

1 **LONDONDERRY, NH PLANNING BOARD**
2 **MINUTES OF THE MEETING OF SEPTEMBER 9, 2015, 2015 AT THE MOOSE**
3 **HILL COUNCIL CHAMBERS**
4

5 Members Present: Art Rugg; Mary Soares; Lynn Wiles; Rick Brideau, CNHA,
6 Ex-Officio; Leitha Reilly; Al Sypek, alternate member; Ann Chiampa, alternate
7 member; and Ted Combes, alternate member
8

9 Also Present: John Vogl, Comprehensive Planner and GIS Manager; John R.
10 Trottier, P.E., Assistant Director of Public Works and Engineering; Jaye A. Trottier,
11 Associate Planner; and Nicole Doolan, Planning and Economic Development
12 Department Secretary
13

14 A. Rugg called the meeting to order at 7:00 PM. He appointed A. Sypek to vote
15 from Chris Davies, and A. Chiampa to vote for Scott Benson.
16

17 **Administrative Board Work**
18

19 A. Discussions with Town Staff
20

- 21 • Plans signed

22 J. A. Trottier notified the Board that the following plans were signed on
23 September 2 at the Town Offices:

- 24 ○ 2 Boyd Road Subdivision
- 25 ○ Stage Crossing Subdivision

26
27 **Public Hearings/Workshops/Conceptual Discussions**
28

29 A. Public Hearing for the Planning Board to provide input on the following: The
30 Town Council is considering a purchase and sale agreement with Steven Lewis,
31 Inc. The agreement would provide that the Town of Londonderry, subject to
32 certain conditions, sell approximately 13.67 acres of land located at 30
33 Sanborn Road, Map 15 Lot 83-2, for the purpose of constructing Senior
34 Affordable Housing. The property is zoned R-III (Multi-Family Residential).
35

36 A. Rugg noted that the Planning Board would be making a recommendation to
37 the Town Council based on this public hearing on the purchase and sale
38 agreement between Steven Lewis, Inc. and the Town. Town Manager Kevin
39 Smith added later on that if the Planning Board acted favorably on their
40 recommendation, the matter would next go before the Conservation
41 Commission for recommendation to the Town Council as well. The Council, he
42 said, will hold two public hearings before voting on the purchase and sale
43 agreement.
44

45 K. Smith stated he was approached approximately two years ago by Senior
46 Affairs Director Cathy Blash and Town Councilor Joe Green, who has acted as
47 the Council liaison to the Elder Affairs Committee for several years, about the

1 need for affordable senior housing in Londonderry. He explained the difficulty
2 in finding developers who are interested in building affordable housing because
3 of the challenging criteria associated with applying for federal funds through
4 the State of NH and obtaining the tax credits needed to make such a
5 development economically feasible for the developer. A concerted effort was
6 made by the three to find such a developer and as inducement, it was decided
7 to offer the Sanborn Road property on Map 15 Lot 83-2 as a donation. The
8 property has been designated a Brownfield site because past non-residential
9 use contaminated the soil. (A. Sypek noted later on that at one time, the lot
10 was used for many years as tire storage. As Fire Chief, he attended two tire
11 fires at that location and said chemical foam was used to extinguish those
12 fires). Councilor Green said the original cleanup by the Environmental
13 Protection Agency (EPA) was found later on to be insufficient, as hazardous
14 material was discovered percolating up through the soil. The Town has
15 subsequently worked diligently, he said, with the NH Department of
16 Environmental Services (DES) to ensure all toxins are removed.

17
18 Using the land donation incentive, the team contacted Steven Lewis because of
19 his success in obtaining the very limited federal funds given to the State each
20 year and his experience in dealing with the cumbersome tax credit criteria. S.
21 Lewis stated that NH is only provided with enough federal funding to support
22 two projects in the State each year. He has been able to obtain some of that
23 funding on three separate occasions over the past ten years. Using those
24 funds, he explained, necessitates the developer become knowledgeable in
25 federal occupancy regulations. Such developers are also subject to
26 unscheduled inspections, annual third party account audits, and ongoing third
27 party monitoring to ensure affordability. He noted that the Town is not
28 burdened with the administration or monitoring of the affordability aspect
29 because 1) the NH Housing and Finance Authority (NHHFA) requires a land use
30 restriction is placed on the property by the developer to maintain that
31 affordability and 2) the federal government verifies that the residents meet the
32 financial criteria for affordable housing. Rents are also set by the federal
33 government. S. Lewis reaffirmed that developers typically avoid Brownfield
34 sites because of the potential liability and marketing difficulties involved with
35 any lingering contamination. The federal government, however, encourages
36 the use of Brownfield sites through tax credits and requires a third party
37 determination by qualified personnel that the site is no longer polluted.

38
39 S. Lewis said his work in NH has led his company to being very highly regarded
40 by NHHFA, particularly because of their environmentally responsible
41 stormwater management designs and the fact that they not only plan and
42 develop the site, but manage it as well. He said his company's goal in the
43 niche market of age-restricted tax credit housing is to create a product that
44 can blend in with higher end housing developments. He reviewed several
45 pictures of his Clough Farm Apartments recently built in Salem, NH (see
46 Attachment #1) and described the amenities, including community gardens,
47 small playgrounds for the visiting grandchildren of residents, bicycle and
48 walking trails, full handicap accessibility, laundry facilities, and numerous social
49 gathering places. The buildings are designed to be energy efficient, have a
50 residential feel as opposed to that of a typical apartment complex, and are

1 made of higher quality materials because of the long term savings in reduced
2 maintenance. S. Lewis also reviewed a site rendering of the same project (see
3 Attachment #2), pointing out the campus style setting, the use of indigenous
4 plants, and the use of rain gardens for stormwater treatment.

5
6 S. Lewis entertained questions.

7
8 A. Rugg asked for Staff input.

9
10 J. Vogl noted that the Town has been considering the use of this lot for
11 affordable senior housing for many years.

12
13 A. Rugg entertained input from C. Blash and Councilor Green.

14
15 Councilor Green stated that affordable elderly housing has been a priority of
16 the Elder Affairs Committee and has been in high demand in town for years.
17 He stated his support of the project and believed his fellow Councilors would
18 support it as well. He also noted the need to move the project forward quickly
19 because of the demand.

20
21 A. Rugg asked for input from the Board.

22
23 A. Chiampa asked if other builders were considered or offered a similar
24 purchase and sale agreement. K. Smith replied that he did not know the entire
25 history of the property, but noted that the Town Attorney was consulted as to
26 whether this particular offer would be required to go out to bid and his
27 determination was that it would not. She also asked whether the comment on
28 the Town's property record card stating "Retain for recreation or natural area"
29 was out of date information. A. Rugg guessed that the term was used because
30 of the difficulty in developing the site based on its history of contamination. A.
31 Chiampa then asked how many units this project would include. S. Lewis said
32 the number is determined by NHHFA, but that on a 13 acre piece, given the
33 wetlands on the site and other restrictions such as setbacks, there could be
34 three buildings built in three phases (per the preference of NHHFA) with 36 to
35 40 units per building. A. Chiampa noted the proximity of the Rail Trail to the
36 property.

37
38 R. Brideau asked what the typical rent amounts would be. Tim Kleiner,
39 property manager at Steven Lewis, Inc., stated that NHHFA prefers rents at
40 50% of the market rate, therefore a single bedroom apartment at this time
41 would be approximately \$785 and a 60% single bedroom unit would be \$925.
42 A two bedroom unit at 50% would be \$925 and at 60% would be \$1,125. All
43 of these rents would include heat and hot water.

44
45 M. Soares asked if amenities like the community garden could be sustained on
46 a Brownfield site. L. Reilly also expressed concern about exposing senior
47 residents to possible contamination, even if the possibility is slight. S. Lewis
48 replied that approximately 25% of the lot was not used as a landfill. Since that
49 area is undisturbed uplands, those soils should easily support a small garden.
50 He said the bulk of the project would be placed on that unaffected land and

1 added that the overall concern regarding contamination is lessened by the fact
2 that municipal water is available in that area. He explained that his company
3 uses an engineering firm that specializes in soils, soil structures, contaminated
4 soil, etc. to produce a report verifying the success of the cleanup, something
5 he said is required in this situation by both the Federal Government and
6 NHHFA. If testing indicated contamination was still an issue, he said he would
7 forgo the project just because of possible liability. When asked, he stated his
8 confidence in the ability to successfully remediate the site, given the kind of
9 toxins known to be there and knowing they can be dealt with successfully. He
10 said he would not be before the Board now if he felt otherwise. He stated that
11 an independent third party review of the site will be done and the report filed
12 with NHHFA. A. Rugg verified with K. Smith that NH DES regularly monitors
13 the ground water on that property. Councilor Green reiterated that the Town
14 has worked closely with NH DES to clean the site a second time, noting that
15 DES will also have to approve the remediation. He said he has been told that
16 what contaminants remain are not overly hazardous and can be dealt with by
17 paving over the contaminated ground.

