for a high school. An updated master plan is required by NH State law for validity of Zoning Ordinances and Impact fees.

**CIP Recommendation:** The CIP Sub-Committee assigned a Class I to this project, needed immediately. Funding for this request appears in FY 2004.

**Project Title: Photogrammetric Aerial Base Mapping**

**Proposed by: Rex Norman, Windham Town Assessor**

**Alfred Turner, Windham Director of Planning and Development**

**Estimated Cost: Phase II - \$65,000**

**Proposal:** In Phase 1, The Town of Windham is implementing a Geographical Information System (GIS) based program that can be utilized by multiple departments. The photographs will be used to produce an updated base map of the town to include roads, rivers, lakes, ponds, wetlands, buildings, lawns, contours and excavations. The map positions will be verified by a corresponding GPS survey. The digital photographs with GPS positions will be overlaid on the digitized tax maps to produce a full GIS map of the town.

Phase 2 proposes to acquire color aerial photography suitable for producing 100-scale maps. This improved accuracy is expected to add a substantial amount of taxable value and improve assessment proportionality.

**CIP Recommendation:** The CIP Sub-Committee assigned a Class III (Desirable) to this project and is included in the 2006 appropriations

## **H. Recreation/Board of Selectmen**

**Project Title: Griffin Park**

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

**Estimated Cost: \$30,000**

**Proposal:** With the donation of much of the costs for the completion of the basketball, tennis and skateboard areas, the remainder of the Griffin Park Phase Two (excepting the playground, volleyball and horseshoe pits) will be completed in the Spring of 2004. The monies donated were not sufficient to provide the final striped playing surface on the basketball courts or the fencing for the basketball courts. It is estimated these costs will amount to \$30,000.

**CIP Recommendation:** The CIP committee ranked this project as a Class III (3.17) (Desirable. Needed within 4-6 years to improve quality and level of service) when it was originally presented prior to the donation. The cost at that time was appreciably higher, \$315,000. Since the donations and the reduction of the request to \$30,000, the CIP committee has placed this request to be funded in 2004.

## **I. Windham School District**

### **Project Title: High School and Elementary – Land & Facilities Capital Reserve**

**Proposed by: Gerald Boucher, School District Business Administrator**

**Estimated Cost: \$1,000,000**

**Proposal:** The school board requested monies to purchase land for future K-12 district facility needs. The board asks that funds be put in the broader CRF of High School and Elementary, Land and Facilities, that was created and approved by the voters with a \$250,000 funding in March 2003. This provides them the most flexibility, whether the land found for both needs is one large piece, or two separate pieces found at two different times. By using the account noted for land and facilities, any monies not needed to purchase the needed land can remain in the CRF to be used towards the actual facilities costs. The board is requesting funding of \$1,000,000 over four years, FY 2004 – 2007, towards an estimated need of 100 acres at \$10,000 per acre cost, in line with recent town and conservation commission land purchases.

**CIP Recommendation:** The CIP Sub-Committee assigned a Class I to this project, needed immediately. This reflects the need to find high school land immediately in order to meet the September 2008 exit requirement from Salem for our high school students. In addition, there is a sense of urgency to find land for future school elementary needs, before open land in town is claimed for development. The sub-committee recommends funding \$250,000 each in each fiscal year during the period FY 2004 – 2007.

### **Project Title: School Septic Replacement**

**Proposed by: Gerald Boucher, School District Business Administrator**

**Estimated Cost: \$200,000**

**Proposal:** The Golden Brook septic system is over 30 years in age, and the Middle School septic system is at maximum capacity with the 1998 addition. In preparation for eventual replacement of one of the systems, the school board requested \$200,000 in the CIP FY 2002-2008 plan, to be allocated to a CRF in \$50,000 increments during the fiscal years 2002-2005. This year the school board is asking the CIP Sub-Committee to continue the funding.

**CIP Recommendation:** The CIP Sub-Committee assigned a Class I to this project (needed immediately) and acknowledges the importance of this project to the health and safety of the students. The sub-committee recommends the allocation as requested by the school board, with \$50,000 to be allocated in remaining FY 2004 and 2005.

### **Project Title: High School Facilities**

**Proposed by: Gerald Boucher, School District Business Administrator**

**Estimated Cost: \$50,000,000 requested funding to begin in 2006**

**Proposal:** The school board requested funding for a Pelham-Windham Cooperative High School beginning in 2006. Estimated total cost is \$50 million, with Windham's cost one-half the 20-year bond payment after 40% state building aid. Windham's high school students must leave Salem High School as of September 2008, except for the then senior class. The state has approved articles of agreement for a cooperative high school that will be voted on by residents of Pelham and Windham in January 2004. In order to open a new high school by the Salem deadline of September 2008, the facility bond and funding must begin occur in 2006.

**CIP Recommendation:** The CIP Sub-Committee assigned a Class III to this project, necessary in 4-6 years. The sub-committee has funded the project as a 30-year bond beginning in FY 2007. With a vote in FY 2006, funding for the project need not begin until 2007, one year later than 2006 as originally requested by the school board. A 30-year bond, instead of the 20-year bond requested will spread out the cost of the project among not just the residents in town in the next few years, but also more fairly among all residents using the facility for the next 30 years. In addition, the 30-year timeframe reduces the cost of the initial bond payments, and their negative tax impact in years 2007 – 2009, when the taxpayers are still paying off the last three years of the 1998 School renovations and addition bond.

**I. Windham School District - continued****Project Title: Elementary School Facilities****Proposed by: Gerald Boucher, School District Business Administrator****Estimated Cost: \$15,000,000 requested funding to begin in 2008**

**Proposal:** The school board requested funding for a future elementary school beginning in 2008. Estimated total cost is \$15 million, less almost \$200,000 already in a CRF funded by the CIP over the last two years. October 2002 district projections continue to support the need for additional T-8 elementary facilities by the year 2008, as originally estimated at the time of the 1998 school renovations and building project. The School Board requested funding for a 20-year bond at 6%.

**CIP Recommendation:** The CIP Sub-Committee assigned a Class IV to this project, deferrable until after the 6-year period. Further discussion with the school board and October 2003 projections indicates that existing elementary facilities can accommodate projected students through 2009, postponing the need for new facilities until 2010. Thus capital funding for the new elementary facility will not begin until after the 1998 school renovation bond payments are completed in 2009, easing the burden on Windham taxpayers. The sub-committee has funded the project as a 20-year bond of \$14.8 million at 5.5% beginning in FY 2010.

**J. Departments/Committees With No FY 2004-2010 CIP Submissions:****Cable Advisory Department****Cable TV Department****Cemetery Trustees****Community Stewardship****Emergency Management****Housing Authority****Information Technology Department****Police Department****Senior Center****Technical Advisory Board****Town Clerk****Treasurer**