

**Town of Candia  
Capital Improvements Plan**

**2020 - 2029**



Prepared for:  
Town of Candia

Prepared by:  
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## A. INTRODUCTION

The preparation and adoption of a Capital Improvements Plan (CIP) is an important part of Candia’s financial planning process. A CIP aims to identify and works towards addressing deficiencies in existing public facilities and public infrastructure and anticipates and prioritizes the need of capital improvement funding. A CIP is a multi-year plan that programs a series of municipal projects and their associated costs. Over the ten-year time frame considered by this CIP, the plan shows how the Town should maintain, expand or renovate facilities and services as needed to meet the needs of the Town.

A CIP is an advisory document that can serve a number of purposes, including but not limited to:

- Provide the Town of Candia with a guide to be used by the Budget Committee, Board of Selectman, and School Board for their annual budgeting process (RSA 674:5-8);
- Provide the Town of Candia with a planning tool for the purpose of contributing to the creation of a stable property tax rate;
- Aid the Town of Candia elected officials, appointed committees, and department heads in the prioritization, coordinating, and sequencing various municipal and school improvements; to inform residents, business owners and developers of needed and planned improvements; and
- Provides a necessary legal basis for the development and proper administration of the Town's impact fee system (RSA 674:21.V.(b)).

Candia’s estimated 2018 population of 3,925 represents a growth of 0.5% since 2010. This is lower than the growth rate of 6.7% for Rockingham County and 6.5% for the SNHPC region over the same period. Candia had 1,475 total households in 2018, with family households accounting for approximately 78% of this total and 2.64 persons per household, while family size averaged 3.0 persons. The table below shows Candia’s historical population growth:

**TABLE 1: TOWN OF CANDIA HISTORIC POPULATION (LAST CENSUS 2010)**

Year	Population	Change (#)	Change (%)
2018	3,925	(13)	(0.33)
2017	3,938	21	0.50
2016	3,917	(4)	(0.10)
2015	3,921	(9)	(0.20)
2014	3,930	7	0.18
2013	3,927	7	0.18
2012	3,920	13	0.33
2011	3,907	(2)	(0.05)
2010	3,909	(2)	(0.05)
2000	3,911	354	9.1
1990	3,557	568	19.0
1980	2,989	992	49.7
1970	1,997	507	34.0
1960	1,490	256	20.7
1950	1,234	269	21.8

Source: U.S. Census (1950-2018)

**FIGURE 1: TOWN OF CANDIA HISTORICAL AND PROJECTED POPULATION**

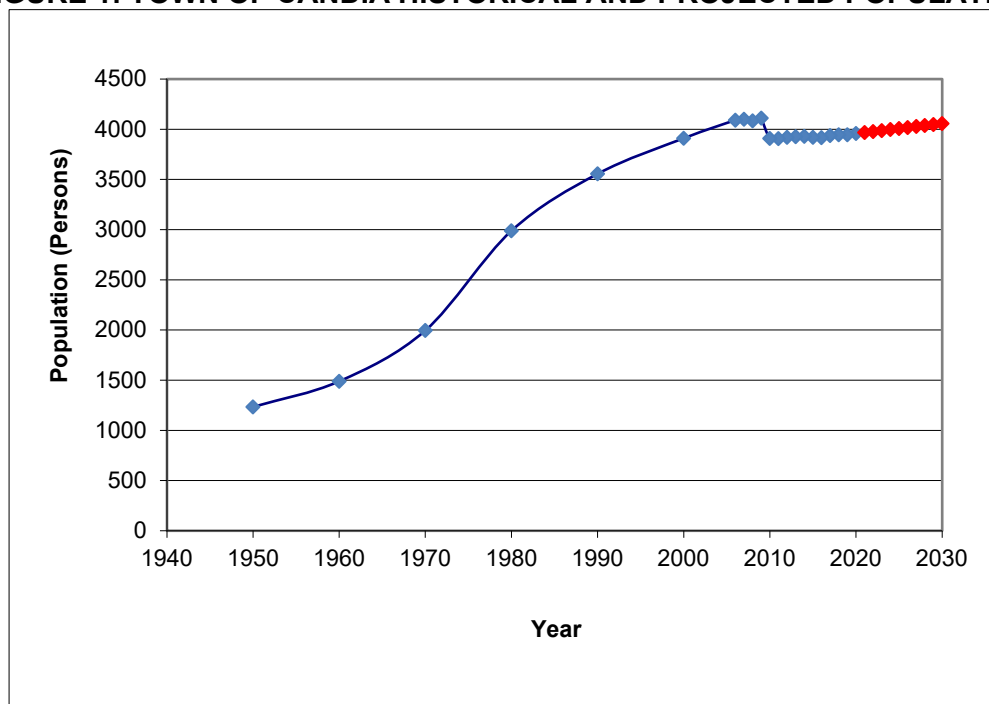


Figure 1 shows the actual population of Candia in light blue (from the US Census) and the projected population is shown in red. The projected population was generated by assuming an average growth rate of 0.5%, consistent with growth over the past 10-years.

A comparison of the Town's annual operating costs over the last five years with capital outlay and debt suggests that while the overall budget of the Town has been between \$9.7 million and \$11.0 million, the portion devoted to capital outlay and debt service through 2019 has averaged \$613,175. The Candia School District's annual budget over that same time period averages \$8,714,337.20 and represents 79.22% of the overall budget allocation, this is up 7% from the previous CIP update. It is a principal goal of the CIP to increase the predictability and regularity of the Town's budget for capital improvement items by planning for routine and anticipated major purchases of durable capital equipment and determining appropriate methods for meeting the Town's capital facility needs.

This report has been prepared under the authority of the Planning Board and RSA 674:5-8 (Appendix A). It is the intention that this report reflects the capital needs of the Town of Candia for 2020 through 2029 and to offer recommendations to the Board of Selectmen, Budget Committee, School Board, Department Heads and residents of the Town for consideration as part of the annual budget.

Information was submitted from the various Town Departments, Boards, and Committees, who helped form the basis of this document. Although this CIP includes a ten-year period, the CIP should be updated every year to reflect changing demands, changes in trends, updated census data, new needs, and updating the assessment of priorities. This document contains those elements required by law to be included in a Capital Improvements Plan.

As indicated, the adoption of a CIP by the Planning Board is a statutory prerequisite to the application of impact fees. Impact fees, however, have significant limitations. They can only be



used to offset the proportion of capital expenses attributed to new development. They may not be used to meet existing capital deficiencies. Also, impact fees collected must be appropriately expended within ten years, or the Town must return unused funds, plus accrued interest, to the developer(s) who paid them. Despite these constraints, which are more clearly delineated in the statute in Appendix A, it is a recommendation of the Master Plan that the Town of Candia use impact fees as a method to manage and reduce the future costs of capital improvements. Furthermore, many capital improvements recommended in this CIP are consistent with the long-term goals of the Candia Master Plan as summarized in Appendix B.

For the purposes of this document, a capital improvement is defined by its cost and its useful life. Items included have a cost of at least \$5,000 and generally have a useful life of at least five years. Eligible items include new buildings or additions, land purchases, studies, roadway or roadway infrastructure improvements and purchases of major vehicles and equipment. Operating expenditures for personnel and other general costs are not considered to be an eligible capital improvement. Expenditures for maintenance or repairs are generally not included unless the cost or scope of a project is substantial enough to increase the capacity of a facility, or an improvement is a major long-term repair that maintains the useful life of a capital facility.

A brief description of each project prioritized by the CIP is provided. Starting dates are not provided for deferred projects or those categorized as needing research. Typically deferred projects are not placed on the ten year schedule because: 1) there is insufficient information to determine the relative need for a capital improvement and additional research may be required before the Board would consider allocating the project within the CIP schedule; or 2) based on information available, the Board has determined there is not currently an identified or demonstrated need for a project in the next ten years.

In some cases, a municipal department head may have articulated a request for a project, but the fiscal year in which the project is desired to be performed could not be defined or may be outside of the ten-year CIP update period. In other instances, incomplete or unclear information may have been provided regarding a project start date. In these cases, the projects were included in the CIP but left unprogrammed, pending more info.

## **B. FINANCING METHODS**

In the project summaries to follow, there are a number of different local financing methods referenced. Four of these methods require appropriations, either as part of the Town's annual operating budget or as independent warrant articles at Town Meeting. Including the following:

- The **1-Year Appropriation (Budget or Warrant Article)** are most common and refers to those proposed projects that are to be funded by real property tax revenues within a single fiscal year.
- The **Capital Reserve (Warrant Article)** method requires appropriations over more than one year, with the actual project being accomplished only when the total appropriations meet the project cost.
- The **Lease/Purchase (Budget or Warrant Article)** method has been and typically is used by the fire department and police department for vehicle purchases.
- **Bonds (Warrant Article)** are generally limited to the most expensive capital projects, such as major renovations, additions, or new construction of buildings or infrastructure, and

allow capital facilities requests to be met immediately while spreading out the cost over many years in the future.

- **Impact fees** are collected from new developments to pay for new facility capacity and placed in a fund until they are either expended within six years as part of project financing or they are returned to the party they were collected from.

In addition, if there are instances where fiscal resources from outside the community have been committed to help finance a local capital project, then the offsetting revenues are shown in association with the proposed capital project. Typical examples are grants, such as for new education buildings or State Transportation Improvement Plan (TIP) matches.

### C. IDENTIFICATION OF DEPARTMENT CAPITAL REQUESTS

The Capital Project Worksheet and Submission Forms provided as a supplement to the CIP should be completed annually, submitted by department heads, committee chairs and residents, to identify and explain project requests. The Worksheet is tailored to prompt information that defines the relative need and urgency for projects and which enables long-term monitoring of the useful life and value to the community for these projects.

The Worksheet includes: a project description; the departmental priority, if more than one project is submitted; the facility service area; the rationale for a project; a cost estimate; and potential sources of funding. The form is included in Appendix B. After written descriptions of potential capital projects are submitted, department heads or the committee chairs are asked to come before a CIP Committee to fill information gaps, explain their capital requests and priorities in detail and to explore with a CIP Committee the alternative approaches available to achieve the optimum level of capital improvements while maintaining as level a tax rate as possible while funding needed improvements.

### D. PRIORITY SYSTEM

The CIP establishes a system to assess the relative priority of projects requested by the various departments, boards, and committees. Each proposed project is individually considered by the Committee and assessed a priority rank based on the descriptions below:

<b>“U”—Urgent</b>	Cannot be delayed; needed for health or safety.
<b>“C”—Committed</b>	Part of an existing contractual agreement or otherwise legally required.
<b>“N”—Necessary</b>	Needed to maintain existing level and quality of community services.
<b>“D”—Desirable</b>	Needed to improve quality or level of services.
<b>“F”—Deferrable</b>	Can be placed on hold until after 10-year period but supports community development goals.
<b>“R”—Research</b>	Pending results of ongoing research, planning, and coordination.
<b>“I”—Inconsistent</b>	Conflicts with an alternative project/solution recommended by the CIP. Contrary to land use planning or community development goals.

Table 2 contains the projects submitted for capital improvements funding by Town Department. The information in Table 2 represents all requests for capital improvements projects submitted by each municipal department. The 'CIP Priority Recommendations' in the column to the far right describes the rank assigned by the CIP to each of these projects within the seven categories of relative project priority.