18
19 L. Wiles asked how soon the project could be completed, assuming the
20 purchase and sale is approved by the Council. S. Lewis said the funding
21 process is a slow one, but he would aim to file his preliminary application with
22 NHHFA by July of 2016. Funding is typically announced by the end of October
23 each year. If all goes according to plan, T. Kleiner said the groundbreaking
24 could occur in spring of 2017 and the project could be completed in 2018. S.
25 Lewis noted a significant advantage this application would have in the NHHFA
26 review process is that the land is effectively being donated by the Town. This
27 indicates the Town's full support of the project.

28
29 T. Combes asked how the Town was able to sell 13 acres for only \$10.
30 Councilor Green and K. Smith explained that the site was chosen because tax
31 credits and State grant funds could be used to develop a Brownfield site, a
32 property that would most likely go undeveloped. It was explained that in order
33 to create a worthwhile affordable end product, some part of the equation has
34 to make the overall project economically feasible. The land cost became that
35 part of the equation that will enable seniors with lower incomes to be able to
36 afford a quality residence. S. Lewis explained that to make a land transaction
37 legal, a donation per se cannot be made. Some amount of consideration must
38 be paid by the developer. Traditionally, that amount was \$1, but now \$10.00
39 is more likely to be used. The Town will be able to collect taxes on the
40 property, S. Lewis said, because these projects are not exempt from taxation
41 and the site is assessed at its full value. A. Sypek asked R. Brideau if the
42 contamination affects the property value. R. Brideau said it does because the
43 land is considered unusable. If it can be proven the land is no longer polluted,
44 the land value changes. He clarified that the value would not be determined by
45 a market value assessment but through the income approach to value
46 determination.

47
48 Overall, Board members expressed enthusiasm for and support of the proposed
49 development.
50

1 A. Rugg entertained public input.
2

3 Mike Speltz, 18 Sugarplum Lane, stated his hope that the purchase and sale
4 would include two conditions related to the Rail Trail, since it is a project that
5 the Town has invested in significantly. The first condition would be the
6 inclusion in any site plan of a fully ADA compliant path from the residences to
7 the Rail Trail. The second would be to also include on the plan a substantial
8 naturally vegetated buffer between the Rail Trail and the development. These
9 would benefit both the residents of the project as well as those using the trail
10 as they pass by the area. S. Lewis stated he would also want both of those
11 items included.

12
13 There was no further public input.
14

15 **A. Rugg entertained a motion that the Planning Board recommend the**
16 **proposed purchase and sale to the Town Council, along with the**
17 **comments from the Board and public made during this meeting. M.**
18 **Soares so moved. R. Brideau seconded the motion. No discussion. Vote**
19 **on the motion, 7-0-0.**
20

21 B. Discussion with Southern NH Planning Commission Regarding an Access
22 Management Plan for the Route 102 Corridor.
23

24 Tim White, Principal Transportation Planner at the Southern New Hampshire
25 Planning Commission (SNHPC), explained that after the adoption by the Board
26 of the Rte. 102 Corridor Update Study in February of this year, SNHPC
27 continued to communicate with Town Staff about next steps. Those
28 discussions, he said, focused on the idea of an Access Management Plan.
29

30 T. White began with a brief overview of the Rte. 102 Corridor Update Study
31 (see pp. 2-4 of Attachment #3), reviewing its purpose, an example of one of
32 the vision plans developed for three separate portions of the corridor and
33 instances where future improvements may be needed. Some improvements
34 were related to specific intersections and were based on the observations made
35 from the traffic projections included in the study. It was also found that some
36 of those intersection improvements may involve the need for right-of-way
37 expansion. One of the short-term improvements identified in the update study
38 was access management (p. 5).
39

40 The need for access management improvements was discerned from the data
41 collected during the corridor update study. Part of Rte. 102 sees traffic
42 volumes as high as 30,000 vehicles per day, from both regional through trips
43 and local traffic, resulting in congestion and safety issues. An access
44 management plan could assist the Town by identifying specific locations where
45 access improvements could be made when opportunities arise through
46 individual development projects. Examples of access management would be
47 consolidation or even elimination of curb cuts along the corridor, the
48 reconfiguration of lots, proper delineation of access points, and the
49 development of internal connections between properties.
50

1 T. White outlined the scope of work, which would include:
2

- 3 1. An initial meeting with the Town to determine what accomplishments
4 officials would like to see;
- 5 2. A data collection phase (much of which has been done through the
6 update study);
- 7 3. A field inventory where aerial photography would be used to verify
8 existing conditions;
- 9 4. A preliminary access management plan identifying the elements of the
10 plan;
- 11 5. A review of Town regulations to ensure any proposed improvements are
12 consistent with those regulations;
- 13 6. A follow-up meeting with the Town to review the plan and gain
14 additional input;
- 15
- 16 7. Creation of the final plan;
- 17 8. Development of a report.
- 18

19 A portion of the corridor from I-93 east to the Derry town line was included in
20 a 2009 access management plan developed by SNHPC for the Town of Derry.
21 Examples of those results were reviewed (pp. 8-10), and included the potential
22 signalization and/or reconfiguration of the Action Boulevard intersection on
23 both sides of the corridor as well as the possibility of an internal connection on
24 the Action Boulevard side. T. White noted that whether a signal could function
25 properly there would be a separate issue. A. Chiampa suggested that the use
26 of a signal at that location could be restricted to certain hours of the day. A
27 second example of the area between Action Blvd. and east towards St. Charles
28 St. featured opportunities to close existing curb cuts, create connections
29 between abutting lots and use access from side streets to lots along the
30 corridor.
31

32 T. White noted that Staff has also discussed the possibility of SNHPC
33 performing a study of the high accident locations along Rte. 102. This study
34 would begin with the collection of accident reports from the Londonderry Police
35 Department, then would continue with the development of collision diagrams
36 and an analysis of crash data, including accident types, road surfaces, weather
37 conditions, lighting, time of day, and accident severity. A field review would
38 follow, along with an attempt to identify safety issues such as excessive speed
39 and visibility challenges. Countermeasures such as improved enforcement and
40 signal coordination would also be examined. Recommendations would then be
41 made for both short term and long term improvements.
42

43 A. Rugg asked for Staff input.
44

45 J. R. Trottier verified with T. White that an update would be performed for the
46 aforementioned portion between I-93 and the Derry town line in any new
47 access management plan. He noted to T. White that a recent review of the NH

1 Department of Transportation's (DOT) plans to improve Exit 4 did not include
2 any of the recommended improvements from the 2009 Derry access
3 management plan. T. White reiterated that the goal of an access management
4 plan is to identify potential improvements for the Town in the event future
5 development presents an opportunity to take advantage of a recommendation.
6 J. R. Trottier provided the Board with an example of a project presenting an
7 opportunity to manage access along the corridor, i.e. the recent redevelopment
8 of Map 10 Lot 136 where a second curb cut onto 102 was eliminated as part of
9 that site plan. He added that the portion of Rte. 102 west of I-93 has similarly
10 taken advantage of numerous occasions where curb cuts have been removed,
11 right turn only exits have been introduced and access has been made from side
12 streets. J. Vogl noted that an access management plan would be considered a
13 long-range planning document. He said SNHPC is trying at this point only to
14 ascertain the level of interest from the Board in performing an access
15 management study.

16
17 A. Rugg asked for Board input.

18
19 A. Sypek asked if SNHPC has taken into account the Planned Unit Development
20 (PUD) Master Plan of Woodmont Commons and its proposed road
21 improvements. T. White said an access management plan would include a
22 review of all documentation related to the Rte. 102 corridor, including the
23 Woodmont Commons PUD Master Plan. A. Chiampa noted that Woodmont
24 Commons would most likely impact both the east and west sides of I-93 and
25 suggested that the focus of the study could be on the area from the Derry town
26 line to Garden Lane.

27
28 L. Reilly questioned the level of need to review access management on the
29 corridor west of I-93 based on both Staff's comments that several
30 developments have already resulted in improvements and the knowledge that
31 traffic studies associated with Woodmont Commons will be forthcoming. T.
32 White replied that SNHPC can tailor the scope of the plan to suit the needs of
33 the Town. J. R. Trottier clarified that he did not intend his comments to suggest
34 the access management study should be curtailed. J. Vogl added that the plan
35 could also be expanded to examine the feeder streets north and south of the
36 corridor. An access management plan, he said can also assist the Town in
37 identifying capital projects to submit to NH DOT for their Ten Year Plan
38 funding.

39
40 M. Soares inquired about cost. T. White said that depending on the scope of
41 the study, it could conceivably be included in the already established local
42 assistance program, meaning no additional contract would be required. M.
43 Soares noted her preference to focus on Exit 4 and the corridor portion east of
44 it.

