

**MEMORANDUM**

**TO:** Town of Candia Departments and Partner Agencies

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

**FROM:** Rudy Cartier, Chair  
Town of Candia Planning Board

**DATE:** February XXX, 2023

**RE:** Town of Candia 2024-2029 Capital Improvement Program

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The Candia Planning Board is beginning the process to develop the 2024-2029 Capital Improvement Program (CIP). The purpose of the CIP is to anticipate the need for capital improvements and expenditures to provide adequate facilities for the Town’s current and future needs. The CIP is a planning tool to aid the Candia Board of Selectmen and the Candia Budget Committee in their consideration of the Town’s annual budget.

For reference, the Town of Candia defines a capital improvement project as having the following characteristics.

- 1. A cost of at least \$5,000;
- 2. A useful life of at least 5 years;
- 3. A non-operating and non-recurring expense (e.g. not a personnel or maintenance expense); and
- 4. Any project requiring bond financing.

In accordance with RSA 674:6, the CIP 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.”***

The first step in the development of the Capital Improvement Program is to gather information about the projects that all of you (as the Town of Candia’s department heads and partner agencies) believe will be necessary during the 2024-2029 period. Enclosed with this memorandum is a “Project Request Form” which asks basic information about the purpose and cost of potential CIP projects. The Project Request Form is also available as a fillable PDF or as an online form available at XXX. You may submit multiple projects as necessary to meet the anticipated needs of your department or agency.

The Candia Planning Board has enlisted the Southern New Hampshire Planning Commission (SNHPC) to provide assistance in the development of the CIP. If you need help completing a Project Request Form, staff from the SNHPC are available to provide assistance upon request. Please feel free to contact Nate Miller at [nmiller@snhpc.org](mailto:nmiller@snhpc.org) or (603) 669-4664 if assistance is needed.

**Please submit completed Project Request Forms for your department or agency by March XXX, 2023.**

The Planning Board will evaluate all of the submitted projects to determine their importance for completion within the 2024-2029 timeframe. Seven criteria will be used to evaluate submitted projects as detailed below.

Criterion	Description
Departmental Priority	Is the proposed project a high priority for the sponsoring Town Department?
Urgency	Would the project address an emergency or an urgent need to maintain or improve public health or safety?
Correction of Deficiency	Does the project correct a deficiency in a Town facility or service that would result in operational efficiencies or improved capacity?
Cost Savings	Would the project result in a long-term cost savings to the Town relative to the status quo?
Alternative Solutions	Have reasonable alternatives (e.g. design alternatives, etc.) been considered to determine that the proposed project is the best approach?
Planning Justification	Is the project consistent with the goals and strategies identified in the Town of Candia Master Plan, Transportation Plan, or other local plan?
Leveraged Funding	Would the project leverage State, Federal, or private sector funding to supplement (or supplant) local property tax revenue?

Based on the evaluation of each submitted project, the Planning Board anticipates releasing a draft 2024-2029 Capital Improvement Program by June.

On behalf of the Candia Planning Board, thank you for your participation in this process. Your efforts will improve the Town’s ability to plan for and implement the capital improvements necessary to accommodate our community’s existing and future needs.



TOWN OF CANDIA 2024-2029 CAPITAL IMPROVEMENT PROGRAM  
Project Request Form

This form is to be used to submit projects for consideration in the Town of Candia’s 2024-2029 Capital Improvement Program update. When completing this form, please include any supporting documentation that may substantiate the need for the proposed project and the accuracy of the cost estimate.

The Town of Candia defines a capital improvement project as having the following characteristics:

- 1. A cost of at least \$5,000;
- 2. A useful life of at least 5 years;
- 3. A non-operating and non-recurring expense (e.g. not a personnel or regular maintenance expense); and
- 4. Any project requiring bond financing.

Department			
Prepared By		Date Submitted	
Project Name			

Project Mandate	Is this project required under a contractual agreement or other legal mandate?		Department Project Priority	___ of ___ Projects
	<input type="checkbox"/> YES	<input type="checkbox"/> NO		

Narrative Justification (Explain the Purpose and Need for the Project):	
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Project Cost	Cost Component	Cost Estimate (Current Year Dollars)	Source of Cost Estimate
	Design (Engineering or Architecture)		
	Land (or Right-of-Way)		
	Construction		
	Equipment (or Vehicle)		
	Rehabilitation/Replacement of Building Components or Systems		
	Total Cost		

Source of Funds (Non-Local)	Will the project leverage funding aside from local property tax revenue?		Source of Funds (Local)	What local funding sources would support the project?
	<input type="checkbox"/> YES	<input type="checkbox"/> NO		<input type="checkbox"/> Town Budget (Operating)
	If yes, what is the outside funding source and the amount (e.g. State or Federal Grant)?			<input type="checkbox"/> Town Budget (Warrant Art.)
	Source: _____			<input type="checkbox"/> Capital Reserve
	Amount: _____			<input type="checkbox"/> Bonding
				<input type="checkbox"/> Impact Fees

Project Context	Project Considerations		Explanation
	1. Does the project address an emergency or an urgent public safety need?		
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	2. Does the project address a serious deficiency in a Town facility or service?		
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	3. Would the project result in a long-term cost savings to the Town?		
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	4. Would the project advance the goals or strategies outlined in the Candia Master Plan or Candia Transportation Plan?		
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	5. Would there be costs or impacts if this project was not completed?		
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	6. Are there alternative solutions to meet the purpose and need for the project?		
<input type="checkbox"/> YES	<input type="checkbox"/> NO		

Project Timeframe	When is this project needed?		Explain why the project is needed in this timeframe.
	<input type="checkbox"/> Immediately (2024)		
	<input type="checkbox"/> 1-2 Years from Now (2025-2026)		
	<input type="checkbox"/> 3-5 Years from Now (2027-2029)		
	<input type="checkbox"/> After 2029		