**TABLE 2: SUMMARY OF REQUESTED CAPITAL IMPROVEMENT PROJECTS**

	Department/Project	Department Cost Without Debt/Revenue	Starting Year (Dept. Request)	Financing Method (Method Indicated by Department)	CIP Priority Recommendations (DETERMINED BY BOARD)							
					U	C	N	D	F	R	I	
	All Requests By Municipal Entities											
I.	FIRE/POLICE DEPARTMENTS											
	A. FD - Replace Pumper Truck	\$642,639	2020	Warrant Article		X						
	B. FD - Station Expansion	\$300,000	2021-2022	Capital Reserve				X				
	C. Police Station - Purchase Land	\$225,000	2021	Warrant Article	X							
	D. Police Station - Engineering	\$260,000	2022	Warrant Article	X							
	E. Police Station - Construction	\$1,100,000	2023-2024	Warrant Article	X							
II.	SCHOOL DISTRICT											
	No Projects Requesting CIP Funds											
III.	HIGHWAY DEPARTMENT											
	A. Roadway Reconstruction (Reclaim, Rebuild and Pave)											
	Healy Rd	\$300,000	2020-2021	Warrant Article				X				
	Currier Rd (South End)	\$400,000	2020-2021	Warrant Article				X				
	Tower Hill Rd	\$300,000	2022-2023	Warrant Article				X				
	Flint Rd	\$300,000	2022-2023	Warrant Article				X				
	Hook Rd	\$150,000	2024	Warrant Article				X				
	Currier Rd (North End)	\$300,000	2024-2025	Warrant Article					X			
	Jane Drive	\$250,000	2025-2026	Warrant Article				X				
	Depot Rd	\$150,000	2026	Warrant Article				X				
	Critchett Rd Box Culvert	\$75,000	2026	Warrant Article				X				
	New Boston Rd	\$300,000	2027-2028	Warrant Article				X				
	Stump Street	\$150,000	2028	Warrant Article				X				
	B. Capital Improvements											
	Salt/Sand Storage Capacity	\$185,000	2025	Warrant Article					X			
	Highway Dept Facility Engineering	\$89,000	2024	Warrant Article					X			
	Highway Dept Facility Construction	\$580,000	2024	Warrant Article					X			
IV.	HERITAGE COMMISSION											
	A. Smyth Memorial Building	\$150,000	2022-2024	Anticipated Grant Funded					X			
V.	FITTS MUSEUM											
	No Projects Requesting CIP Funds											
VI.	SOLID WASTE											
	A. Increase Footprint of Facility	\$10,000	2024	Warrant Article					X			
VII.	CEMETARY											
	A. Tree Removal	\$10,000	2021	Warrant Article				X				
	B. Paving	\$30,000	2021	Warrant Article				X				
	C. Grave Repairs	\$5,001	2021	Warrant Article				X				
	**ESTIMATED - NO COST PROVIDED											

**TABLE 3: SUMMARY OF MAJOR OPERATING BUDGET PROJECTS**

	Department/Project	Department Cost Without Debt/Revenue	Starting Year (Dept. Indicated)	Financing Method (Method Determined by Department)
	All Major Projects Anticipated to be Funding within Available Operating Budgets			
I.	FIRE/POLICE DEPARTMENTS			
	No projects anticipated to be funded with the operating budget funding.			
II.	SCHOOL DISTRICT			
A.	Replace 1986 HVAC System	\$250,000	2021	Operating Budget
B.	Replace Kindergarten Unit Vents	\$75,000	2021	Operating Budget
C.	Replace 1978 HVAC System	\$250,000	2021	Operating Budget
D.	Replace Media Center Vents	\$75,000	2021	Operating Budget
E.	Replace 1954/1963 Classroom Vents	\$550,000	2022	Operating Budget
F.	Replace Gym/Café/Kitchen Vents	\$200,000	2023	Operating Budget
G.	Replace Exhaust Fans	\$100,000	2023	Operating Budget
H.	Update Fire Alarm System	\$104,000	2023	Operating Budget
G.	Replace 1996 Classroom Vents	\$150,000	Unspecified	Operating Budget
H.	Replace 1938 Wing Ventilation	\$450,000	Unspecified	Operating Budget
III.	HIGHWAY DEPARTMENT			
A.	Resurfacing Existing Paved Roads			
	Blevens Dr.	\$150,000	2020	Operating Budget
	Virginia Dr.	\$150,000	2020	Operating Budget
	South Rd./Old Manchester Rd.	\$150,000	2021	Operating Budget
	Brown Rd.	\$150,000	2021	Operating Budget
	Depot Rd.	\$150,000	2022	Operating Budget
	Palmer Rd.	\$150,000	2022	Operating Budget
	North Rd.	\$300,000	2023	Operating Budget
	New Boston Rd	\$150,000	2024	Operating Budget
	Merrill Rd	\$150,000	2024	Operating Budget
IV.	HERITAGE COMMISSION			
	No projects anticipated to be funded with the operating budget funding.			
V.	FITTS MUSEUM			
A.	Chimney Restoration	\$44,000	2022	Trust Funded
B.	Roof Replacment	\$20,000	2021	Trust Funded
VI.	SOLID WASTE			
A.	Replace MSW Trash Compactor	\$20,000	2022	Operating Budget
B.	Replace JCB Loader	\$70,000	2021	Operating Budget
VII.	CEMETARY			
	No projects anticipated to be funded with the operating budget funding.			
	<b>**ESTIMATED - NO COST PROVIDED</b>			

## NET TAXABLE VALUE

Table 4 shows the net assessed value of real estate property in Candia over the last 10 years. The projected assessed valuation in the CIP schedule is based on the average annual growth rate of the net taxable valuation of the Town. Between 2009 and 2019, the average annual growth rate was 0% percent, this can primarily be attributed to the drop-in the Town’s taxable net value in 2014. Comparatively, the Town has experienced a roughly 0.7% annual growth in the past five years, this annual growth rate is the basis for the local assessment was used in the **Projected Assessed Valuation** row in the **Schedule of Capital Improvement Projects, 2020-2030 Annual Costs and Revenues**, found in Appendix D.

**TABLE 4: NET TAXABLE VALUE**

Year	Net Taxable Value	Change
2009	\$397,989,975	5.45%
2010	\$400,508,087	0.63%
2011	\$404,746,490	1.06%
2012	\$407,093,080	0.58%
2013	\$408,906,686	0.45%
2014	\$384,875,037	(6.27%)
2015	\$386,910,876	0.53%
2016	\$389,833,643	0.76%
2017	\$393,331,309	0.90%
2018	\$395,925,116	0.66%
<b>Average Annual Change</b>		<b>0%</b>

Source: Town of Candia Annual Reports

## E. HISTORICAL ANNUAL OPERATING BUDGET AND REVENUES AND SCHEDULE OF CAPITAL IMPROVEMENT PROJECTS

Table 5 shows the operating budget and the revenues (excluding the current year property taxes) in Candia over the last 10 years. The ENR index is sometimes used to project future anticipated expenditures based on annual inflation rates. However, due to the fluctuations in capital expenditures in the past 10 years, as shown on Table 5, the ENR Index was not used for analysis of historical capital expenditures in this plan. Instead, the average percent increase in net taxable value of 0.7% over the past four (4) years as shown in Table 4 appeared to be a more reasonable approach to forecasting future expenditures and revenues and was used in the **Projected Assessed Valuation** row in the **Schedule of Capital Improvement Projects, 2020-2029 Annual Costs and Revenues**, found in Appendix C. It should be noted that the Town of Candia's average annual increase in operating budget over the past 10 years has been approximately 3.18% as shown in Table 5 shows. This average annual increase in capital expenditures is similar to the 3.05% average percent increase in net taxable value. However, the average annual increase in operating budget and average net taxable value are not equal.

See Appendix C, Schedule of CIP Projects, 2020-2029, Annual Cost and Revenues. The schedule in Appendix C displays the 10-year CIP schedule. It includes (a) project name and sources of revenue; (b) the priority rank of the project; (c) annual expenditures and revenues; (d) a 10-year expenditures total; (e) a 10-year revenues total; (f) the total cost of the project (including interest, where applicable); (g) outstanding debt; (h) net balance to be paid by the Town beyond the 6-year period; and (i) unprogrammed projects that fall within the ten year timeframe. The bottom of the table shows the total capital expenditures, the projected assessed valuation, and the annual tax rate impact of those projects programmed on any given year. The ENR Cost Index was used to project present day project costs into the future to calculate either the bond payment or the lump sum payment. Bonded projects are assumed to have a 10-year bond with an annual interest rate of 4%.

**TABLE 5: ANNUAL OPERATING BUDGETS AND REVENUES (2010-2019)**

Department	Year									
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General Government	\$505,480.69	\$540,537.00	\$520,933.00	\$482,719.00	\$518,029.00	\$539,328.00	\$567,666.00	\$586,643.00	\$632,595.00	\$704,489.00
Public Safety	\$807,345.47	\$813,944.00	\$880,085.00	\$872,028.00	\$797,668.00	\$1,002,627.00	\$861,220.00	\$935,522.00	\$937,855.00	\$929,057.00
Highway & Streets	\$381,783.33	\$396,732.00	\$592,065.00	\$623,240.00	\$623,023.00	\$384,596.00	\$479,218.00	\$590,736.00	\$863,442.00	\$925,589.00
Sanitation	\$316,442.53	\$305,102.00	\$295,627.00	\$272,099.00	\$424,162.00	\$401,511.00	\$318,762.00	\$333,454.00	\$407,258.00	\$374,393.00
Health & Welfare	\$123,450.35	\$123,993.00	\$62,796.00	\$62,117.00	\$76,231.00	\$72,627.00	\$19,015.00	\$66,118.00	\$69,821.00	\$78,689.00
Culture & Recs	\$135,400.54	\$5,445.00	\$129,490.00	\$154,202.00	\$145,211.00	\$29,446.00	\$20,702.00	\$172,164.00	\$166,374.00	\$177,824.00
Conservation	\$2,132.00	\$2,173.00	\$3,052.00	\$2,236.00	\$2,558.00	\$2,791.00	\$1,681.00	\$2,698.00	\$3,116.00	\$1,678.00
Capital Outlay	\$148,384.00	\$187,954.00	\$0.00	\$0.00	\$0.00	\$228,334.00	\$279,831.00	\$247,878.00	\$0.00	\$5,800.00
Interfund Operating Transfers Out	\$31,500.00	\$161,455.00	\$80,000.00	\$70,000.00	\$70,433.00	\$197,731.00	\$280,020.00	\$126,000.00	\$126,000.00	\$131,157.00
Payments to Other Gov'ts	\$6,179,918.00	\$6,355,352.00	\$6,708,533.00	\$6,304,939.00	\$6,574,165.00	\$6,707,003.00	\$6,935,378.00	\$7,249,941.00	\$7,693,884.00	\$7,744,977.00
Debt Payments	\$202,875.00	\$196,875.00	\$190,875.00	\$184,500.00	\$178,125.00	\$159,750.00	\$159,500.00	\$150,267.00	\$0.00	\$0.00
<b>Total Annual Operating Expenditures</b>	<b>\$8,834,711.91</b>	<b>\$9,089,562.00</b>	<b>\$9,463,456.00</b>	<b>\$9,028,080.00</b>	<b>\$9,410,605.00</b>	<b>\$9,725,784.00</b>	<b>\$9,922,993.00</b>	<b>\$10,461,421.00</b>	<b>\$10,900,345.00</b>	<b>\$11,073,653.00</b>
Percent Annual Increase	24.95%	2.88%	4.11%	-4.60%	4.24%	3.35%	2.03%	5.43%	4.20%	1.59%
Average Percent Annual Increase	2.58%									
<b>Revenues Applied to Project Costs (excluding current year property taxes)</b>										
Federal & State Funds	\$296,601.38	\$292,802.00	\$284,178.00	\$275,653.00	\$286,817.08	\$297,567.12	\$322,408.00	\$417,475.00	\$340,177.00	\$362,518.00
Income from Departments	\$118,129.62	\$116,881.00	\$118,367.00	\$91,738.00	\$62,906.27	\$88,459.18	\$50,832.00	\$67,283.00	\$57,109.00	\$68,387.00
Miscellaneous Revenues <sup>1</sup>	\$51,302.11	\$51,203.00	\$61,771.00	\$25,862.00	\$60,061.86	\$69,180.30	\$34,902.00	\$68,681.00	\$99,649.00	\$484,920.00 <sup>2</sup>
Capital Reserve Withdrawal	\$0.00	\$10,353.73	\$0.00	\$26,215.00	\$26,215.00	\$74,876.00	\$11,478.00	\$23,580.00	\$5,734.00	\$0.00
<b>Total Capital Expenditures</b>	<b>\$466,033.11</b>	<b>\$471,239.73</b>	<b>\$464,316.00</b>	<b>\$419,468.00</b>	<b>\$436,000.21</b>	<b>\$650,741.00</b>	<b>\$419,620.00</b>	<b>\$577,019.00</b>	<b>\$502,669.00</b>	<b>\$915,825.00</b>

NOTE: 1. Miscellaneous Revenues Include (but not limited to): Cable TV Franchise Tax, Fines and Forfeits, Insurance Dividends and Reimbursements, Interest on Investments, Rental of Town Property, Welfare Lien Revenue.  
 2. Includes the sale of the NH Rte. 101 Exit 3 property by the Town.