45
46 A. Rugg asked Board members if an access management plan should be
47 pursued through SNHPC. L. Reilly responded in the affirmative, noting it
48 should be done under Staff's guidance. A. Rugg agreed. There was no
49 objection from any other Board members
50

1 [L. Reilly left the meeting at approximately 8:30 PM]
2 C. Planning Board Workshop to review the 2015 (FY 2017 – 2022) Capital
3 Improvement Plan.
4

5 J. Vogl explained that the Capital Improvement Plan (CIP) is an annual
6 advisory document adopted by the Planning Board that serves to identify and
7 prioritize capital needs for the Town and suggested associated timelines. The
8 goal is to plan fiscally for those capital needs to avoid unexpected and
9 potentially multiple budget impacts. Departments, Boards and Committees are
10 asked by the Planning Department in the months of April and May to submit
11 projects for consideration. Projects were received from the Department of
12 Public Works, the School Department, the Fire Department, the Senior Center,
13 and the Conservation Commission. Submissions were then reviewed by the
14 CIP Committee using specific need criteria and a priority level was assigned
15 (see p. 7 of Attachment #4), along with a suggested timeframes.
16

17 The listing of projects by priority was as follows (see also pp. 8-10 of
18 Attachment #4):
19

20 Priority 1;

- 21 • Central Fire Station Renovations - \$3, 888,200

22 The Committee recommended a two phase approach. In FY2017, an
23 architectural and engineering study would be performed at a cost of
24 \$388,200 to determine a “not to exceed” figure for construction. In
25 FY2018, Phase 2 would provide construction funding at \$3.5 million.
26

27 Priority 2;

- 28 • Senior Center Expansion - \$750,000

29 This project was also assigned a two phase approach. FY2017 would
30 involve an architectural and engineering study at a cost of \$75,000 and
31 FY2018 would include construction at a cost of \$675,000.
32

- 33 • Pettengill Road Sewer - \$700,000

34 Funding was proposed for FY2017 and would come from sewer access
35 fees.
36

- 37 • Auditorium - \$9.5 million

38 Funding over two phases was proposed, with \$500,000 in FY2017 for
39 architectural and engineering studies and \$9 million in FY2018 for
40 construction.
41

- 42 • New SAU Office - \$2.15 million

43 Funding for this was scheduled for FY2021, something which J. Vogl
44 noted was agreed upon by all parties involved.
45
46
47

1 Priority 3;

- 2 • Outdoor Recreation Feasibility and Cost Analysis - \$100,000

3 Funding was proposed for FY2017

4 Priority 4;

- 5 • South Londonderry Sewer Phase II - \$3,631,050

6 Funding was scheduled for FY2017, with funding derived from access
7 fees.

- 8
9 • Mammoth Road (North) Sewer Extension - \$410,481

10 Funding was scheduled for FY2017, with funding derived from access
11 fees.

12
13 M. Soares noted that the CIP document indicated that the sewer projects would
14 be funded through bonds as well as access fees. J. Vogl and Finance Director
15 Doug Smith explained that while the projects are funded through the access
16 fees and do not create a tax impact, a bond would be purchased in order to
17 have the funds available when the actual improvements are needed.

18
19 The remainder of the report, J. Vogl continued, is a brief discussion of Capital
20 Reserve Accounts and fiscal tables that place the projects in their associated
21 timelines and identify total tax impact.

22
23 A. Rugg asked for Board input.

24
25 L. Wiles noted a discrepancy in the SAU Office project's priority level and
26 funding year. As a priority 2 project, he said, the funding year should be set
27 no more than 3 years out, yet it is set for FY2021. J. Vogl noted that the SAU
28 proposed the funding year. When it was suggested changing the priority to 3,
29 M. Soares instead proposed that the funding year be changed to retain the
30 priority 2 level and be consistent with the CIP criteria for priorities. It was
31 decided to amend the funding year for the SAU Office to FY2020.

32
33 A. Sypek stated his agreement with the priority level set for the Senior Center
34 Expansion and expressed his hope that it will be placed on the next Town
35 Meeting Warrant.

36
37 A. Sypek then noted that that Central Fire Station was built in 1978 and that
38 currently, portable radios are not always able to reach Fire and Police
39 headquarters in all areas of town. The building also lacks emergency backup
40 power. As Chairman of the Hazard Mitigation Committee, he stated the
41 potential harm to residents as well as emergency personnel. He asked Fire
42 Chief Darren O'Brien and Battalion Chief Kevin Zins to approach the Board in
43 order to answer any questions. D. O'Brien explained that the two phase
44 approach will enable the Fire Department to understand if the renovations they
45 envision for the building are even feasible or if an entirely new structure is
46 needed. K. Zins noted that the intent is to have a station that will be usable
47 for the next 50 years. D. O'Brien stated as he did at last year's CIP workshop

1 that there is no unutilized space left in the station, yet decontamination,
2 security and communication needs are not being met and the building is no
3 longer ADA compliant. He also briefly discussed plans to acquire various
4 necessary apparatus through grant funding as well as the ongoing attempt to
5 refurbish existing equipment so that new models will not be needed for years
6 to come.

7
8 A. Sypek asked whether an increase in the dispatch portion of the building
9 would enable Londonderry to provide dispatch services to surrounding towns as
10 they currently do for the Town of Hampstead. D. O'Brien said inquiries have
11 come from neighboring towns about using Londonderry's dispatch services, but
12 that cannot be done using the current infrastructure. Over the last three and a
13 half years of providing dispatch for Hampstead, D. O'Brien said a total of
14 \$140,000 of revenue has been generated. This would be greatly increased, he
15 said, if the service could be provided to the larger towns requesting it.

16
17 A. Chiampa asked for and received clarification from D. Smith that the current
18 outstanding authorized debt regarding the Exit 4A project is \$4.5 million and
19 that \$1.2 has been spent that is eligible to be repaid to the Town through the
20 bond issue. The difference, he added, would be eligible for future spending
21 and bonding as well.

22
23 A. Sypek asked what area of town the South Londonderry Sewer Phase II
24 project would involve. J. R. Trottier answered it would extend from
25 Constitution Drive northwest to Lincoln Drive (Buttrick Village) and then to the
26 rear of the Shaw's Supermarket at the Appletree Mall. It would provide service
27 to Century Village in the future.

28
29 A. Sypek asked Conservation Commissioner M. Speltz to explain the
30 Commission's Outdoor Recreation Feasibility and Cost Analysis project. M.
31 Speltz likened the project to the architectural and engineering studies of the
32 projects discussed earlier. He said the goal is to determine the cost of the
33 improvement recommendations made in both the 2014 Outdoor Recreation
34 Guide as well as the plan developed last year for possible enhancements of the
35 Town Forest/Town Common. In addition, the study would factor in any
36 constraints imposed by factors such as Town regulations and property rights. A.
37 Rugg verified with M. Speltz that the two studies and this cost analysis are part
38 of an overall effort to establish a Stewardship Plan for conservation land in
39 Londonderry.

40
41 A. Rugg appointed T. Combes to vote for L. Reilly.

42
43 A. Rugg confirmed with Board members that the one change to the draft CIP
44 document would be the aforementioned change in the funding year for the SAU
45 Building from 2021 to 2020.

46
47 **A. Sypek made a motion to amend the funding year in the 2015 CIP for**
48 **the New SAU Office project from 2021 to 2020. M. Soares seconded**
49 **the motion.** No discussion. **Vote on the motion, 7-0-0.**
50

1 A. Rugg stated that a public hearing regarding the 2015 CIP will take place on
2 October 14 at 7 PM.

3
4 **Other Business**

5
6 There was no other business.

7
8 **Adjournment:**

9
10 **R. Brideau made a motion to adjourn the meeting. T. Combes seconded**
11 **the motion. Vote on the motion: 7-0-0.**

12
13 The meeting adjourned at 9:02 PM.

14
15 These minutes prepared by Associate Planner Jaye Trottier

16
17 Respectfully Submitted,

18
19
20
21
22 Lynn Wiles, Secretary





A wall-mounted mailbox unit with multiple compartments, likely for residents or staff. The unit is white and features a grid of individual mail slots, each with a small keyhole and a slot for mail. The unit is mounted on a light blue wall with white trim.

