

**New London Planning Board  
Capital Improvements Program (CIP)  
Approved by Planning Board Nov 17, 2015  
2016-2022**

INTRODUCTION

Annually the Planning Board reviews New London's capital needs and recommends a program of capital improvement projects for a period of at least six years. The primary purpose of the Capital Improvements Program (CIP) is to aid the Budget Committee and the Board of Selectmen in its consideration of the annual budget (RSA 674:5-8), as well as to provide an advisory document to guide the Town in addressing long term improvements and needs.

- The CIP is an advisory document, not a funding source. Priorities and goals of Town Departments, the Kearsarge Regional School District and the Springfield-New London Water Precinct should be reflected in the document. Funding decisions are subject to review by the Board of Selectmen, the Budget Committee and the Town Meeting process.
- The CIP identifies only estimated costs. The anticipated funding of projects may be from various sources including but not limited to federal, state, county and local sources.
- The CIP document is an evolving document as priorities may change from year to year and as additional information and details about a specific project may be obtained.

This Capital Improvements Program (CIP) represents a renewed effort by the Planning Board to focus on the need for planning rather than the mechanics of funding current and future expenditures. The recommendations outlined within should not be construed to replace the determination of the Board of Selectmen, the Budget Committee and the Town Meeting to establish reserve funds to smooth the payment of Town expenses over multiple tax years, or to raise monies through bonding for major projects, or to seek grant funding for one or more expenditures. The CIP is a guiding document pointing to major investment needs identified by the Planning Board.

RELATIONSHIP TO THE MASTER PLAN

The current New London Master Plan was adopted by the Planning Board on December 11, 2011. Per RSA 674:7, the Master Plan shall be reviewed in preparing the CIP. Additional details on demographics, long term needs, community survey results and recommendations may be found in various chapters of the Master Plan.

## ANNUAL CIP PROCESS

The Planning Board began the 2016-2022 CIP process by agreeing that the focus this year would be on studying the Long Range Planning Issues identified in the 2015-2021 process. To this end, a subcommittee of the Planning Board comprised of two Planning Board members, the Chair of the Budget Committee and two other residents of the Town was formed.

On March 24, 2015 the Planning Board established the CIP Subcommittee. The first organization meeting of the Subcommittee was held on April 29, 2015. Members of the Subcommittee include: William Dietrich and Michele Holton of the Planning Board; Bill Berger, former Budget Committee member; Robert Prohl, current member of the Budget Committee and former Planning Board member John Tilley. All of the subcommittee members, have served or currently serve on a local board.

The basis for the subcommittee discussion is the current Capital Improvements Program (FY 2016-FY 2021) document approved by the Planning Board on Nov 18, 2014. This document was provided to the Budget Committee and Board of Selectmen in developing the annual budget. In this document the Planning Board made three high priority recommendations concerning public safety equipment and vehicles, completion of the Tax Map Correction Project and modernization and improvement of the dispatch center. In addition the Planning Board identified three (3) key long-range planning themes which require further review, analysis and discussion.

- ✓ Space and storage issues of Town Departments
- ✓ Infrastructure improvements projects such as parking, sidewalks, buildings, public utilities and other related improvements
- ✓ Projects which were not identified as projects of importance at this time, but could become important projects such as the closing of the sewer lagoons, replacement of Fire Department breathing apparatus and further increases in Town-owned conservation land and conservation easements.

The subcommittee was tasked to assume that the analysis and recommendations of the CIP document remain valid and to review and discuss other issues of long-range planning focus for the Town.

In developing this report the Subcommittee held meetings, generally on a bi-weekly basis, from late April through August. The subcommittee meetings were posted and members of the public and others attended. In these sessions there was discussion on how to inform and engage local residents in understanding the needs identified and how to disseminate information about the improvements needed. The subcommittee discussed the need to have further discussions with local organizations and others and ways to further engage the public in the CIP and budget process.

The subcommittee facilitated a more in depth discussion with the various Town Departments and related officials of current needs and long-range issues including:

- ✓ Edward Andersen, Police Chief
- ✓ Jason Lyon, Fire Chief
- ✓ Kimberly Hallquist, Town Administrator
- ✓ Richard Lee, Public Works Director
- ✓ Rob Thorp and the members of the Water Precinct
- ✓ School District representatives

In addition in order to understand better the conditions and space needs of the various facilities site visits were conducted of the following locations. Committee members also visited the Safety Complex in Sunapee.

