

Capital Improvement Program (CIP) Kickoff Discussion

Candia Planning Board Meeting – November 16, 2022

1. RSA 674:5 requires that the Capital Improvement Program cover a period of “at least 6 years.” The Town of Candia’s current CIP covers a ten-year period.

Does the Planning Board wish to maintain a ten-year horizon for the new CIP?

2. The current CIP defines a capital improvement as meeting the following definition:
 - a. A cost of at least \$5,000;
 - b. A useful life of at least 5 years; and
 - c. A non-operating expense (e.g. not a personnel or maintenance expense).

Does the Planning Board wish to maintain this definition for the CIP update? SNHPC would recommend adding two additional items to the definition: 1) A non-recurring expense; and 2) Any project requiring bond financing.

3. The current CIP establishes the following categories of priority, with every project ranked “F” or higher being included in the CIP.
 - a. “U”—Urgent (Cannot be delayed; needed for health or safety.)
 - b. “C”—Committed (Part of an existing contractual agreement or otherwise legally required.)
 - c. “N”—Necessary (Needed to maintain existing level and quality of community services.)
 - d. “D”—Desirable (Needed to improve quality or level of services.)
 - e. “F”—Deferrable (Can be placed on hold until after 10-year period but supports community development goals.)
 - f. “R”—Research (Pending results of ongoing research, planning, and coordination.)
 - g. “I”—Inconsistent (Conflicts with an alternative project/solution recommended by the CIP. Contrary to land use planning or community development goals.)

Does the Planning Board wish to maintain this current classification of priorities? Does the Planning Board wish to continue including projects ranked “F” and above in the CIP?

4. The current CIP is unclear about how the Planning Board determines the priority of projects.

Does the Planning Board wish to incorporate a prioritization methodology (scoring system) in this CIP update?

5. A first key step in the CIP process is to request that “*every municipal department, authority or agency, and every affected school district board, department or agency*” provide details about all capital improvements it proposes to undertake during the CIP period. This would be done via the Town’s “Project Worksheet and Submission Form”.

Does the following list encompass “every municipal department, authority or agency, and every affected school district board, department or agency”?

- Animal Control
- Building Inspector
- Emergency Management
- Fire Department
- Health Department
- Parks and Recreation
- Police Department
- Recycling Center
- Road Agent
- Tax Collector
- Town Clerk
- Treasurer
- Welfare Department
- Agricultural Commission
- Board of Selectmen
- Budget Committee
- Cemetery Trustees
- Conservation Commission
- Heritage Commission
- Planning Board
- Zoning Board
- SAU 15

6. Attached is an example of the “Project Worksheet and Submission Form” used in the last CIP update.

Does the Planning Board wish to make any changes to the form for this CIP update? Additionally, with the holidays coming up, what is the appropriate timing to conduct the project solicitation?

7. The current CIP identifies both Police Station and Fire Station expansions.

Has a facility needs study ever been conducted to quantify the additional space needed for the Police Station or Fire Station?

TOWN OF CANDIA
CAPITAL IMPROVEMNTS PLAN

CANDIA CIP PROGRAM
CAPITAL PROJECT WORKSHEET AND SUBMISSION FORM

_____ to _____

Priority Ranking: 3 Year 1st 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