COMMUNITY ROOM





















Planning Board Meeting Minutes - September 9, 2015 - Attachment #2



NOTES

- OWNER OF RECORD OF MAP 109 LOT 12266: CLOUGH FARM LLC, 11 MAIN STREET, UNIT 3, ATKINSON, NH 03811
DEED REFERENCE TO PARCEL IS BK. 4073 PG. 1154
AREA OF PARCEL = 444,300 S.F. ± OR 10.2 ACRES ±
 - 109-12266 INDICATES TAX MAP AND LOT NUMBER.
 - THE PURPOSE OF THIS PLAN IS TO SHOW A CONCEPTUAL LAYOUT OF A 32 UNIT MULTI-FAMILY WORK FORCE APARTMENT BUILDING WITH ASSOCIATED ACCESS AND PARKING FOR DISCUSSION WITH THE SALEM PLANNING BOARD.
 - CURRENT ZONING IS RESIDENTIAL DISTRICT.
(PREVIOUSLY APPROVED SITE UNDER THE SENIOR OVERLAY DISTRICT)
* THIS APPLICATION IS TO FOLLOW THE WORKFORCE HOUSING ORDINANCE OF THE TOWN OF SALEM UNDER CHAPTER 309 SECTION 7.3.
- | | REQUIRED PER SECTIONS 7.3 & 3.4.3 | PROVIDED |
|-------------------------|-----------------------------------|-------------------------|
| MIN. LOT SIZE: | 10 AC (7.3.7.4.1) | 444,300 S.F. (10.2 AC)* |
| MIN. BUILDING SETBACKS: | 150' | 200' |
| FRONT SIDE: | 40' (3.4.3.1.2) | 209.8' |
| REAR SIDE: | 30' (3.4.3.1.2) | 20** |
| MAX. BUILDING HEIGHT: | 35' OR 2-1/2 STORIES | 3 STORIES** |
| MAX. BUILDING COVERAGE: | 25% (3.4) | 2.8% |
| MAX. BLDG LENGTH: | 160' (3.4.3.2) | 203.9** |
| OPEN SPACE: | 400 SF/UNIT | 24,630 SF |
- ** ITEMS THAT WILL REQUIRE THE PLANNING BOARD TO GRANT A CONDITIONAL USE PERMIT UNDER SECTION 7.3.8.
- LOT DENSITY PER 7.3.7.4, 7.3.7.5 & 4.3:
REQUIREMENTS: 1 DWELLING UNIT PER 3,500 SF OF CONTIGUOUS UPLAND AREA.
ALLOWED: 258,454 SF OF UPLAND DIVIDED BY 1 UNIT/3,500 SF = 73.85 OR 74 UNITS.
PROPOSED: 9-1 BEDROOM UNITS AND 23-2 BEDROOM UNITS = 32 UNITS TOTAL
ALLOWABLE UNIT BREAKDOWN: (PER 7.3.7.4) >50% OF UNITS MUST BE 2-BEDROOMS
PROPOSED: 23 2-BDRM UNITS/32 TOTAL UNITS = 72%
 - PARKING CALCULATIONS:
REQUIRED:
GARDEN APARTMENT: 1-1/2 SP./UNIT x 32 UNITS = 48 SPACES
PROPOSED: 64 SPACES (2 SP./UNIT)(INCL. 3 HANDICAP REQUIRED TO MEET ADA 51-75 SPACES)
 - THE PROPERTY WILL BE SERVICED BY THE FOLLOWING:
DRAINAGE: PRIVATE
SEWER: MUNICIPAL
WATER: MUNICIPAL
GAS: UTIL/NORTHERN UTILITIES
ELECTRIC: NATIONAL GRID
TELEPHONE: FAIRPOINT COMMUNICATIONS
CABLE: COMCAST
 - AFFORDABILITY REQUIREMENTS PER 7.3.5.5:
THE PROJECT WILL BE TAX CREDIT BASED FOR 100% OF THE UNITS THROUGH NEW HAMPSHIRE HOUSING FINANCE AUTHORITY. THESE UNITS WILL REMAIN AFFORDABLE FOR 99 YEARS.
THE RATE CAP WILL BE SET BY HUD ON AN ANNUAL BASIS.
CURRENT 50% RENT LIMITS: 1-BDRM IS \$800 AND 2-BDRM IS \$980
CURRENT 60% RENT LIMITS: 1-BDRM IS \$960 AND 2-BDRM IS \$1,152
 - EXAMINATION OF THE FLOOD INSURANCE RATE MAP FOR ROCKINGHAM COUNTY, NEW HAMPSHIRE, MAP NUMBER 33015C0564E, EFFECTIVE DATE MAY 17, 2005, INDICATES THAT A PORTION OF THE SUBJECT PARCEL IS LOCATED WITHIN A FLOOD HAZARD AREA. SUBJECT PARCEL IS ALSO SUBJECT TO A LETTER OF MAP AMENDMENT, CASE NO. 05-01-0448A, DATED JANUARY 5, 2006.



BURNELL JOHNSON ARCHITECTS
105 STARK STREET, MANCHESTER, NEW HAMPSHIRE 03101
(603) 426-1000
EMAIL: aburnell@burnelljohnson.com

AMENDED SITE PLAN
CLOUGH FARM APARTMENTS
8 Braemoor Woods Road
Salem, New Hampshire 03079
Assessor's Map 109 Lot 12266

Prepared By:

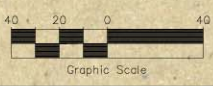
	Civil Engineers Structural Engineers Traffic Engineers Land Surveyors Landscape Architects Scientists	48 Constitution Drive Bedford, NH 03110 Phone: (603) 472-4488 Fax: (603) 472-9747 www.tfmaran.com
	Scale: 1" = 40' DATE: JUNE 30, 2011	

Owner:	Salem Planning Board Approval
CLOUGH FARM, LLC 11 MAIN STREET ATKINSON, NH 03811	
Zoning Classification: Residential	

16820.18	DR	JFP	FB	
	CK	PFC	CADFILE	16820-18 Site

SHEET 1 OF 1

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REV.	DATE	REVISIONS PER PLANNERS COMMENTS	PC	RD
1	8/9/10			

NH 102 Access Management



Southern New Hampshire
Planning Commission

Londonderry Planning Board
September 9, 2015



SNHPC

NH 102 Access Management

NH 102 Corridor Update Study - Purpose

1. Compile the results of previous studies
2. Identify conflicts and consistencies
3. Project likely growth in the corridor based on regional growth rates
4. Develop a Vision Plan for the NH 102 Corridor





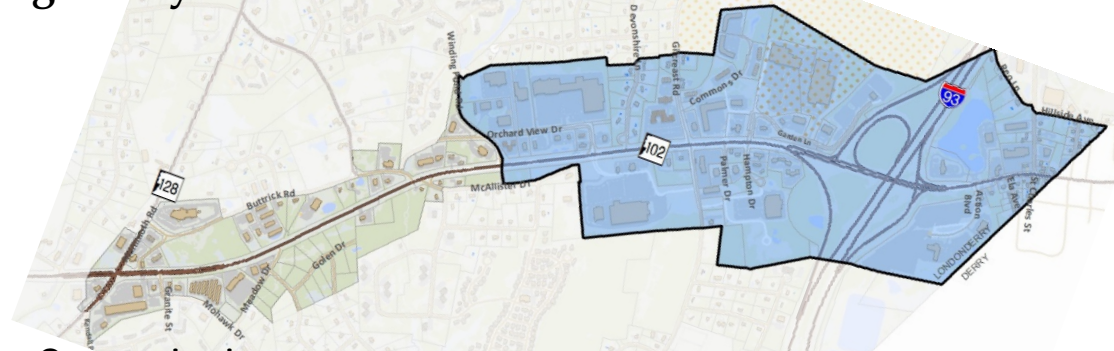
SNHPC

NH 102 Access Management

NH 102 Corridor Update Study - Vision

Commercial zone:

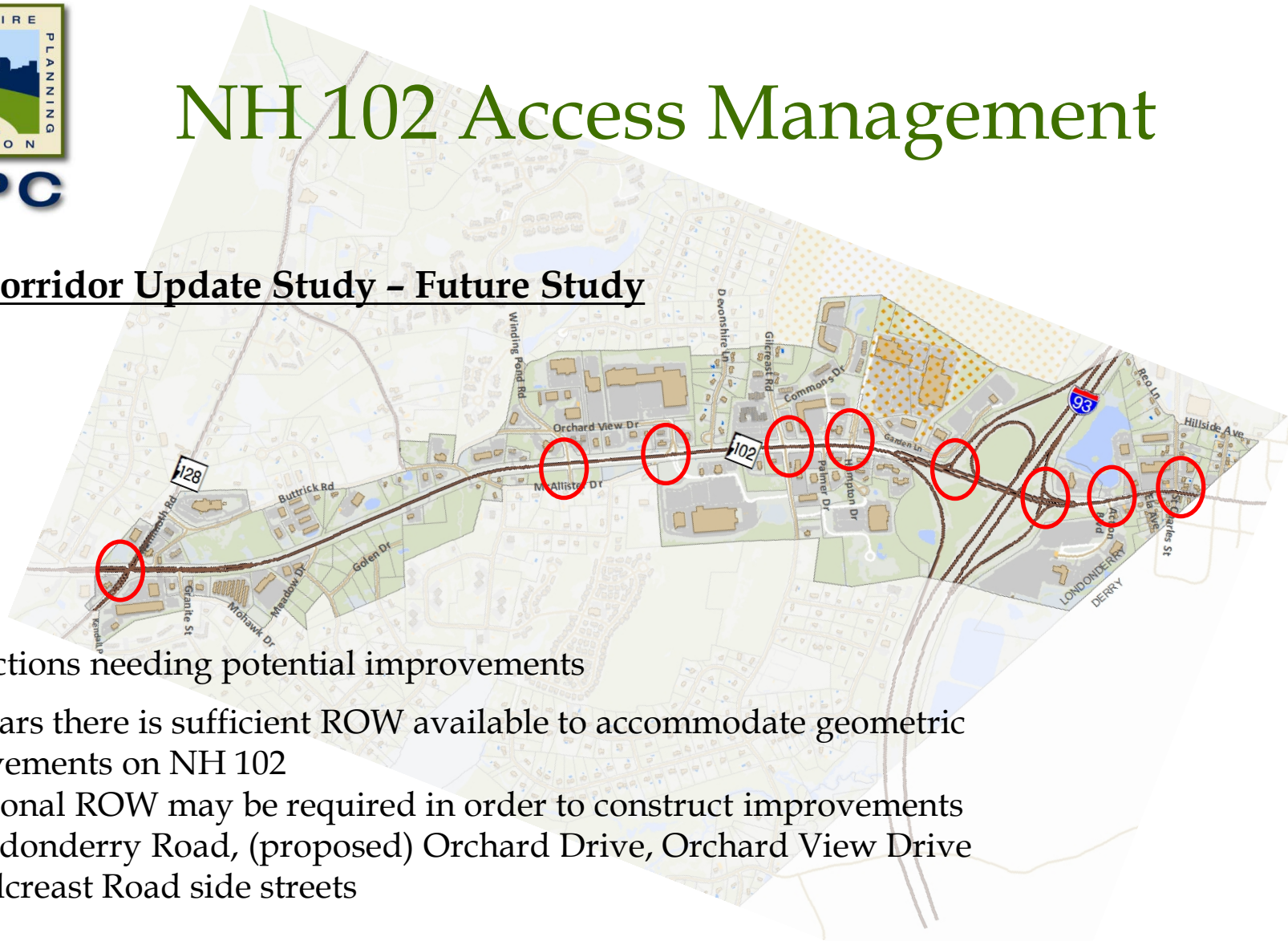
Because of the importance of the interstate access and State investment in the I-93 corridor and NH 102 ramp system, it is paramount that the access to the interstate corridor be maintained through geometric improvements and improved access management. The operations at the first major intersection on either side of the ramps, (i.e. Londonderry Road/St. Charles Street to on the east and Garden Lane on the west), must be maintained to prevent queuing from affecting operations at the NH 102/I-93 ramp intersections. This is particularly important at Garden Lane which also serves as the access to the Exit 4 Park and Ride facility and bus station. In the future, Garden Lane will also serve as a gateway to the Woodmont Commons PUD via a connection to Pillsbury Road.