## **F. CONCLUSIONS**

The CIP provides a guide for budgeting and development of Candia public facilities. The Planning Board should review and update the CIP each year prior to budget deliberations. The CIP may be modified each year based on changes in needs and priorities. As noted above, certain projects were proposed that were determined to contain inadequate information or sufficient detail to make a recommendation. These projects should be reconsidered, when submitted with sufficient backup, during future CIP revisions.

The CIP recommends that impact fees be used as a funding mechanism to partially fund future capital needs. Impact fees cannot be used to cover the cost of operation, maintenance and repairs, or facility replacements that do not increase the capacity or level of service.

The CIP seeks to accurately evaluate the fiscal impacts of projects and return on investment of public funds in capital facilities replacement and development. Information was requested regarding the value, condition and worth of the Town's assets, as required by the Government Accounting Standards Board, "GASB Statement 34". Towards this end, one piece of information the Town needs to identify is how a project's funding is proposed and if specific funding sources have been identified. This data is presented in the Cost Estimate section of the Project Worksheet and is important in assessing the cost/benefit of one solution versus another to meet a department's needs.

There also may be merit in attempting to track the performance of investments in facilities renovation or upgrades and also monitoring and forecasting when future replacements or upgrades may be necessary. One recent external development that could impact the municipality is the Government Accounting Standards Board (GASB) adoption of Statement 34 protocols for reporting infrastructure assets. The program's objective is to promote more consistent evaluations of municipal financial conditions by providing more detailed and relevant information on the characteristics and conditions of capital equipment. The CIP planning process may provide a forum for encouraging the development of capital asset inventories, accounting for the value of these assets and tracking the useful life and depreciation of municipal equipment and infrastructure. The CIP recommends that all Town and School assets are tracked for life expectancy so that future capital needs can be better anticipated and planned for. Updated information regarding the age of existing Town road surfaces will help with that planning in the highway department. Future meetings with the Board of Selectman and School Board regarding better long-term planning will result in tax savings.

## **G. RECOMMENDATIONS**

### **Recommendations for the Board of Selectman**

1) The CIP has recommended that the Board of Selectman look at every existing Town owned building and capital assets within those buildings that are over \$5,000 in cost and have a useful life of at least 10 years. Next, estimate the age, condition, and remaining life of those assets. This includes not only equipment, but also roofs, flooring, HVAC, fire protection, structural integrity etc. This information would aid the CIP and Budget Committee in determining the maximum value of a needed town wide Capital reserve to maintain buildings properly and at the same time stabilize the tax rate.



2) The CIP recommends that the Board of Selectman and Budget Committee should review the needs of the Fire and Police Departments and the associated long term cost effectiveness of providing improvements, or expansions to the existing Fire Department and Police Department facilities as compared to the possibility of the development and construction of one all inclusive "Emergency Response Facility".

3) The CIP recommends that the Board of Selectman and the Budget Committee in conjunction with the Town's Road Agent establish a long-term plan for hiring, purchasing equipment and building facilities for the replace of the current system in which Candia's roadways are maintained.

### **Recommendations for the Candia School Board.**

1) The CIP recommends that a complete list of current assets worth over \$5,000, having a useful life of 10 years or more and owned by the school district needs to be compiled and distributed to the CIP. Based on the current allocation of Town's available funds to the School and the drop off in capital improvements projects beyond 2025 it may be beneficial for school projects to be identified as part of the Capital Improvements costs.

2) We recommend that the Candia School Board review and prioritize the School Building Maintenance Capital reserve fund annually. An appropriate amount, recommended fund balance and appropriate use for this emergency fund should be determined in consultation with the Budget Committee.

3) Based on a roughly estimated full build out of the Town projected, we would also recommend that all future school building plans take into consideration a 20-year need and full Town build out.

### **Recommendations for the Candia Budget Committee**

1) The CIP recognizes that both the Budget Committee and CIP are advisory in nature. While the Budget Committee tries to minimize the tax impact of all budget items, the CIP only concentrates on capital expenditures. While we understand this difference, capital projects delayed because of concerns for operating budgets only increase the costs of postponed projects in the long the run.

2) Based on the expected increases in the cost of construction and financing going forward, the Budget Committee is urged to recommend passage of the CIP's recommendations and strive to maintain more stable operating budgets.

3) Critical items, such as police and fire department facility repairs or replacement of existing equipment and facilities should be taken off the ballot as part of the town warrant articles and placed within the operating budget.

4) A majority of the projects identified are considered either immediate needs or over due maintenance/upgrades by the respective Town departments a 20-year and 50-year schedule for maintenance, repair and rehabilitation of the Town's current departments and infrastructure should be developed to stagger Town spending in an effort to reduce the number of high priority projects and urgent needs that occur in the Town at one time.

**APPENDIX A**

**N.H. STATUTES ANNOTATED**

**Chapters 674: 5-8**

**Capital Improvements Program**

**and**

**Chapter 674: 21**

**Innovative Land Use Controls**

**TITLE LXIV**  
**PLANNING AND ZONING**

## CHAPTER 674 - LOCAL LAND USE PLANNING AND REGULATORY POWERS

### Capital Improvements Program

**Section 674:5 Authorization.** – In a municipality where the planning board has adopted a master plan, the local legislative body may authorize the planning board to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. As an alternative, the legislative body may authorize the governing body of a municipality to appoint a capital improvement program committee, which shall include at least one member of the planning board and may include but not be limited to other members of the planning board, the budget committee, or the town or city governing body, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least years. The capital improvements program may encompass major projects being currently undertaken or future projects to be undertaken with federal, state, county and other public funds. The sole purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget.

**Source.** 1983, 447:1, eff. Jan. 1, 1984. 2002, 90:1, eff. July 2, 2002

**Section 674:6 Purpose and Description.** – The capital improvements program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation. The program may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program shall be based on information submitted by the departments and agencies of the municipality and shall take into account public facility needs indicated by the prospective development shown in the master plan of the municipality or as permitted by other municipal land use controls.

**Source.** 1983, 447:1, eff. Jan. 1, 1984.

**Section 674:7 Preparation.** – I. In preparing the capital improvements program, the planning board or the capital improvement program committee shall confer, in a manner deemed appropriate by the board or the committee, with the mayor or the board of selectmen, or the chief fiscal officer, the budget committee, other municipal officials and agencies, the school board or boards, and shall review the recommendations of the master plan in relation to the proposed capital improvements program. II. Whenever the planning board or the capital improvement program committee is authorized and directed to prepare a capital improvements program, every municipal department, authority or agency, and every affected school district board, department or agency, shall, upon request of the planning board or the capital improvement program committee, transmit to the board or committee a statement of all capital projects it proposes to undertake during the term of the program. The planning board or the capital improvement program committee shall study each proposed capital project, and shall advise and make recommendations to the department, authority, agency, or school district board, department or agency, concerning the relation of its project to the capital improvements program being prepared.

**Source.** 1983, 447:1. 1995, 43:1, eff. July 2, 1995. 2002, 90:2, eff. July 2, 2002.

**Section 674:8 Consideration by Mayor and Budget Committee.** – Whenever the planning board or the capital improvement program committee has prepared a capital improvements program under RSA 674:7, it shall submit its recommendations for the current year to the mayor or selectmen and the budget committee, if one exists, for consideration as part of the annual budget.

**Source.** 1983, 447:1, eff. Jan. 1, 1984. 2002, 90:3, eff. July 2, 2002.

**TITLE LXIV  
PLANNING AND ZONING**

**CHAPTER 674  
LOCAL LAND USE PLANNING AND REGULATORY POWERS**

**Zoning**

**Section 674:21 Innovative Land Use Controls. –**

I. Innovative land use controls may include, but are not limited to:

- (a) Timing incentives.
- (b) Phased development.
- (c) Intensity and use incentive.
- (d) Transfer of development rights.
- (e) Planned unit development.
- (f) Cluster development.
- (g) Impact zoning.
- (h) Performance standards.
- (i) Flexible and discretionary zoning.
- (j) Environmental characteristics zoning.
- (k) Inclusionary zoning.
- (l) Accessory dwelling unit standards.
- (m) Impact fees.
- (n) Village plan alternative subdivision.

II. An innovative land use control adopted under RSA 674:16 shall contain within it the standards which shall guide the person or board which administers the ordinance. An innovative land use control ordinance may provide for administration, including the granting of conditional or special use permits, by the planning board, board of selectmen, zoning board of adjustment, or such other person or board as the ordinance may designate. If the administration of the innovative provisions of the ordinance is not vested in the planning board, any proposal submitted under this section shall be reviewed by the planning board prior to final consideration by the administrator. In such a case, the planning board shall set forth its comments on the proposal in writing and the administrator shall, to the extent that the planning board's comments are not directly incorporated into its decision, set forth its findings and decisions on the planning board's comments.

III. Innovative land use controls must be adopted in accordance with RSA 675:1, II.

IV. As used in this section:

- (a) "Inclusionary zoning" means land use control regulations which provide a voluntary incentive or benefit to a property owner in order to induce the property owner to produce housing units which are affordable to persons or families of low and moderate income. Inclusionary zoning includes, but is not limited to, density bonuses, growth control exemptions, and a streamlined application process.
- (b) "Accessory dwelling unit" means a second dwelling unit, attached or detached, which is permitted by a land use control regulation to be located on the same lot, plat, site, or other division of land as the permitted principal dwelling unit.

V. As used in this section "impact fee" means a fee or assessment imposed upon development, including subdivision, building construction or other land use change, in order to help meet the

needs occasioned by that development for the construction or improvement of capital facilities owned or operated by the municipality, including and limited to water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; storm water, drainage and flood control facilities; public road systems and rights-of-way; municipal office facilities; public school facilities; the municipality's proportional share of capital facilities of a cooperative or regional school district of which the municipality is a member; public safety facilities; solid waste collection, transfer, recycling, processing and disposal facilities; public library facilities; and public recreational facilities not including public open space. No later than July 1, 1993, all impact fee ordinances shall be subject to the following:

- (a) The amount of any such fee shall be a proportional share of municipal capital improvement costs which is reasonably related to the capital needs created by the development, and to the benefits accruing to the development from the capital improvements financed by the fee. Upgrading of existing facilities and infrastructures, the need for which is not created by new development, shall not be paid for by impact fees.
- (b) In order for a municipality to adopt an impact fee ordinance, it must have enacted a capital improvements program pursuant to RSA 674:5-7.
- (c) Any impact fee shall be accounted for separately, shall be segregated from the municipality's general fund, may be spent upon order of the municipal governing body, shall be exempt from all provisions of RSA 32 relative to limitation and expenditure of town moneys, and shall be used solely for the capital improvements for which it was collected, or to recoup the cost of capital improvements made in anticipation of the needs which the fee was collected to meet.
- (d) All impact fees imposed pursuant to this section shall be assessed prior to, or as a condition for, the issuance of a building permit or other appropriate permission to proceed with development. In the interim between assessment and collection, municipalities may require developers to post bonds, issue letters of credit, accept liens, or otherwise provide suitable measures of security so as to guarantee future payment of assessed impact fees. Impact fees shall normally be collected as a condition for the issuance of a certificate of occupancy. The above notwithstanding, in projects where off-site improvements are to be constructed simultaneously with a project's development, and where a municipality has appropriated the necessary funds to cover such portions of the work for which it will be responsible, that municipality may advance the time of collection of the impact fee to the issuance of a building permit. Nothing in this subparagraph shall prevent the municipality and the assessed party from establishing an alternate, mutually acceptable schedule of payment.
- (e) The ordinance shall establish reasonable times after which any portion of an impact fee which has not become encumbered or otherwise legally bound to be spent for the purpose for which it was collected shall be refunded, with any accrued interest. Whenever the calculation of an impact fee has been predicated upon some portion of capital improvement costs being borne by the municipality, a refund shall be made upon the failure of the legislative body to appropriate the municipality's share of the capital improvement costs within a reasonable time. The maximum time which shall be considered reasonable hereunder shall be 6 years.
- (f) Unless otherwise specified in the ordinance, any decision under an impact fee ordinance may be appealed in the same manner provided by statute for appeals from the officer or

board making that decision, as set forth in RSA 676:5, RSA 677:2-14, or RSA 677:15, respectively.