NH 102 Access Management

NH 102 Corridor Update Study - Future Study



- Intersections needing potential improvements
- It appears there is sufficient ROW available to accommodate geometric improvements on NH 102
- Additional ROW may be required in order to construct improvements on Londonderry Road, (proposed) Orchard Drive, Orchard View Drive and Gilcreast Road side streets

NH 102 Access Management

NH 102 Corridor Update Study - Future Study

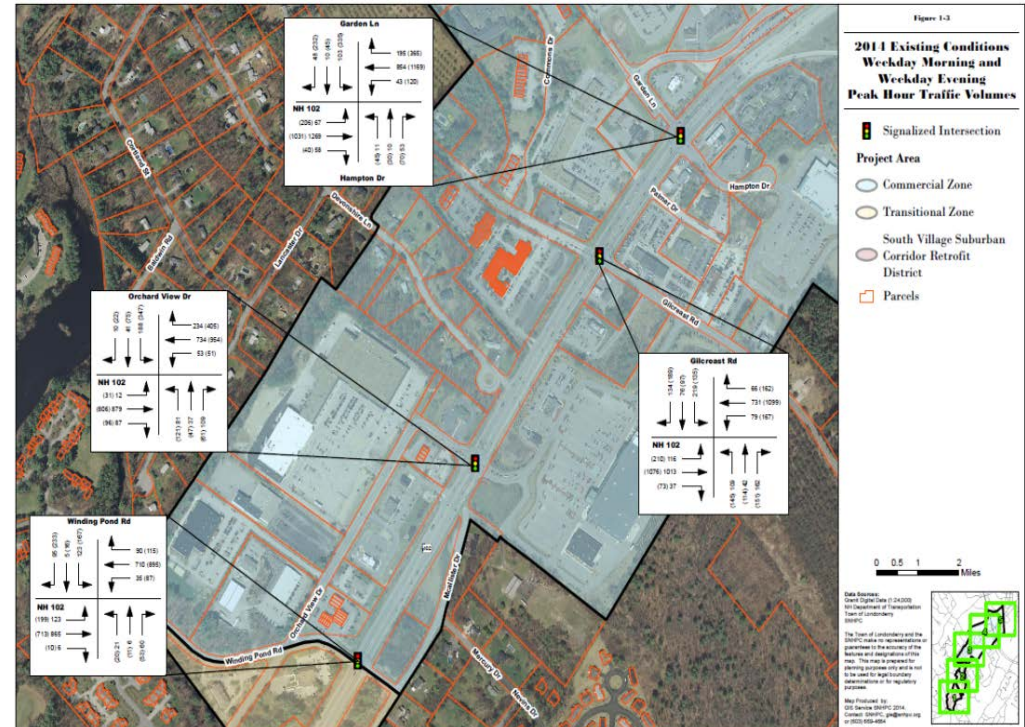
Short-Term Improvements

Vision Plan:

- 1) Address Existing Conditions
- 2) Access Management
- 3) Additional intersection
Improvements

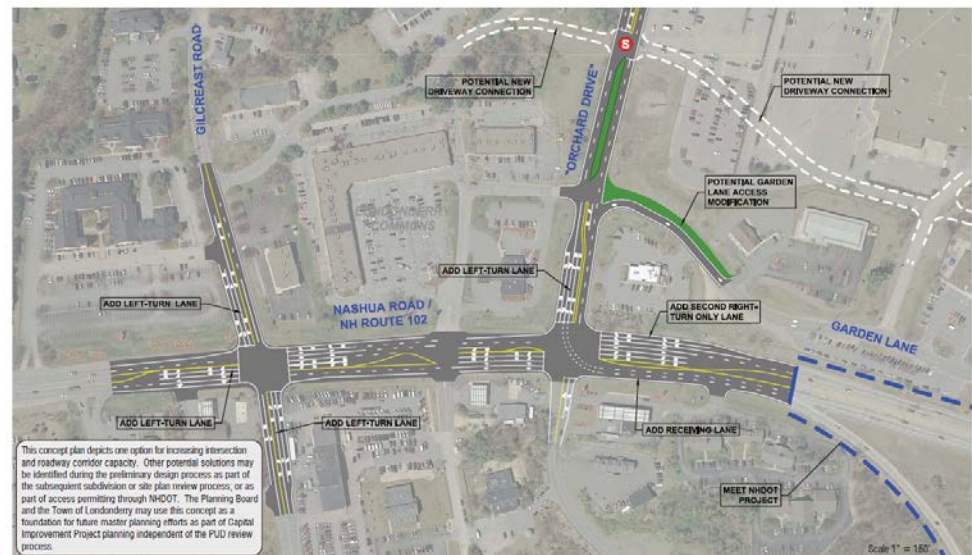
Long Term Improvements

- 1) Coordination with SNHPC/NHDOT on
 - i) study definition
 - ii) comprehensive corridor improvements



NH 102 Access Management

- NH 102 – Significant Traffic Volumes
- Regional Travel and Local Access Requirements
- Side Streets and Uncontrolled Driveways - Traffic Congestion
- Access Management
- Balance Mobility and Local Access Requirements



Woodmont Commons PID Master Plan
Master Plan Traffic Impact Assessment

TEC, Inc. 65 Glen Street, Lawrence, MA 01843
TEL (978) 794-1792 FAX (978) 794-1793 tecmass.com



Nashua Road (NH Route 102) Conceptual Improvements Diagram
February 13, 2013
Figure 3



SNHPC

NH 102 Access Management

Scope of Work

1. Initial meeting
2. Data Collection
3. Field Inventory
4. Preliminary Plan
5. Zoning Review
6. Follow-Up Meeting
7. Final Plan
8. Report

Town of Londonderry, New Hampshire



Comprehensive Master Plan

Adopted March 6, 2013

Town Planning & Urban Design Collaborative, LLC



NH 102 Access Management





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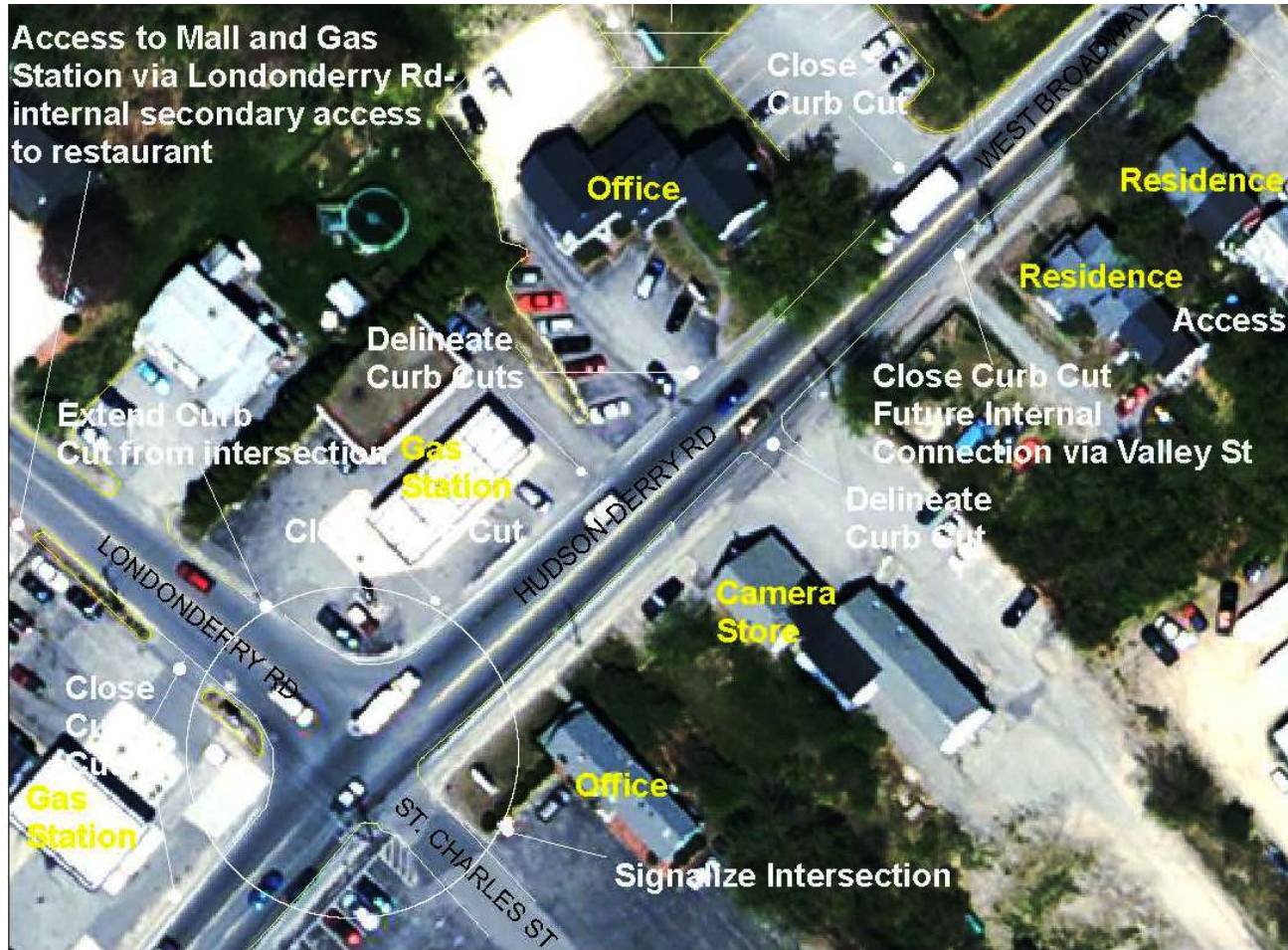
NH 102 Access Management





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NH 102 Access Management

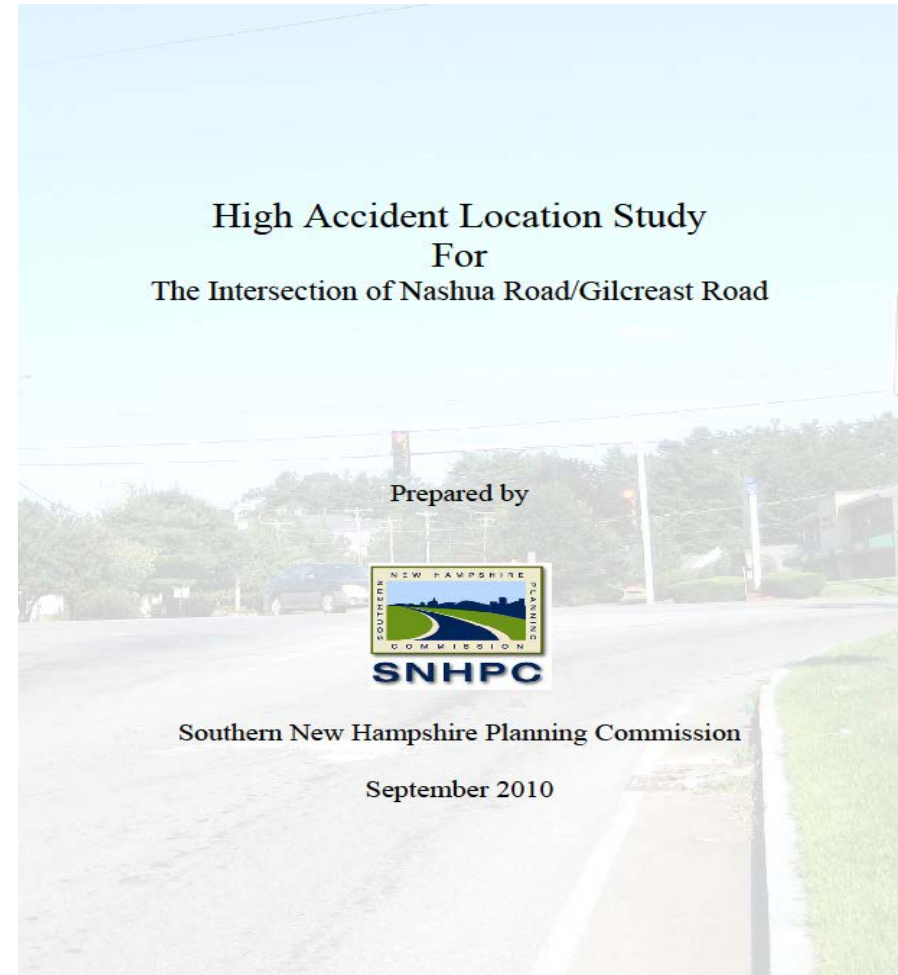




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NH 102 Access Management

- High Accident Location Study
- Collect accident reports from the local police department
- Draw Collision diagram
- Analyze crash data
- Visit field and review accident reports
- Identify safety issues and countermeasures
- Recommendations





NH 102 Access Management

Questions/Comments/Discussion

***Town of Londonderry, New Hampshire
Capital Improvements Plan
FY2017- FY2022***



***Prepared by the Londonderry Capital Improvement
Planning Committee***

Chair: John Farrell, Town Council
Vice Chair: Stephen Young, School Board
Rick Brideau, Planning Board
Mark Aronson, Budget Committee (Bill Mee, Alt.)
Dan Lekas, School Board
Mary Wing Soares, Planning Board

Staff:

Cynthia A. May, ASLA, Town Planner/Department Manager
John Vogl, GIS Manager/Comprehensive Planner
Doug Smith, Finance Director
Peter Curro, School Department Business Administrator
Kirby Wade, Executive Assist. to the Town Manager

***Adopted by the Londonderry Planning
Board - XXXX, 2015:***

Art Rugg, Chair
Mary Wing Soares, Vice Chair
Lynn Wiles, Secretary
Chris Davies Asst. Secretary
Scott Benson
Leitha Reilly
Rick Brideau, Ex-Officio
Giovanni Verani, Ex-Officio
Al Sypek, Alternate
Ann Chiampa, Alternate
Ted Combes, Alternate
Jim Butler, Town Council Liason

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The preparation and adoption of a Capital Improvements Plan (CIP) is an important part of Londonderry's planning process. A CIP aims to recognize and resolve deficiencies in existing public facilities and anticipate and plan for future demand for capital facilities. A CIP is a multi-year schedule that lays out a series of municipal projects and their associated costs. Over the six-year period considered by the CIP, it shows how the Town should plan to expand or renovate facilities and services to meet the demands of existing or new population and businesses.

A CIP is an **advisory document** that can serve a number of purposes, among them to:

- Guide the Town Council, School Board, and the Budget Committee in the annual budgeting process;
- Contribute to stabilizing the Town's real property tax rate;
- Aid the prioritization, coordination, and sequencing of various municipal improvements;
- Inform residents, business owners, and developers of planned improvements;
- Provide the necessary legal basis for ongoing administration and periodic updates of the Londonderry Growth Management Ordinance;
- Provide the necessary legal basis continued administration and periodic updates of the Londonderry Impact Fee Ordinance.

A CIP is purely advisory in nature. Ultimate funding decisions are subject to the budgeting process and the annual Town meeting. Inclusion of any given project in the CIP does not constitute an endorsement by the CIP Committee. Rather, the CIP Committee is bringing Department project requests to the attention of the Town, along with recommended priorities, in the hope of facilitating decision making by the Town.

Information contained in this report was submitted to the Committee from the various town Departments and Boards and Committees that supplied information on their projects. Although this Capital Improvements Plan includes a six-year period, the Plan will be updated annually to reflect changing demands, new needs, and regular assessment of priorities.

This document contains those elements required by law to be included in a Capital Improvements Plan. The Londonderry Capital Improvement Planning Committee has prepared this report under the authority of the Planning Board and RSA 674:5-8 (Appendix A).

For purposes of the CIP, a "capital project" is defined as a tangible project or asset having a cost of at least \$100,000 and a useful life of at least five years. Eligible items include new buildings or additions, land purchases, studies, substantial road improvements and purchases of major vehicles and equipment. Operating expenditures for personnel and other general costs are not included. Expenditures for maintenance or repair are generally not included unless the cost or scope of the project is substantial enough to increase the level of a facility improvement.

Population and Build Out

As of the 2010 US Census, approximately 24,129 people lived in the Town of Londonderry, up from 23,236 in 2000 (US Census). This makes Londonderry the 10th largest community in the state. The 2010 populations for abutting communities is presented on the following page for perspective.

Population projections may be obtained from either trend-line analysis or by conducting a “Build Out Analysis” that uses Geographic Information System (GIS) tools to derive development potential based on land potential and use assumptions. The latter tool allows capability to identify growth areas where provide guidance for locating community services.

A trend-line analysis up to year 2030 was presented in a 2005 study by the NH Office of Energy and Planning (OEP). Because the OEP no longer updates population projections, this study remains the most current forecast. It does not reflect the more current 2010 Census counts. The Londonderry 2030 population was projected to be roughly 31,000 in that study.