- (g) The ordinance may also provide for a waiver process, including the criteria for the granting of such a waiver.
- (h) The adoption of a growth management limitation or moratorium by a municipality shall not affect any development with respect to which an impact fee has been paid or assessed as part of the approval for that development.
- (i) Neither the adoption of an impact fee ordinance, nor the failure to adopt such an ordinance, shall be deemed to affect existing authority of a planning board over subdivision or site plan review, except to the extent expressly stated in such an ordinance.

VI. (a) In this section, "village plan alternative" means an optional land use control and subdivision regulation to provide a means of promoting a more efficient and cost-effective method of land development. The village plan alternative's purpose is to encourage the preservation of open space wherever possible. The village plan alternative subdivision is meant to encourage beneficial consolidation of land development to permit the efficient layout of less costly to maintain roads, utilities, and other public and private infrastructures; to improve the ability of political subdivisions to provide more rapid and efficient delivery of public safety and school transportation services as community growth occurs; and finally, to provide owners of private property with a method for realizing the inherent development value of their real property in a manner conducive to the creation of substantial benefit to the environment and to the political subdivision's property tax base.

(b) An owner of record wishing to utilize the village plan alternative in the subdivision and development of a parcel of land, by locating the entire density permitted by the existing land use regulations of the political subdivision within which the property is located, on 20 percent or less of the entire parcel available for development, shall provide to the political subdivision within which the property is located, as a condition of approval, a recorded easement reserving the remaining land area of the entire, original lot, solely for agriculture, forestry, and conservation, or for public recreation. The recorded easement shall limit any new construction on the remainder lot to structures associated with farming operations, forest management operations, and conservation uses. Public recreational uses shall be subject to the written approval of those abutters whose property lies within the village plan alternative subdivision portion of the project at the time when such a public use is proposed.

(c) The village plan alternative shall permit the developer or owner to have an expedited subdivision application and approval process wherever land use and subdivision regulations may apply. The submission and approval procedure for a village plan alternative subdivision shall be the same as that for a conventional subdivision. Existing zoning and subdivision regulations relating to emergency access, fire prevention, and public health and safety concerns including any setback requirement for wells, septic systems, or wetland requirement imposed by the department of environmental services shall apply to the developed portion of a village plan alternative subdivision, but lot size regulations and dimensional requirements having to do with frontage and setbacks measured from all new property lot lines, and lot size regulations, as well as density regulations, shall not apply. The total density of development within a village plan alternate subdivision shall not exceed the total potential development density permitted a conventional subdivision of the entire original lot unless provisions contained within the political subdivision's land use regulations provide a basis for increasing the permitted density of development within a village plan alternative subdivision. In no case shall a political subdivision

impose lesser density requirements upon a village plan alternative subdivision than the density requirements imposed on a conventional subdivision.

(d) Within a village plan alternative subdivision, the exterior wall construction of buildings shall meet or exceed the requirements for fire-rated construction described by the fire prevention and building codes being enforced by the state of New Hampshire at the date and time the property owner of record files a formal application for subdivision approval with the political subdivision having jurisdiction of the project. Exterior walls and openings of new buildings shall also conform to fire protective provisions of all other building codes in force in the political subdivision. Wherever building code or fire prevention code requirements for exterior wall construction appear to be in conflict, the more stringent building or fire prevention code requirements shall apply.

(e) If the total area of a proposed village plan alternative subdivision including all roadways and improvements does not exceed 20 percent of the total land area of the undeveloped lot, and if the proposed subdivision incorporates the total sum of all proposed development as permitted by local regulation on the undeveloped lot, all existing and future dimensional requirements imposed by local regulation, including lot size, shall not apply to the development.

**Source.** 1983, 447:1. 1988, 149:1, 2. 1991, 283:1, 2. 1992, 42:1. 1994, 278:1, eff. Aug. 5, 1994. 2002, 236:1, 2, eff. July 16, 2002.

## **APPENDIX B**

### **CANDIA CIP PROGRAM**

#### **Capital Project Worksheet and Submission Form**



**CANDIA CIP PROGRAM**  
**Capital Project Worksheet and Submission Form**

Town of Candia  
 Capital Improvements Plan  
 2013-2018

**TOWN OF CANDIA CAPITAL IMPROVEMENT PLAN PROJECT WORKSHEET**

Priority ranking \_\_\_\_\_ Year First Scheduled \_\_\_\_\_ Year needed \_\_\_\_\_

Department \_\_\_\_\_ Department Priority \_\_\_\_ of \_\_\_\_ projects Date of this submission \_\_\_\_\_

**Type of Project: Primary purpose of project is to:** (check one)

- Replace or repair existing facilities or equipment
- Improve quality of existing facilities or equipment
- Expand capacity of existing service level/facility
- Provide new facility or service capability

**Service Area of**  Region  Business District

**Project Impact:**  Municipality  Neighborhood  School District  Street  
 (check one)  \_\_\_\_\_ District  Other Area

**Project Description:**

**Project Rationale:**  Removes imminent threat to public health or safety

- Alleviates substandard conditions or deficiencies
- Responds to federal or State requirement for implementation
- Improves the quality of existing services
- Provides added capacity to serve growth
- Reduces long-term operating costs
- Provides an incentive to economic development
- Eligible for matching funds available until \_\_\_\_\_

**Narrative Justification:** (Attach all backup material if possible)

**a. Cost Estimate:**

(Itemize as Necessary)

Dollar Amount (in current \$)

- \$ \_\_\_\_\_ Planning/feasibility analysis
- \$ \_\_\_\_\_ Architecture & engineering fees
- \$ \_\_\_\_\_ Real Estate acquisition
- \$ \_\_\_\_\_ Site preparation
- \$ \_\_\_\_\_ Construction
- \$ \_\_\_\_\_ Furnishings & equipment
- \$ \_\_\_\_\_ Vehicles and capital equipment
- \$ \_\_\_\_\_
- \$ \_\_\_\_\_ Total project cost

**Impact on Operating & Maintenance**

**Costs or Personnel Needs**

- Increases personnel requirements**
- Increases O & M costs
- Reduces personnel requirements
- Reduces O & M costs

**Dollar Cost of Impacts if known:**

(+) \$ \_\_\_\_\_ annually  
 (-) \$ \_\_\_\_\_ annually  
 Estimated useful life is \_\_\_\_\_ years

**Sources of Funding:**

- Grant from: \_\_\_\_\_ \$ \_\_\_\_\_ show type
- Loan from: \_\_\_\_\_ \$ \_\_\_\_\_ show type
- Donation/bequest/private \_\_\_\_\_
- User charge or fee \_\_\_\_\_
- Capital reserve withdrawal \_\_\_\_\_
- Impact fee account \_\_\_\_\_
- Warrant article \_\_\_\_\_
- Current revenue \_\_\_\_\_
- General obligation bond \_\_\_\_\_
- Revenue bond \_\_\_\_\_
- Special assessment \_\_\_\_\_ (Department/Agency)

**Form Prepared by:**

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Title)

\_\_\_\_\_  
 (Date prepared)

**Total Project Cost \$** \_\_\_\_\_

**From:** Matt Woodrow <mwoodrow@sau15.net>  
**Sent:** Saturday, September 14, 2019 4:02 PM  
**To:** Lisa Galica  
**Cc:** 2racbs@comcast.net; Mark Chalbeck  
**Subject:** Re: CIP Program  
**Attachments:** CIP Project Worksheet & Submission Form 8-12-19 - Form 2.docx; CIP Project Worksheet & Submission Form 8-12-19 - Form 1.docx; CIP Project Worksheet & Submission Form 8-12-19 - Form 3.docx; CIP Project Worksheet & Submission Form 8-12-19 - Form 4.docx; CIP Project Worksheet & Submission Form 8-12-19 - Form 5.docx; CIP Project Worksheet & Submission Form 8-12-19 - Form 6.docx; CIP Project Worksheet & Submission Form 8-12-19 - Form 7.docx; CIP Project Worksheet & Submission Form 8-12-19 - Form 8.docx; CIP Project Worksheet & Submission Form 8-12-19 - Form 10.docx; CIP Project Worksheet & Submission Form 8-12-19 - Form 9.docx; CIP Project Worksheet & Submission Form 8-12-19 - Form 11.docx; Moore School Final Report - CIP Only.xlsx

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Lisa, Please find the School District CIP submissions attached. There are 11 forms total with 1 corresponding spreadsheet. I have included the form number on the spreadsheet that corresponds with the submission form. Some of the "Dates Needed" are listed as TBD pending input from the School District Facilities Committee. Please let me know if anything else is needed.

Matt Woodrow

On Tue, Aug 20, 2019 at 1:28 PM Lisa Galica <[LGalica@townofcandia.org](mailto:LGalica@townofcandia.org)> wrote:

Good afternoon everyone,

As an update to the CIP Informational meeting last, I have attached the final version of the Submission Form. Please complete for your designated Dept., Board, Committee and submit by the **deadline date of September 18, 2019**. Bryan Ruoff, the Town Engineer from Stantec, will also be reaching out to gather information. Please feel free to email or leave the completed forms with the Land Use Office and we can also get them to Stantec. We appreciate all your time and attention to this matter.

Please complete the attached form to the best of your ability as it will assist in the planning for the future town projects.

**CANDIA CIP PROGRAM  
 CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM  
 2020 to 2030**

Priority Ranking: High Year 1<sup>st</sup> scheduled: \_\_\_\_\_ Year Needed: 2021  
 Dept.: \_\_\_\_\_ Dept. Priority: \_\_\_\_\_ of \_\_\_\_\_ projects Date of Submission: \_\_\_\_\_

**Type of Project: Primary purpose of project is to (check one):**

- Replace/Repair existing facilities/equipment       Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility       Provide new facility/service capability

**Service Area:**  Region Business District

**Project Impact (check one):**

- Municipality       Neighborhood       School District  
 Street       Other District       Other Area

**Project Description:** \_\_\_\_\_.

**Project Rationale:**

- Removes imminent threat to public health/safety       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth       Reduces long-term operating costs  
 Provides an incentive to economic development       Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation       Improves the quality of existing services

**Narrative Justification (attach all backup material if possible):** **1986 Heating Ventilating Unit** - The air handling unit above the ceiling in this wing is beyond its useful life. The return air system for this unit also does not meet fire code. Replace unit with newer unit and duct return air back to unit.