Population & Growth Rates: Londonderry, NH as Compared with First and Second Tier Abutting Communities (Source: NH OEP)

Community	2000 Pop.	2010 Pop.	Population Rank (2010)	Population Change ('00-'10)	Percent Change ('00-'10)
Londonderry	23,236	24,129	10	893	4%
Auburn	4,682	4,953	69	271	6%
Hudson	22,928	24,467	9	1,539	7%
Litchfield	7,360	8,271	37	911	12%
Manchester	107,006	109,565	1	2,559	2%
Windham	10,709	13,592	20	2,883	27%
Atkinson	6,178	6,751	48	573	9%
Bedford	18,274	21,203	13	2,929	16%
Candia	3,911	3,909	96	-2	0%
Chester	3,792	4,768	73	976	26%
Derry	34,021	33,109	4	-912	-3%
Goffstown	16,929	17,651	14	722	4%
Hampstead	8,297	8,523	35	226	3%
Hooksett	11,721	13,451	21	1,730	15%
Merrimack	25,119	25,494	8	375	1%
Nashua	86,605	86,494	2	-111	0%
Pelham	10,914	12,897	24	1,983	18%
Salem	28,112	28,776	7	664	2%
Sandown	5,143	5,986	57	843	16%

As part of the 2013 Comprehensive Master Plan, the Town created a Build-Out Analysis to consider population growth according to two scenarios: 1) Trend Development, which assumed existing zoning conditions would remain into the future, and 2) Villages and Corridors, that assumed increased density and development within identified growth centers. These effectively provide baseline and accelerated growth estimates for build-out, or the point at which all available land is developed to maximum zoning capacity. Employment estimates are generated based on estimates of new square feet of building space under each scenario.

The Trend Development alternative supports a population of 30,786 and a labor force of 27,510 at build-out. This is an increase of 28% and 104% compared to current conditions, respectively. The Villages & Corridors alternative supports a population of 37,850 and a labor force of 55,380 at build-out. This is an increase of 57% and 311% compared to current conditions, respectively.

No firm date is associated with build out; rather, it should be considered a ceiling estimate, barring major redevelopment of existing residential areas.

**Master Plan Build-Out Analysis:
Scenario Comparison**

	Trend Development Scenario	Villages and Corridors Scenario
Current Population	24,129	24,129
Build-Out Population	30,786	37,580
Current Employment	13,474	13,474
Build-Out Employment	27,510	55,380

Trend Development Scenario
This scenario continues to use low-density, single-use development patterns to meet future demand, which means rural areas will become new residential neighborhoods or strip center development

Villages and Corridors Scenario
This scenario introduces the concept of mixed-use, walkable neighborhoods and activity centers to Londonderry, which should capture a significant amount of growth through build-out within small nodes. Development concentrated in these centers (impacting only 15% of the total land area in town) protects existing residential neighborhoods and provides the opportunity to permanently preserve more open space.

Source: 2013 Comprehensive Master Plan. Build out Analysis conducted by Town Planning and Urban Design Collaborative for the Town of Londonderry.

Financing Methods

In the project summaries below, there are several different financing methods used. Four methods require appropriations, either as part of the Town's annual operating budget or as independent warrant articles at Town Meeting.

- The **1-Year Appropriation (GF)** is the most common method, and refers to those projects proposed to be funded by real property tax revenues within a single fiscal year.
- The **Capital Reserve (CRF)** method requires appropriations over more than one year, with the actual project being accomplished only when the total appropriations meet the project cost.
- **Lease/Purchase** method has been used by the Fire Department and other departments for the purchase of major vehicles.
- **Bonds (BD)** are generally limited to the most expensive capital projects, such as major renovations, additions, or new construction of school or municipal buildings or facilities, and allow capital facilities needs to be met immediately while spreading out the cost over many years in the future.
- **Impact fees (IF)** are collected from new development to pay for new facility capacity and placed in a fund until they are either expended within six years as part of the project finance or they are returned to the party they were collected from.
- **Grants (GR)** are also utilized to fund capital projects in Londonderry. Typically, grants will cover a portion of the overall project cost, and the Town is responsible for the remaining percentage of the project cost.
- **Tax Increment Financing (TIF)**. TIF Districts allow the Town to use increases in valuation of property to directly pay off bonds for infrastructure improvements and capital projects within a defined district. TIF Districts are set up and administered according to NH RSA's, Chapter 162-K.
- **Access Fee (AF)** refers to money collected from users of a systems, dedicated to ongoing maintenance of townwide infrastructure.
- Lastly, the Town can take advantage of **Public/Private Partnerships**, where a private organization shares the costs of funding a capital project.

Identification of Departmental Capital Needs

The Londonderry CIP Committee collects forms from Department Heads and Committee Chairs to identify potential capital needs and provide descriptions for the project requests. Forms are tailored by the CIP Committee and the Planning and Economic Development Department to generate information that defines the relative need and urgency for projects, and enables long-term monitoring of a project's useful life and returns. The CIP submittal form is included in Appendix B.

After written descriptions of potential capital projects are submitted, department heads or committee chairs are asked to come before the CIP Committee, as needed, to explain their capital needs and priorities and to explore with the CIP Committee the alternative approaches available to achieve the optimum level of capital needs and improvements.

The CIP Committee evaluates requests submitted from Department Heads, Boards & Committees, and assigns them to the 6-year schedule according to the priority of all capital requests. The following pages describe each of the requests that have been placed in the 6-year CIP program, and include: spreadsheets of the schedule, funding sources, tax impacts, and other required information.

The Committee has established 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:

- **Priority 1 - Urgent**
Cannot Be Delayed: Needed immediately for health & safety
- **Priority 2 - Necessary**
Needed within 3 years to maintain basic level & quality of community services.
- **Priority 3 - Desirable**
Needed within 4-6 years to improve quality or level of services.
- **Priority 4 - Deferrable**
Can be placed on hold until after 6 year scope of current CIP, but supports community development goals.
- **Priority 5 - Premature**
Needs more research, planning & coordination
- **Priority 6 - Inconsistent**
Contrary to land-use planning or community development goals.

Priority System

Listing & Discussion of Projects by Priority

Priority 1

Fire Department

□ Central Station Renovations - \$3,888,200

Project Description: The existing building was constructed in the 1970's by Firefighters who worked in Town. Since then, the Department has grown and experienced a steady increase in call volume. This project will add additional square footage to the existing David A. Hicks Central Fire Station along with renovating the existing space to meet current and future needs of the department. Additional space to include Administration, Operations, Communications, Radio Room, Fire Prevention and Plan Review Spaces, Decon, Medical equipment supply storage, Gear storage, Maintenance areas and Laundry.

Renovation to include building materials, emergency backup and materials associated to assure the building is cost-effective, energy efficient and environmentally friendly.

Funding Source: GF/BD

Proposed Funding Year: FY 2017 (Architectural and Engineering); \$388,200
FY 2018 (Construction); \$3,500,000

Priority 2

Senior Affairs

□ Senior Center Expansion- \$750,000

Project Description: The current Senior Center is in need of expansion and improvement. The proposal includes enlarging and renovating the current Senior Center, located at 535 Mammoth Road. The following improvements and additions have been identified: the addition of a multipurpose health/outreach room, addition of 2 adjoining small meeting rooms (for arts, games, meetings, other programs), storage, and office space as well as expanded/renovated kitchen, bathrooms and parking.

Funding Source: GF/BD

Proposed Funding Year: FY 2017 (Architectural and Engineering); \$75,000
FY 2018 (Construction); \$675,000

Priority 2

Public Works & Engineering - Environmental Division

□ Pettengill Rd Sewer - \$700,000

Project Description: Per the Memorandum of Understanding and current agreement between the Developer and the Town, the construction of this pump station is required in connection with adjacent development. All adjacent land parcels will require municipal sewer service. When these land parcels are developed, there will be an immediate need for the pump station to be in full operation.

Funding Source: AF/TIF/BD

Proposed Funding Year: 2017 (Construction)

School Department

❑ Auditorium - \$9,500,000

Project Description: This project is to construct a new auditorium for the needs of the District's music, performing arts programs. Planned seating capacity is under 1,000. When available, the building will be open to other community programs and organizations..

Funding Source: BD

Proposed Funding Year: FY 2017 (Architectural and Engineering); \$500,000

Proposed Funding Year: FY 2018 (Construction) \$9,000,000

Priority 2

School Department

❑ New SAU Office - \$2,150,000

Project Description: This project is to build a new SAU District Office. The existing building needs extensive HVAC renovations to address the poor air quality issues. Also, due to growth of the School District, overcrowding has led to poor working conditions and inefficient operations.

Funding Source: BD

Proposed Funding Year: FY 2021

Priority 2

Conservation Commission

❑ Outdoor Recreation Feasibility and Cost Analysis- \$100,000

Project Description: In 2014 the Conservation Commission and the Planning Department completed conceptual plans for improvement of outdoor recreation opportunities on town owned land and rights of way and on the Town Common/ Town Forest complex. This project takes the first step to implement these plans by contracting for an engineering analysis to establish the technical feasibility and estimated costs of the various improvements proposed. This will allow the town to develop priorities and budgets to implement the improvements proposed in the Londonderry Outdoor Recreation Plan and the Londonderry Town Common Conceptual Enhancement Plan.

Funding Source: CR

Proposed Funding Year: FY 2017

Priority 3

Priority 4

Public Works & Engineering - Environmental Division

□ **South Londonderry Sewer Phase II - \$3,631,050**

Project Description: Construction of the South Londonderry Phase II sewer project, expanding service area to capture a mix of commercial and residential land uses, consistent with the Town's Sewer Facility Plan adopted by the Town in 2005.

Funding Source: BD/AF

Proposed Funding Year: FY 2017

Priority 4

Public Works & Engineering - Sewer Division

□ **Mammoth Road (North) Sewer Extension - \$410,481**

Project Description: Extension of sewer infrastructure in the Mammoth Road area of the "North Village", consistent with the Town's Sewer Facility Plan adopted by the Town in 2005.

Funding Source: BD/AF

Proposed Funding Year: FY 2017

DRAFT

The bond for Exit 4A has been approved by a prior Town Meeting, so to that extent, it is an approved project and is not included in the CIP. However, the project's debt service has not yet impacted the community. In order to provide a complete estimation of the fiscal impact of capital projects, 4A has been indicated in the Financing Plan and Net Tax Impact Analysis spreadsheets of this CIP (green highlighted section). Currently, there is \$4.5M in un-issued debt authorization. The Town Manager's estimation at this point and that these bonds will be sold as a twenty year note in FY20XX, with Principal & Interest payments beginning in FY20XX.

**Note
Regarding
Previously
Appropriated
Exit 4A
Project**

Capital Reserve Accounts

The Town has established a number of Capital Reserve accounts for which annual contributions are made to support long term investments, including fleet maintenance, regular repairs/replacements or recurring costs. The intent is to provide for regular contributions so that full funding is spread over multiple payments. Capital Reserve Fund accounts are created with a Town Meeting vote to authorize the fund. A vote of the Town Council or School Board is required to withdraw from the accounts.

**Capital
Reserve
Project
Summaries**

On the Town side, the following accounts have been created:

- Ambulance
- Cable Division
- GIS Maintenance Program
- Highway
- Fire Apparatus
- Fire Equipment
- Master Plan Update
- Pillsbury Cemetery Expansion
- Roadway Reconstruction

An inventory of Capital Reserve Accounts and anticipated deposits is included in the following tables.

Capital Reserve Project Summaries

Public Works & Engineering - Highway Division

- **Capital Reserve Program for Highway Trucks & Equipment - See Spreadsheets for Proposed Expenditures**

Project Description: Ongoing Capital Reserve expenditure for replacement of highway trucks and equipment on a ten and seven-year cycle.

Funding Source: CRF/Lease

Fire Department

- **Capital Reserve Program for Fire Equipment/Trucks - See Spreadsheets for Proposed Expenditures**

Project Description: Ongoing Capital Reserve expenditure to replace the fleet, as changes in growth have made the 20-year replacement plan obsolete. Town Council added a new Fire Tanker in 2018 to the vehicle stock.

Funding Source: CRF/Lease

Fire Department

- **Capital Reserve Program for Ambulance - See Spreadsheets for Proposed Expenditures**

Project Description: Ongoing Capital Reserve expenditure to replace the fleet, as changes in growth have made the 20-year replacement plan obsolete.

Funding Source: CRF/Lease

PROJECT SCORING AND PRIORITY SUMMARY

2017 - 2022 CIP Project Submissions - 8-10-2015 Meeting Worksheet								
Project	Department	Cost	Placement in 2016-2021 CIP	Dept/Board Score	2014 CIP Committee Score	2015 CIP Committee Score	CIP Committee Priority Assignment	CIP Committee Placement in 17-22 CIP
New SAU Office	School District	\$2,150,000	Priority 2, FY 17-18	23	23	23	2	FY 20
Auditorium	School District	\$9,500,000	Priority 2, FY 15-16 (A&E), FY 16-17 (Const)	19	24	19	2	FY 17 (A&E) FY 18 (Const)
Central Fire Station Renovations	Fire	\$3,888,200	Priority 2, FY 16-17	33	29	30	1	FY 17 (A&E) FY 18 (Const)
Mammoth Rd Sewer	DPW - Environmental	\$410,481	Priority 4, FY 17	21	17	21	4	FY 19
Pettengill Rd Sewer	DPW - Environmental	\$700,000	N/A	20	N/A	20	2	FY 17
South Londonderry Sewer	DPW - Environmental	\$3,631,050	Priority 3, FY 17	24	22	24	4	FY 19
Recreation Plan	Conservation Commission	\$100,000	N/A	18	N/A	18	3	FY 17
Senior Center Expansion	Elder Affairs	\$750,000 (75k arch)	Priority 2, FY 17-18	25	24	25	2	FY 17 (A&E) FY 18 (Const)

- 1 - Urgent
- 2 - Necessary
- 3 - Desirable
- 4 - Deferrable
- 5 - Premature
- 6 - Inconsistent

Cannot be Delayed; Needed immediately for health & safety
 Needed within 3 years to maintain basic level & quality of community services
 Needed within 4-6 years to improve quality or level of services.
 Can be placed on hold until after 6 year scope of current CIP, but supports community development goals.
 Needs more research, planning & coordination
 Contrary to land use planning or community development goals.

Conclusion & Recommendations

The Program of Capital Expenditures herein provides a guide for budgeting and development of Londonderry's public facilities. The Planning Board will 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 in the Plan, there are projects proposed where the CIP Committee has determined that there is not enough information to make a recommendation concerning a proposed capital project. These are topics in the opinion of the Committee that should be studied in further detail before funding decisions should be made.

The Capital Improvements Planning Committee has worked hard to improve the effectiveness of capital facilities programming in Londonderry. It is hoped that the improvements made during this time can continue to be refined and evaluated for their effectiveness in future years. The CIP Committee believes that Londonderry has made great strides in process and format of the Capital Improvements Plan, and are hopeful that the improvements have made a difference to the Planning Board, Town Council, School Board, and Budget Committee as they prepare budgets each year.

DRAFT

CHAPTER 674
LOCAL LAND USE PLANNING AND REGULATORY POWERS

Capital Improvements Program

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.

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.

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.

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.

Appendix B: Capital Project Request Form



Department:		Department Priority: ____ of ____ projects
Type of Project: (check one)	Primary Effect of Project is to: 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 capacity	
Service Area of Project: (check one)	Region Town-wide School District Neighborhood	Town Center Street Other Area
Project Description:		
Rationale for Project: (check those that apply, elaborate below)	Urgent Need Removes imminent threat to public health or safety Alleviates substandard conditions or deficiencies Responds to federal or state requirement to implement Improves the quality of existing services Provides added capacity to serve growth Reduces long term operating costs Provides incentive to economic development Eligible for matching funds available for a limited time	
Narrative Justification:		

Cost Estimate: (Itemize as Necessary)	Capital Costs	Impact on Operating & Maint. Costs or Personnel Needs Add Personnel Increased O&M Costs Reduce Personnel Decreased O&M Costs Dollar Cost of Impacts if known: + \$ _____ Annually (-) \$ _____ Annually
	Dollar Amount (In current \$)	
	\$ _____ Planning/Feasibility Analysis	
	\$ _____ Architecture & Engineering Fees	
	\$ _____ Real Estate aquisition	
	\$ _____ Site preparation	
	\$ _____ Construction	
	\$ _____ Furnishings & equipment	
	\$ _____ Vehicles & capital equipment	
	\$ _____	
	\$ _____	
	\$ _____	
\$ _____ Total Project Cost		

Source of Funding:

Grant From: _____	\$ _____	(show type)
Loan From: _____	\$ _____	(show type)
Donation/Bequest/private	\$ _____	
User Fees & Charges	\$ _____	
Capital Reserve Withdrawal	\$ _____	
Impact Fee Account	\$ _____	
Current Revenue	\$ _____	
General Obligation Bond	\$ _____	
Revenue Bond	\$ _____	
Special Assessment	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Project Cost:	\$ _____	

Form Prepared By:

Signature: _____

Title: _____

Dept./Agency: _____

Date Prepared: _____

Appendix C: Capital Project Scoring Sheet

Evaluation Criteria	Department Score	Committee Score
Addresses an emergency of public safety need		
Addresses a deficiency in service or facility		
Provides capacity needed to serve existing population or future growth		
Results in long-term cost savings		
Supports job development/increased tax base		
Furthers the goals of the 2012 Master Plan		
Leverages the non-property tax revenues		
Matching funds available for a limited time		
Total	0	0
CIP Priority Assignment	<input type="text" value=""/>	

- 1 - Urgent - Cannot be Delayed; Needed immediately for health & safety
- 2 - Necessary - Needed within 3 years to maintain basic level & quality of community services
- 3 - Desirable - Needed within 4-6 years to improve quality or level of services
- 4 - Deferrable - Can be placed on hold until after 6 year scope of current CIP, but supports community development goals
- 5 - Premature - Needs more research, planning & coordination
- 6 - Inconsistent - Contrary to land use planning or community development goals

**Appendix D:
Project
Submission
Materials and
Backup
Information**

DRAFT