**Cost Estimate:**

\$ \$250,000  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**Capital Costs:**

Planning/feasibility analysis  
 Architecture/Engineering fees  
 Real estate acquisition  
 Site preparation  
 Construction  
 Furnishings/ Equipment  
 Vehicles/Capital Equipment  
 Other

**Impact on Operating & Maintenance:**

Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

**Dollar Cost of Impacts (if known):**

(+) \$ \_\_\_\_\_ annually  
 (-) \$ \_\_\_\_\_ annually

**Estimated Useful Life is \_\_\_\_\_ Years**

**\$ \$250,000**

**Total Project Cost**

**Sources of Funding:**

Grant from: \_\_\_\_\_ Grant Type: \_\_\_\_\_ Grant amount: \$ \_\_\_\_\_  
 Loan from: \_\_\_\_\_ Loan Type: \_\_\_\_\_ Loan amount: \$ \_\_\_\_\_  
 Donation/Bequest/Private: \_\_\_\_\_ User charge or fee: \$ \_\_\_\_\_ Warrant Article: \_\_\_\_\_  
 Capital Reserve withdrawal: \$ \_\_\_\_\_ Impact fee amount: \$ \_\_\_\_\_ Current Revenue: \$ \_\_\_\_\_  
 General Obligation Bond: \$ \_\_\_\_\_ Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

**Total Project Cost: \$ \$250,000**

**CANDIA CIP PROGRAM  
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM**

\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking:     High \_\_\_\_\_      Year 1<sup>st</sup> scheduled: \_\_\_\_\_      Year Needed:     2021 \_\_\_\_\_  
Dept.: \_\_\_\_\_      Dept. Priority:     of     projects      Date of Submission: \_\_\_\_\_

**Type of Project: Primary purpose of project is to (check one):**

- Replace/Repair existing facilities/equipment       Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility       Provide new facility/service capability

**Service Area:**  Region Business District

**Project Impact (check one):**

- Municipality       Neighborhood       School District  
 Street       Other District       Other Area

**Project Description:** \_\_\_\_\_

**Project Rationale:**

- Removes imminent threat to public health/safety       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth       Reduces long-term operating costs  
 Provides an incentive to economic development       Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation       Improves the quality of existing services

**Narrative Justification (attach all backup material if possible): Kindergarten Unit Ventilators** - These units are now over 20 years old and have reached the end of their useful life. Replace units with more centralized systems to provide better outside air introduction, quieter operation, and more ease of maintenance.

**Cost Estimate:**

\$     \$75,000 \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Capital Costs:**

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

**Impact on Operating & Maintenance:**

- Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

**Dollar Cost of Impacts (if known):**

(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

Estimated Useful Life is     Years

\$     \$75,000 \_\_\_\_\_

**Total Project Cost**

**Sources of Funding:**

Grant from: \_\_\_\_\_      Grant Type: \_\_\_\_\_      Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_      Loan Type: \_\_\_\_\_      Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_      User charge or fee: \$ \_\_\_\_\_      Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_      Impact fee amount: \$ \_\_\_\_\_      Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_      Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

**Total Project Cost: \$     \$75,000 \_\_\_\_\_**

**CANDIA CIP PROGRAM  
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM**

\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking:     High     Year 1<sup>st</sup> scheduled: \_\_\_\_\_ Year Needed:     2021      
Dept.: \_\_\_\_\_ Dept. Priority:     of     projects Date of Submission: \_\_\_\_\_

**Type of Project: Primary purpose of project is to (check one):**

- Replace/Repair existing facilities/equipment       Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility       Provide new facility/service capability

**Service Area:**     Region Business District

**Project Impact (check one):**

- Municipality       Neighborhood       School District  
 Street       Other District       Other Area

**Project Description:** \_\_\_\_\_

**Project Rationale:**

- Removes imminent threat to public health/safety       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth       Reduces long-term operating costs  
 Provides an incentive to economic development       Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation       Improves the quality of existing services

**Narrative Justification (attach all backup material if possible):** **1978 Heating & Ventilating Unit** - The air handling unit above the ceiling in this wing is beyond its useful life. The return air system for this unit also does not meet fire code. Replace unit with newer unit and duct return air back to unit.

**Cost Estimate:**

\$     \$250,000      
\$      
\$      
\$      
\$      
\$      
\$      
\$    

**Capital Costs:**

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

**Impact on Operating & Maintenance:**

- Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

**Dollar Cost of Impacts (if known):**

(+) \$     annually  
(-) \$     annually

**Estimated Useful Life is**     **Years**

\$     \$250,000    

**Total Project Cost**

**Sources of Funding:**

Grant from: \_\_\_\_\_ Grant Type: \_\_\_\_\_ Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_ Loan Type: \_\_\_\_\_ Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_ User charge or fee: \$ \_\_\_\_\_ Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_ Impact fee amount: \$ \_\_\_\_\_ Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_ Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

**Total Project Cost:** \$     \$250,000

**CANDIA CIP PROGRAM  
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM**

\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking:      High                           Year 1<sup>st</sup> scheduled: \_\_\_\_\_                      Year Needed:      2021       
Dept.: \_\_\_\_\_                      Dept. Priority:      of      projects                      Date of Submission: \_\_\_\_\_

**Type of Project: Primary purpose of project is to (check one):**

- Replace/Repair existing facilities/equipment                       Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility                       Provide new facility/service capability

**Service Area:**      Region Business District

**Project Impact (check one):**

- Municipality                       Neighborhood                       School District  
 Street                       Other District                       Other Area

**Project Description:** \_\_\_\_\_

**Project Rationale:**

- Removes imminent threat to public health/safety                       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth                       Reduces long-term operating costs  
 Provides an incentive to economic development                       Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation                       Improves the quality of existing services

**Narrative Justification (attach all backup material if possible):** **Media Center Unit Ventilator** - This unit has reached the end of its useful life and should be replaced. Replace with new system capable of quiet operation.

**Cost Estimate:**

\$      \$75,000  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Capital Costs:**

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

**Impact on Operating & Maintenance:**

- Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

**Dollar Cost of Impacts (if known):**

(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

Estimated Useful Life is      Years

\$      \$75,000

**Total Project Cost**

**Sources of Funding:**

Grant from: \_\_\_\_\_                      Grant Type: \_\_\_\_\_                      Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_                      Loan Type: \_\_\_\_\_                      Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_                      User charge or fee: \$ \_\_\_\_\_                      Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_                      Impact fee amount: \$ \_\_\_\_\_                      Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_                      Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

**Total Project Cost:** \$      \$75,000



**CANDIA CIP PROGRAM**  
**CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM**  
\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking: \_\_\_ High \_\_\_      Year 1<sup>st</sup> scheduled: \_\_\_\_\_      Year Needed: \_\_\_ ASAP \_\_\_  
Dept.: \_\_\_\_\_      Dept. Priority: \_\_\_ of \_\_\_ projects      Date of Submission: \_\_\_\_\_

**Type of Project: Primary purpose of project is to (check one):**

- Replace/Repair existing facilities/equipment      \_\_\_ Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility      \_\_\_ Provide new facility/service capability

**Service Area:** \_\_\_ Region Business District

**Project Impact (check one):**

- Municipality      \_\_\_ Neighborhood       School District  
 Street      \_\_\_ Other District      \_\_\_ Other Area

**Project Description:** \_\_\_\_\_

**Project Rationale:**

- Removes imminent threat to public health/safety       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth       Reduces long-term operating costs  
 Provides an incentive to economic development      \_\_\_ Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation      \_\_\_ Improves the quality of existing services

**Narrative Justification (attach all backup material if possible):** **1954 & 1963 Classroom Ventilation** - These sections of the building have limited or no ventilation. Current code requires ventilation to be provided in instructional spaces. Install air handling units capable of providing tempered ventilation air to each space.

**Cost Estimate:**

\$ \$550,000  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Capital Costs:**

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

**Impact on Operating & Maintenance:**

Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

**Dollar Cost of Impacts (if known):**

(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

**Estimated Useful Life is** \_\_\_\_\_ **Years**

\$ \$550,000

**Total Project Cost**

**Sources of Funding:**

Grant from: \_\_\_\_\_      Grant Type: \_\_\_\_\_      Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_      Loan Type: \_\_\_\_\_      Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_      User charge or fee: \$ \_\_\_\_\_      Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_      Impact fee amount: \$ \_\_\_\_\_      Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_      Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

**Total Project Cost: \$ \$550,000**

**CANDIA CIP PROGRAM  
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM**

\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking:     High                          Year 1<sup>st</sup> scheduled: \_\_\_\_\_                      Year Needed:     TBD      
Dept.: \_\_\_\_\_                      Dept. Priority:     of     projects                      Date of Submission: \_\_\_\_\_

**Type of Project: Primary purpose of project is to (check one):**

- Replace/Repair existing facilities/equipment                       Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility                       Provide new facility/service capability

**Service Area:**     Region Business District

**Project Impact (check one):**

- Municipality                       Neighborhood                       School District  
 Street                       Other District                       Other Area

**Project Description:** \_\_\_\_\_

**Project Rationale:**

- Removes imminent threat to public health/safety                       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth                       Reduces long-term operating costs  
 Provides an incentive to economic development                       Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation                       Improves the quality of existing services

**Narrative Justification (attach all backup material if possible):** **Gymnasium/Cafeteria & Kitchen Ventilation** - The air handlers in the Storage Room and under the Stage have exceeded their useful life and should be replaced. Replace units with similar sized equipment for proper ventilation of the spaces.

**Cost Estimate:**

\$     \$200,000  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Capital Costs:**

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

**Impact on Operating & Maintenance:**

Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

**Dollar Cost of Impacts (if known):**

(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

**Estimated Useful Life is**     **Years**

\$     \$200,000

**Total Project Cost**

**Sources of Funding:**

Grant from: \_\_\_\_\_                      Grant Type: \_\_\_\_\_                      Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_                      Loan Type: \_\_\_\_\_                      Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_                      User charge or fee: \$ \_\_\_\_\_                      Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_                      Impact fee amount: \$ \_\_\_\_\_                      Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_                      Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

**Total Project Cost: \$**     \$200,000



**CANDIA CIP PROGRAM**  
**CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM**  
\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking: \_\_\_ High \_\_\_      Year 1<sup>st</sup> scheduled: \_\_\_\_\_      Year Needed: \_\_\_ TBD \_\_\_  
Dept.: \_\_\_\_\_      Dept. Priority: \_\_\_ of \_\_\_ projects      Date of Submission: \_\_\_\_\_

**Type of Project: Primary purpose of project is to (check one):**

- Replace/Repair existing facilities/equipment      \_\_\_ Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility      \_\_\_ Provide new facility/service capability

**Service Area:** \_\_\_ Region Business District

**Project Impact (check one):**

- Municipality      \_\_\_ Neighborhood       School District  
 Street      \_\_\_ Other District      \_\_\_ Other Area

**Project Description:** \_\_\_\_\_.

**Project Rationale:**

- Removes imminent threat to public health/safety       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth       Reduces long-term operating costs  
 Provides an incentive to economic development      \_\_\_ Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation      \_\_\_ Improves the quality of existing services

**Narrative Justification (attach all backup material if possible):** **1996 Classroom Ventilation** - The rooftop unit above the 1996 wing has reached the end of its useful life and should be replaced. Replace unit with similar sized equipment for proper ventilation of the spaces.

**Cost Estimate:**

\$ \$150,000  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Capital Costs:**

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

**Impact on Operating & Maintenance:**

Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

**Dollar Cost of Impacts (if known):**

(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

**Estimated Useful Life is** \_\_\_\_\_ **Years**

\$ \$150,000

**Total Project Cost**

**Sources of Funding:**

Grant from: \_\_\_\_\_      Grant Type: \_\_\_\_\_      Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_      Loan Type: \_\_\_\_\_      Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_      User charge or fee: \$ \_\_\_\_\_      Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_      Impact fee amount: \$ \_\_\_\_\_      Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_      Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

**Total Project Cost: \$ \$150,000**

**CANDIA CIP PROGRAM  
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM**

\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking:     High     Year 1<sup>st</sup> scheduled: \_\_\_\_\_ Year Needed:     TBD    

Dept.: \_\_\_\_\_ Dept. Priority:     of     projects Date of Submission: \_\_\_\_\_

**Type of Project: Primary purpose of project is to (check one):**

- Replace/Repair existing facilities/equipment       Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility       Provide new facility/service capability

Service Area:     Region Business District

**Project Impact (check one):**

- Municipality       Neighborhood       School District  
 Street       Other District       Other Area

Project Description: \_\_\_\_\_

**Project Rationale:**

- Removes imminent threat to public health/safety       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth       Reduces long-term operating costs  
 Provides an incentive to economic development       Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation       Improves the quality of existing services

**Narrative Justification (attach all backup material if possible):** 1938 Wing Ventilation - This unit does not ventilate the entire wing and has reached it useful life. Install air handling unit(s) capable of providing tempered ventilation air to each space.

**Cost Estimate:**

\$     \$450,000  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Capital Costs:**

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

**Impact on Operating & Maintenance:**

Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

**Dollar Cost of Impacts (if known):**

(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

Estimated Useful Life is     Years

\$     \$450,000

**Total Project Cost**

**Sources of Funding:**

Grant from: \_\_\_\_\_ Grant Type: \_\_\_\_\_ Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_ Loan Type: \_\_\_\_\_ Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_ User charge or fee: \$ \_\_\_\_\_ Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_ Impact fee amount: \$ \_\_\_\_\_ Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_ Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

**Total Project Cost: \$     \$450,000**

**CANDIA CIP PROGRAM**  
**CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM**  
\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking: \_\_\_ High \_\_\_      Year 1<sup>st</sup> scheduled: \_\_\_\_\_      Year Needed: \_\_\_ TBD \_\_\_  
Dept.: \_\_\_\_\_      Dept. Priority: \_\_\_ of \_\_\_ projects      Date of Submission: \_\_\_\_\_

**Type of Project: Primary purpose of project is to (check one):**

- Replace/Repair existing facilities/equipment      \_\_\_ Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility      \_\_\_ Provide new facility/service capability

**Service Area:** \_\_\_ Region Business District

**Project Impact (check one):**

- Municipality      \_\_\_ Neighborhood       School District  
 Street      \_\_\_ Other District      \_\_\_ Other Area

**Project Description:** \_\_\_\_\_

**Project Rationale:**

- Removes imminent threat to public health/safety       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth       Reduces long-term operating costs  
 Provides an incentive to economic development      \_\_\_ Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation      \_\_\_ Improves the quality of existing services

**Narrative Justification (attach all backup material if possible): Exhaust Fans** - Exhaust fans throughout the school have reached the end of their useful life and should be replaced. Replace exhaust fans in kind with new equipment.

**Cost Estimate:**

\$ \$100,000  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Capital Costs:**

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

**Impact on Operating & Maintenance:**

Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

**Dollar Cost of Impacts (if known):**

(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

Estimated Useful Life is \_\_\_\_\_ Years

\$ \$100,000

**Total Project Cost**

**Sources of Funding:**

Grant from: \_\_\_\_\_      Grant Type: \_\_\_\_\_      Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_      Loan Type: \_\_\_\_\_      Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_      User charge or fee: \$ \_\_\_\_\_      Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_      Impact fee amount: \$ \_\_\_\_\_      Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_      Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

**Total Project Cost:** \$ \$100,000

**CANDIA CIP PROGRAM**  
**CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM**  
\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking:     High                          Year 1<sup>st</sup> scheduled: \_\_\_\_\_                      Year Needed:     TBD      
Dept.: \_\_\_\_\_                      Dept. Priority:     of     projects                      Date of Submission: \_\_\_\_\_

**Type of Project: Primary purpose of project is to (check one):**

- Replace/Repair existing facilities/equipment                          Improve quality of existing facilities/equipment  
    Expand capacity of existing service level/facility                          Provide new facility/service capability

**Service Area:**     Region Business District

**Project Impact (check one):**

- Municipality                          Neighborhood                       School District  
    Street                          Other District                          Other Area

**Project Description:** \_\_\_\_\_

**Project Rationale:**

- Removes imminent threat to public health/safety                       Alleviates substandard conditions/deficiencies  
    Provides added capacity to serve growth                       Reduces long-term operating costs  
    Provides an incentive to economic development                          Eligible for matching funds available until \_\_\_\_\_  
    Responds to federal/state requirement for implementation                          Improves the quality of existing services

**Narrative Justification (attach all backup material if possible):** **Automatic Temperature Controls** - Local thermostat control is provided only outside of the Boiler Room. Central automatic temperature controls should be provided to allow single point scheduling and observation of equipment operation. Would give the ability for remote access and alarming.

**Cost Estimate:**

\$     \$300,000  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Capital Costs:**

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

**Impact on Operating & Maintenance:**

    Increases personnel requirements  
    Increases O & M costs  
    Reduces personnel requirements  
    Reduces O & M costs

**Dollar Cost of Impacts (if known):**

(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

Estimated Useful Life is     Years

\$     \$300,000

**Total Project Cost**

**Sources of Funding:**

Grant from: \_\_\_\_\_                      Grant Type: \_\_\_\_\_                      Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_                      Loan Type: \_\_\_\_\_                      Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_                      User charge or fee: \$ \_\_\_\_\_                      Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_                      Impact fee amount: \$ \_\_\_\_\_                      Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_                      Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

**Total Project Cost: \$     \$300,000**

**CANDIA CIP PROGRAM**  
**CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM**  
\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking: \_\_\_ High \_\_\_      Year 1<sup>st</sup> scheduled: \_\_\_\_\_      Year Needed: 2021  
Dept.: \_\_\_\_\_      Dept. Priority: \_\_\_ of \_\_\_ projects      Date of Submission: \_\_\_\_\_

**Type of Project: Primary purpose of project is to (check one):**

Replace/Repair existing facilities/equipment      \_\_\_ Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility      \_\_\_ Provide new facility/service capability

**Service Area:** \_\_\_ Region Business District

**Project Impact (check one):**

Municipality      \_\_\_ Neighborhood       School District  
 Street      \_\_\_ Other District      \_\_\_ Other Area

**Project Description:** \_\_\_\_\_

**Project Rationale:**

Removes imminent threat to public health/safety       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth       Reduces long-term operating costs  
 Provides an incentive to economic development      \_\_\_ Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation      \_\_\_ Improves the quality of existing services

**Narrative Justification (attach all backup material if possible): FCI 24-Zoned Fire Alarm Control System MFA Remote Annunciator** - Has approached the system's expected life span. Portions of system doesn't meet ADA; missing strobes in bathrooms. Provide a completely new addressable voice-evacuation fire alarm system.

**Cost Estimate:**

\$ \$105,000  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Capital Costs:**

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

**Impact on Operating & Maintenance:**

Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

**Dollar Cost of Impacts (if known):**

(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

Estimated Useful Life is \_\_\_\_\_ Years

\$ \$105,000

**Total Project Cost**

**Sources of Funding:**

Grant from: \_\_\_\_\_      Grant Type: \_\_\_\_\_      Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_      Loan Type: \_\_\_\_\_      Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_      User charge or fee: \$ \_\_\_\_\_      Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_      Impact fee amount: \$ \_\_\_\_\_      Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_      Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

**Total Project Cost: \$ \$105,000**

CIP Form #	ARCHITECTURAL General Observation of Interior Spaces			\$ Opinion of Cost			
	COMPONENT	OBSERVATION	RECOMMENDATION	Remaining Useful Life	Short-Term	Mid-Term	Long-Term
1	Kindergarten Unit Ventilators	These units are now over 20 years old and have reached the end of their useful life.	Replace units with more centralized systems to provide better outside air introduction, quieter operation, and more ease of maintenance.	0 years	\$75,000		
2	1986 Heating and Ventilating Unit	The air handling unit above the ceiling in this wing is beyond its useful life. The return air system for this unit also does not meet fire code	Replace unit with newer unit and duct return air back to unit.	0 years	\$250,000		
3	1978 Heating and Ventilating Unit	The air handling unit above the ceiling in this wing is beyond its useful life. The return air system for this unit also does not meet fire code	Replace unit with newer unit and duct return air back to unit.	0 years	\$250,000		
4	Media Center Unit Ventilator	This unit has reached the end of its useful life and should be replaced.	Replace with new system capable of quiet operation.	0 years	\$75,000		
5	1954 and 1963 Classroom Ventilation	These sections of the building have limited or no ventilation. Current code requires ventilation to be provided in instructional spaces.	Install air handling units capable of providing tempered ventilation air to each space.	0 years	\$550,000		
6	Gymnasium/Cafeteria & Kitchen Ventilation	The air handlers in the Storage Room and under the Stage have exceeded their useful life and should be replaced.	Replace units with similar sized equipment for proper ventilation of the spaces.	0 years	\$200,000		
7	1996 Classroom Ventilation	The rooftop unit above the 1996 wing has reached the end of its useful life and should be replaced.	Replace unit with similar sized equipment for proper ventilation of the spaces.	0 years	\$150,000		
8	1938 Wing Ventilation	This unit does not ventilate the entire wing and has reached it useful life.	Install air handling unit(s) capable of providing tempered ventilation air to each space.	0 years	\$450,000		
9	Automatic Temperature Controls	Local thermostat control is provided only outside of the Boiler Room.	Central automatic temperature controls should be provided to allow single point scheduling and observation of equipment operation. Would give the ability for remote access and alarming.	0 years	\$300,000		
10	Exhaust Fans	Exhaust fans throughout the school have reached the end of their useful life and should be replaced.	Replace exhaust fans in kind with new equipment.	0 years	\$100,000		
11	FCI 24-Zoned Fire Alarm Control System MFA Remote Annunciator	Has approached the system's expected life span. Portions of system doesn't meet ADA;missing strobes in bathrooms	Provide a completely new addressable voice-evacuation fire alarm system.	0-1 years	\$105,000		



CANDIA CIP PROGRAM  
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM

\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking: 1

Year 1<sup>st</sup> scheduled: \_\_\_\_\_

Year Needed: 2020

Dept.: \_\_\_\_\_

Dept. Priority: 1 of 3 projects

Date of Submission: 12/13/19

Type of Project: Primary purpose of project is to (check one):

- Replace/Repair existing facilities/equipment       Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility       Provide new facility/service capability

Service Area:  Region Business District

Project Impact (check one):

- Municipality       Neighborhood       School District  
 Street       Other District       Other Area

Project Description: Increase Facility Footprint using Road re-construction Materials.

Project Rationale:

- Removes imminent threat to public health/safety       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth       Reduces long-term operating costs  
 Provides an incentive to economic development       Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation       Improves the quality of existing services

Narrative Justification (attach all backup material if possible): Increasing the usable land area in the back corner of property, using road reconstruction debris.

Cost Estimate:

\$ \_\_\_\_\_  
\$ 10,000  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Capital Costs:

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

Impact on Operating & Maintenance:

Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

Dollar Cost of Impacts (if known):

(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

Estimated Useful Life is \_\_\_\_\_ Years

\$ 10,000

Total Project Cost

Sources of Funding:

Grant from: \_\_\_\_\_ Grant Type: \_\_\_\_\_ Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_ Loan Type: \_\_\_\_\_ Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_ User charge or fee: \$ \_\_\_\_\_ Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_ Impact fee amount: \$ \_\_\_\_\_ Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_ Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

Total Project Cost: \$ \_\_\_\_\_

CANDIA CIP PROGRAM  
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM

\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking: 2 Year 1<sup>st</sup> scheduled: \_\_\_\_\_ Year Needed: 2021/2022  
Dept.: \_\_\_\_\_ Dept. Priority: 2 of 3 projects Date of Submission: 12/13/19

Type of Project: Primary purpose of project is to (check one):

- Replace/Repair existing facilities/equipment       Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility       Provide new facility/service capability

Service Area:  Region Business District

Project Impact (check one):

- Municipality       Neighborhood       School District  
 Street       Other District       Other Area

Project Description: Replace 2004 JCB telehandler loader

Project Rationale:

- Removes imminent threat to public health/safety       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth       Reduces long-term operating costs  
 Provides an incentive to economic development       Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation       Improves the quality of existing services

Narrative Justification (attach all backup material if possible): Replace older loader with a comparable loader

Cost Estimate:

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ 70,000  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Capital Costs:

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

Impact on Operating & Maintenance:

- Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

Dollar Cost of Impacts (if known):

(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

Estimated Useful Life is 15-20 Years

\$ \_\_\_\_\_

Total Project Cost

Sources of Funding:

Grant from: \_\_\_\_\_ Grant Type: \_\_\_\_\_ Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_ Loan Type: \_\_\_\_\_ Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_ User charge or fee: \$ \_\_\_\_\_ Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_ Impact fee amount: \$ \_\_\_\_\_ Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_ Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

Total Project Cost: \$ 70,000



CANDIA CIP PROGRAM  
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM

\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking: 3 Year 1<sup>st</sup> scheduled: \_\_\_\_\_ Year Needed: 2021  
Dept.: Solid Waste Dept. Priority: 3 of 3 projects Date of Submission: 12/13/19

Type of Project: Primary purpose of project is to (check one):

- Replace/Repair existing facilities/equipment  Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility  Provide new facility/service capability

Service Area:  Region Business District

Project Impact (check one):

- Municipality  Neighborhood  School District  
 Street  Other District  Other Area

Project Description: Replace MSW Trash compactor

Project Rationale:

- Removes imminent threat to public health/safety  Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth  Reduces long-term operating costs  
 Provides an incentive to economic development  Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation  Improves the quality of existing services

Narrative Justification (attach all backup material if possible): Compactor was a used unit when purchased 11 years ago, Approx 21 years old, Trying to replace before catastrophic failure occurs.

Cost Estimate:

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ 25,000  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Capital Costs:

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

Impact on Operating & Maintenance:

- Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

Dollar Cost of Impacts (if known):

(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

Estimated Useful Life is 25 Years

\$ 25,000

Total Project Cost

Sources of Funding:

Grant from: \_\_\_\_\_ Grant Type: \_\_\_\_\_ Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_ Loan Type: \_\_\_\_\_ Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_ User charge or fee: \$ \_\_\_\_\_ Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_ Impact fee amount: \$ \_\_\_\_\_ Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_ Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

Total Project Cost: \$ 25,000

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CANDIA CIP PROGRAM  
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM  
\_\_\_\_\_ to \_\_\_\_\_

BY: PK

Priority Ranking: \_\_\_\_\_ Year 1<sup>st</sup> scheduled: 2020 Year Needed: unknown  
Dept.: Smyth Building Dept. Priority: \_\_\_\_\_ of \_\_\_\_\_ projects Date of Submission: 8-19-19

Type of Project: Primary purpose of project is to (check one):

- Replace/Repair existing facilities/equipment
- Improve quality of existing facilities/equipment
- Expand capacity of existing service level/facility
- Provide new facility/service capability

Service Area:  Region Business District

Project Impact (check one):

- Municipality
- Neighborhood
- School District
- Street
- Other District
- Other Area

Project Description: reservation + Preservation, To make building more usable.

Project Rationale:

- Removes imminent threat to public health/safety
- Provides added capacity to serve growth
- Provides an incentive to economic development
- Responds to federal/state requirement for implementation
- Alleviates substandard conditions/deficiencies
- Reduces long-term operating costs
- Eligible for matching funds available until \_\_\_\_\_
- Improves the quality of existing services

Narrative Justification (attach all backup material if possible): \_\_\_\_\_

Cost Estimate:

\$ 10,000.-  
 \$ 10,000.-  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ 100,000.-  
 \$ 30,000.-  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

Capital Costs:

Planning/feasibility analysis  
 Architecture/Engineering fees  
 Real estate acquisition  
 Site preparation  
 Construction  
 Furnishings/ Equipment  
 Vehicles/Capital Equipment  
 Other

Impact on Operating & Maintenance:

- Increases personnel requirements
- Increases O & M costs
- Reduces personnel requirements
- Reduces O & M costs

Dollar Cost of Impacts (if known):

(+) \$ m.m. annually  
 (-) \$ \_\_\_\_\_ annually

Estimated Useful Life is \_\_\_\_\_ Years

\$ \_\_\_\_\_

Total Project Cost

Sources of Funding:

Grant from: \_\_\_\_\_ Grant Type: \_\_\_\_\_ Grant amount: \$ \_\_\_\_\_  
 Loan from: \_\_\_\_\_ Loan Type: \_\_\_\_\_ Loan amount: \$ \_\_\_\_\_  
 Donation/Bequest/Private: Small? User charge or fee: \$ \_\_\_\_\_ Warrant Article: total  
 Capital Reserve withdrawal: \$ \_\_\_\_\_ Impact fee amount: \$ \_\_\_\_\_ Current Revenue: \$ \_\_\_\_\_  
 General Obligation Bond: \$ \_\_\_\_\_ Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

Total Project Cost: \$ 150,000

CANDIA CIP PROGRAM  
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM

\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking: 1

Year 1<sup>st</sup> scheduled: \_\_\_\_\_

Year Needed: 2020

Dept.: MUSEUM

Dept. Priority: 1 of 2 projects

Date of Submission: 9/18/2019

Type of Project: Primary purpose of project is to (check one):

- Replace/Repair existing facilities/equipment       Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility       Provide new facility/service capability

Service Area:  Region Business District

Project Impact (check one):

- Municipality       Neighborhood       School District FIRST WAVE  
 Street       Other District       Other Area MUSEUM

Project Description: RESTORE FIREPLACE, CHIMNEYS, ? WALLS

Project Rationale: BRICKS NEED POINTING UP EXPERT RESTORATION NEEDED

- Removes imminent threat to public health/safety       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth       Reduces long-term operating costs  
 Provides an incentive to economic development       Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation       Improves the quality of existing services

Narrative Justification (attach all backup material if possible): DINING ROOM FIREPLACE  
SINKING, BRICKWORK NEEDS POINTING, DAMAGES FROM  
CHIMNEY

Cost Estimate:

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Capital Costs:

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

Impact on Operating & Maintenance:

Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

Dollar Cost of Impacts (if known):

(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

Estimated Useful Life is \_\_\_\_\_ Years

Total Project Cost

ESTIMATE

Sources of Funding:

Grant from: \_\_\_\_\_ Grant Type: \_\_\_\_\_ Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_ Loan Type: \_\_\_\_\_ Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_ User charge or fee: \$ \_\_\_\_\_ Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_ Impact fee amount: \$ \_\_\_\_\_ Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_ Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

Total Project Cost: \$ UNKNOWN

PROJECT GREATER THAN \$10,000  
DOES TO NEED FOR EXPERTS  
RESTORATION

\$ UNKNOWN  
NEEDS EXPERT

CANDIA CIP PROGRAM  
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM

\_\_\_\_\_ to \_\_\_\_\_

Priority Ranking: 2 Year 1<sup>st</sup> scheduled: \_\_\_\_\_ Year Needed: 2023  
Dept.: \_\_\_\_\_ Dept. Priority: 2 of 2 projects Date of Submission: \_\_\_\_\_

Type of Project: Primary purpose of project is to (check one):

- Replace/Repair existing facilities/equipment
- Improve quality of existing facilities/equipment
- Expand capacity of existing service level/facility
- Provide new facility/service capability

Service Area:  Region Business District

Project Impact (check one):

- Municipality
- Neighborhood
- School District FIS
- Street
- Other District
- Other Area MUSEUM

Project Description: New Roofing

Project Rationale:

- Removes imminent threat to public health/safety
- Alleviates substandard conditions/deficiencies
- Provides added capacity to serve growth
- Reduces long-term operating costs
- Provides an incentive to economic development
- Eligible for matching funds available until \_\_\_\_\_
- Responds to federal/state requirement for implementation
- Improves the quality of existing services

Narrative Justification (attach all backup material if possible): LAST REPAIR TO ROOF 2003 STAB SHINGLE - 20 YEARS 1/2 SP

Cost Estimate:  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ 20,000  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Capital Costs:  
Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

Impact on Operating & Maintenance:  
 Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

Dollar Cost of Impacts (if known):  
(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

Estimated Useful Life is \_\_\_\_\_ Years

\$ 20,000

Total Project Cost

Sources of Funding:

Grant from: \_\_\_\_\_ Grant Type: \_\_\_\_\_ Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_ Loan Type: \_\_\_\_\_ Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_ User charge or fee: \$ \_\_\_\_\_ Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_ Impact fee amount: \$ \_\_\_\_\_ Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_ Revenue Bond: \$ \_\_\_\_\_  
Special Assessment: \_\_\_\_\_ (Dept./Agency)

Total Project Cost: \$ 20,000

**CANDIA CIP PROGRAM**  
**CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM**  
**2020 to 2029**

Priority Ranking: \_\_\_\_\_ Year 1<sup>st</sup> scheduled: 2020 Year Needed: 2021-2029

Dept.: CEMETERY Dept. Priority: \_\_\_\_\_ of \_\_\_\_\_ projects Date of Submission: 8/15/2019

**Type of Project: Primary purpose of project is to (check one):**

- Replace/Repair existing facilities/equipment
- Improve quality of existing facilities/equipment
- Expand capacity of existing service level/facility
- Provide new facility/service capability

Service Area:  Region Business District **Holbrook Cemetery, Village Cemetery, Hill Cemetery, East Candia Cemetery and Beane Island Cemetery.**

**Project Impact (check one):**

- Municipality
- Neighborhood
- School District
- Street
- Other District
- Other Area (5 Town owned Cemeteries)

**Project Description: 1) Tree Removal – All old, dangerous and dead trees in the five public cemeteries, which pose a threat to the historic memorials, and/or people within the cemeteries. Estimated cost: \$10,000; 2) Paving – Roads repaved which hasn't happened in over 80+/- years. Warrant Article passed 2019 for \$10,000 per year for three years, which was voted in last year via warrant article. Project is in its first year. Future: All cemeteries need to be repaved and some dirt roads need to be paved for the first time to limit road erosion.**

**Project Rationale:**

- Removes imminent threat to public health/safety
- Alleviates substandard conditions/deficiencies
- Provides added capacity to serve growth
- Reduces long-term operating costs
- Provides an incentive to economic development
- Eligible for matching funds available until \_\_\_\_\_
- Responds to federal/state requirement for implementation
- Improves the quality of existing services

**Narrative Justification (attach all backup material if possible):** \_\_\_\_\_

**Cost Estimate:**

\$ \_\_\_\_\_

\$ 2,000

\$ \_\_\_\_\_

\$ 5,000

\$ 5,000

\$ \_\_\_\_\_

\$ 3,000

\$ 5,000

**Capital Costs:**

Planning/feasibility analysis

Architecture/Engineering fees

Real estate acquisition

Site preparation

Construction

Furnishings/ Equipment

Vehicles/Capital Equipment

Other (**Grave Repairs**)

**Impact on Operating & Maintenance:**

Increases personnel requirements

Increases O & M costs

Reduces personnel requirements

Reduces O & M costs

**Dollar Cost of Impacts (if known):**

(+) \$ \_\_\_\_\_ annually

(-) \$ \_\_\_\_\_ annually

\$ 20,000

**Total Project Cost**

**Estimated Useful Life is 50 Years (?)**

**Sources of Funding:**

Grant from: \_\_\_\_\_ Grant Type: \_\_\_\_\_ Grant amount: \$ \_\_\_\_\_

Loan from: \_\_\_\_\_ Loan Type: \_\_\_\_\_ Loan amount: \$ \_\_\_\_\_

Donation/Bequest/Private: \_\_\_\_\_ User charge or fee: \$ \_\_\_\_\_ Warrant Article: X

Capital Reserve withdrawal: \$ 20,000/per year Impact fee amount: \$ \_\_\_\_\_ Current

Revenue: \$ \_\_\_\_\_

General Obligation Bond: \$ \_\_\_\_\_ Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

**Total Project Cost: \$20,000 per year for 10 years**

CANDIA CIP PROGRAM  
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM  
2020 to 2030

Dept.: FIRE DEPT. Dept. Contact: DEAN YOUNG Date Submitted: 9/18/19

Dept. Priority: 1 of 1 projects Priority Ranking: 1 Year 1<sup>st</sup> scheduled: 2021 Year Needed: 2021

Type of Project: Primary purpose of project is to (check one):  
 Replace/Repair existing facilities/equipment  Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility  Provide new facility/service capability

Service Area:  Region  Business District

Project Impact (check one):  
 Municipality  Neighborhood  School District  
 Street  Other District  Other Area

Project Description: PURCHASE NEW PUMP

Project Rationale:  
 Removes imminent threat to public health/safety  Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth  Reduces long-term operating costs  
 Provides an incentive to economic development  Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation  Improves the quality of existing services

Narrative Justification (attach all backup material if possible): REPLACES 20 YEAR OLD TRUCK

Cost Estimate:	Capital Costs:	Impact on Operating & Maintenance:
\$ _____	Planning/feasibility analysis	<input type="checkbox"/> Increases personnel requirements
\$ _____	Architecture/Engineering fees	<input type="checkbox"/> Increases O & M costs
\$ _____	Real estate acquisition	<input type="checkbox"/> Reduces personnel requirements
\$ _____	Site preparation	<input checked="" type="checkbox"/> Reduces O & M costs
\$ _____	Construction	
\$ _____	Furnishings/ Equipment	Dollar Cost of Impacts (if known):
\$ <u>300.00</u>	Vehicles/Capital Equipment	(+) \$ _____ annually
\$ _____	Other	(-) \$ _____ annually
		Estimated Useful Life is <u>20</u> Years
\$ <u>300.00</u>	<b>Total Project Cost</b>	

Sources of Funding:  
Grant from: \_\_\_\_\_ Grant Type: \_\_\_\_\_ Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_ Loan Type: \_\_\_\_\_ Loan amount: \$ 300,000  
Donation/Bequest/Private: \_\_\_\_\_ User charge or fee: \$ \_\_\_\_\_ Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_ Impact fee amount: \$ \_\_\_\_\_ Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_ Revenue Bond: \$ \_\_\_\_\_

Special Assessment: \_\_\_\_\_ (Dept./Agency)

Total Project Cost: \$ # 300.00

Authorized Signature of Approval: Dean Young

**CANDIA CIP PROGRAM  
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM  
2020 to 2030**

Dept.: Candia Police Department      Dept. Contact: Chief Mike McGillen      Date Submitted: 09/17/19

Dept. Priority: 1 of 2 projects      Priority Ranking: \_\_\_\_\_      Year 1<sup>st</sup> scheduled: 2021      Year Needed: TBD

**Type of Project: Primary purpose of project is to (check one):**

- Replace/Repair existing facilities/equipment       Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility       Provide new facility/service capability

**Service Area:**  Region Business District

**Project Impact (check one):**

- Municipality       Neighborhood       School District  
 Street       Other District       Other Area

**Project Description:** New Police Station

**Project Rationale:**

- Removes imminent threat to public health/safety       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth       Reduces long-term operating costs  
 Provides an incentive to economic development       Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation       Improves the quality of existing services

**Narrative Justification (attach all backup material if possible):** The current facility has served us well for approximately thirty years. This submission is to plan, address deficiencies, and bring the Department up to best practice standards.

**Cost Estimate:**

\$ TBD  
\$ TBD  
\$ TBD  
\$ TBD  
\$ TBD  
\$ TBD  
\$ TBD

**Capital Costs:**

Planning/feasibility analysis  
Architecture/Engineering fees  
Real estate acquisition  
Site preparation  
Construction  
Furnishings/ Equipment  
Vehicles/Capital Equipment  
Other

**Impact on Operating & Maintenance:**

Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

**Dollar Cost of Impacts (if known):**

(+) \$ \_\_\_\_\_ annually  
(-) \$ \_\_\_\_\_ annually

Estimated Useful Life is \_\_\_\_\_ Years

\$ \_\_\_\_\_

**Total Project Cost**

**Sources of Funding:**

Grant from: \_\_\_\_\_      Grant Type: \_\_\_\_\_      Grant amount: \$ \_\_\_\_\_  
Loan from: \_\_\_\_\_      Loan Type: \_\_\_\_\_      Loan amount: \$ \_\_\_\_\_  
Donation/Bequest/Private: \_\_\_\_\_      User charge or fee: \$ \_\_\_\_\_      Warrant Article: \_\_\_\_\_  
Capital Reserve withdrawal: \$ \_\_\_\_\_      Impact fee amount: \$ \_\_\_\_\_      Current Revenue: \$ \_\_\_\_\_  
General Obligation Bond: \$ \_\_\_\_\_      Revenue Bond: \$ \_\_\_\_\_  
Special Assessment: \_\_\_\_\_ (Dept./Agency)

**Total Project Cost:** \$ TBD

Authorized Signature of Approval:

*[Handwritten Signature]* 09-17-19



**CANDIA CIP PROGRAM  
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM  
2020 to 2030**

Dept.: Candia Police Dept. Contact: Mike McGillen Date Submitted: 09-17-19

Dept. Priority: 2 of 2 projects Priority Ranking: \_\_\_\_\_ Year 1<sup>st</sup> scheduled: 2020 Year Needed: 2020

**Type of Project: Primary purpose of project is to (check one):**

- Replace/Repair existing facilities/equipment       Improve quality of existing facilities/equipment  
 Expand capacity of existing service level/facility       Provide new facility/service capability

**Service Area:**  Region Business District

**Project Impact (check one):**

- Municipality       Neighborhood       School District  
 Street       Other District       Other Area

**Project Description:** Police Department Improvements: Install sally port. Re-design evidence room up to best practice standards. Create a secure holding area for prisoners. Create an independent interview room. Install a shower in current bathroom; and split sink.

**Project Rationale:**

- Removes imminent threat to public health/safety       Alleviates substandard conditions/deficiencies  
 Provides added capacity to serve growth       Reduces long-term operating costs  
 Provides an incentive to economic development       Eligible for matching funds available until \_\_\_\_\_  
 Responds to federal/state requirement for implementation       Improves the quality of existing services

**Narrative Justification (attach all backup material if possible):** Sally port is needed so prisoners can be brought into the police station without going through the current public lobby. The evidence room doesn't not have ventilation, and there is no proper storage for drug evidence and firearms. Also, there is moisture in it requiring a dehumidifier. There are no cells for prisoners nor any sight and sound separation for juveniles as required by federal rules. The booking room currently serves as an interview room. This is not safe if we have an arrest or major case investigation at the same time, which has occurred. Currently there is no shower for officers to wash if they get dirty while on duty. The employees wash hand in sink that contains dishes.

**Cost Estimate:**

- \$ TBD  
 \$ TBD  
 \$ TBD  
 \$ TBD  
 \$ TBD  
 \$ TBD  
 \$ TBD  
 \$ TBD

**Capital Costs:**

- Planning/feasibility analysis  
 Architecture/Engineering fees  
 Real estate acquisition  
 Site preparation  
 Construction  
 Furnishings/ Equipment  
 Vehicles/Capital Equipment  
 Other

**Impact on Operating & Maintenance:**

- Increases personnel requirements  
 Increases O & M costs  
 Reduces personnel requirements  
 Reduces O & M costs

**Dollar Cost of Impacts (if known):**

- (+) \$ \_\_\_\_\_ annually  
 (-) \$ \_\_\_\_\_ annually

**Estimated Useful Life is** \_\_\_\_\_ **Years**

\$ \_\_\_\_\_

**Total Project Cost**

**Sources of Funding:**

Grant from: \_\_\_\_\_ Grant Type: \_\_\_\_\_ Grant amount: \$ \_\_\_\_\_  
 Loan from: \_\_\_\_\_ Loan Type: \_\_\_\_\_ Loan amount: \$ \_\_\_\_\_

**APPENDIX C: SCHEDULE OF CAPITAL IMPROVEMENTS PROJECTS, ANNUAL COSTS AND REVENUES**

PROJECT OR EQUIPMENT	Department Cost Without Debt/Revenue	Priority Rank (by PB)	Existing Capital Reserve Or Warrant Article (WA)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	10-Year Total Costs
Projected ENR (Boston CCI based on avg. growth over past 10-years)														
<b>FIRE DEPARTMENT</b>														
FD – Replace Pumper Truck	\$642,639	C	WA	\$642,639										\$642,639
FD – Station Expansion	\$300,000	D	Capital Reserve		\$100,000	\$200,000								\$300,000
<b>POLICE DEPARTMENT</b>														
PD – New Police Station Purchase Land	\$225,000	U	WA		\$225,000									\$225,000
PD – New Police Station Engineering	\$260,000	U	WA		\$100,000	\$160,000								\$260,000
PD – New Police Station Construction	\$1,100,000	U	WA			\$300,000	\$800,000							\$1,100,000
<b>HIGHWAY DEPARTMENT</b>														
Healy Rd	\$300,000	N	WA	\$150,000	\$150,000									\$300,000
Currier Rd (South End)	\$400,000	N	WA	\$200,000	\$200,000									\$400,000
Tower Hill Rd	\$300,000	N	WA			\$150,000	\$150,000							\$300,000
Flint Rd	\$300,000	N	WA			\$150,000	\$150,000							\$300,000
Hook Rd	\$150,000	N	WA					\$150,000						\$150,000
Currier Rd (North End)	\$300,000	F	WA					\$150,000	\$150,000					\$300,000
Jane Dr.	\$250,000	N	WA						\$150,000	\$100,000				\$250,000
Depot Road (Highway Bridge to Patten Hill Road Intersection)	\$150,000	N	WA							\$150,000				\$150,000
Critchett Rd Box Culvert	\$75,000	N	WA								\$75,000			\$75,000
New Boston Road (West End)	\$300,000	N	WA								\$150,000	\$150,000		\$300,000
Stump Street	\$150,000	N	WA									\$150,000		\$150,000
<b>Capital Improvements</b>														
Salt/Sand Storage Facility	\$185,000	D	WA						\$185,000					\$185,000
Highway Dept Facility Engineering	\$89,000	D	WA					\$89,000						\$89,000
Highway Dept Facility Construction	\$580,000	D	WA					\$580,000						\$580,000
<b>HERITAGE COMMISSION</b>														
Smyth Memorial Building	\$150,000	D	See note 1			\$20,000	\$30,000		\$100,000					\$150,000
<b>SOLID WASTE</b>														
Increase Footprint of Facility	\$10,000	D	WA					\$10,000						\$10,000
<b>CEMETARY</b>														
Tree Removal	\$10,000	N	WA		\$10,000									\$10,000
Paving	\$30,000	N	WA		\$10,000	\$10,000	\$10,000							\$30,000
Grave Repairs	\$5,000	N	WA		\$5,000									\$5,000
<b>TOTAL CAPITAL EXPENDITURES</b>				<b>\$992,639</b>	<b>\$800,000</b>	<b>\$990,000</b>	<b>\$1,140,000</b>	<b>\$ 979,000</b>	<b>\$525,000</b>	<b>\$250,000</b>	<b>\$225,000</b>	<b>\$300,000</b>	<b>\$0</b>	
<b>PROJECTED ASSESSED VALUATION</b>				<b>\$398,425,116</b>	<b>\$401,214,092</b>	<b>\$404,022,590</b>	<b>\$406,850,749</b>	<b>\$409,698,704</b>	<b>\$412,566,595</b>	<b>\$415,454,561</b>	<b>\$418,362,743</b>	<b>\$421,291,282</b>	<b>\$424,240,321</b>	
<b>ANNUAL TAX RATE IMPACT</b>				\$2.49	\$1.93	\$2.45	\$2.80	\$2.39	\$1.42	\$0.60	\$0.54	\$0.71	\$0.00	

Note#1 - Anticipated Grant Funding