- ✓ 1941 Building at 169 Main Street.
- ✓ Brush and metal disposal center at 74 Old Dump Road
- ✓ Fire Station at 237 Main Street
- ✓ Police Station at 25 Seamans Road
- ✓ Public Works garage land and buildings at 186 South Pleasant Street
- ✓ Sewer pump station and sewer lagoon area at 64 Frothingham Road
- ✓ Town offices in the Academy Building at 375 Main Street
- ✓ Transfer station at 1213 Newport Road
- ✓ Water Precinct site and well sites at 72 Old Dump Road and Colby Point
- ✓ Whipple Hall at 429 Main Street

### **Key Issues Identified:**

Based on the more in depth discussions and the site visits conducted the Subcommittee identified several key and interrelated issues facing the Town.

Key issues identified in this process are as follows:

1. Space utilization, storage and document retention are a key problem for all town facilities;
2. The transfer station site is very overworked and inefficient;
3. The current police facility is substantially inadequate for its purpose;
4. Whipple Hall is in serious need of repair and improvement;
5. The Town needs a better and larger place to hold meetings and events; and
6. The situation of the 1941 Building needs resolving and the site could be very useful to the Town.

The subcommittee discussed the fact that the building improvements schedule and sequence of improvements is really a key factor in how to best address and implement the long-range facilities issues facing the Town.

Some questions include:

- ✓ What is the best use for Whipple Hall?
- ✓ What is the best location for Archives?
- ✓ When looking at each site and individual department's needs should resources be put into a current facility or should that facility be relocated?

The subcommittee agreed that, in addressing any infrastructure improvements, attention needs to be given to how any improvements will address not only current issues, but will also be helpful and the best use for facilities in the future.

The Planning Board then considered the 2015-2021 recommendations and the recommendations of the 2015 subcommittee and established a priority list of projects. Following the process of RSA 675:6 the Planning Board will hold a public hearing, then adopt the proposed CIP and provide it to the Board of Selectmen and the Budget Committee for their consideration in the preparation of the annual budget.

#### RECOMMENDATION OF THE PLANNING BOARD

- A. The highest priority for capital investment is to acquire control of the 1941 school building site and/or an alternative site in the center of New London for future use for one or more municipal activities, including but not limited to a possible new police, recreation or storage facility.
- B. In the immediate future, the Town must address the deferred maintenance and safety needs of Whipple Hall. In so doing, the Dispatch function should be modernized and expanded into current recreation office and conference space to provide for an interim solution to Police Department needs. At the same time, investment in Whipple Hall should be made with the recognition that in the future a new police facility at a new, central location is a priority to provide for operational efficiency and safety.
- C. As recommended in the 2015-2021 CIP the Town:
  1. Should contract to complete the Tax Map Correction project; and
  2. Should continue to invest in heavy duty equipment to meet the fire safety, highway maintenance, and trash collection requirements of the Town.
- D. The Board of Selectmen is reviewing studies related to closing the former sewer lagoons and the future space requirements for the transfer station. An important capital priority will be to provide adequate funding for the needs identified in these studies.
- E. Storage of Town records, archives, and other materials continues to be inadequate. Therefore, a new centrally located facility needs to be acquired for these needs, and/or the Town should consider partnering with Colby-Sawyer College to merge Town and College archival activities.

**TOWN OF NEW LONDON  
NEW HAMPSHIRE**

**CAPITAL IMPROVEMENTS PROGRAM  
FY 2015- FY 2021**



**Approved by the New London Planning Board – November 18, 2014  
Planning Board Public Hearing – November 18, 2014**

**Town of New London  
Capital Improvements Program (CIP)  
2015-2021**

INTRODUCTION

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- The CIP document is an evolving document as priorities may change from year to year and as additional information and details about a specific project may be obtained.

RELATIONSHIP TO THE MASTER PLAN

The current New London Master Plan was adopted by the Planning Board on December 11, 2011. Per RSA 674:7, the Master Plan shall be reviewed in preparing the CIP. Additional details on demographics, long term needs, community survey results and recommendations may be found in various chapters of the Master Plan.

ANNUAL CIP PROCESS

The Planning Board begins the Annual CIP process by inviting all municipal departments, the School District and the Water Precinct to present statements of all capital projects with a potential cost of \$75,000<sup>1</sup> or more proposed to be undertaken during the next six years. The Planning Board considers these statements, establishes a priority list of projects, prepares a draft CIP document and may hold a public hearing, although there is no statutory procedure for the Planning Board to follow to adopt the final product. The Planning Board may decide to adopt the CIP document following the process of RSA 675:6. The Planning Board then adopts the CIP

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<sup>1</sup> The Planning Board initially set the threshold for identifying capital projects at \$50,000, but in the process of reviewing proposed projects determined that \$75,000 was a more useful threshold.

and provides it to the Board of Selectmen and the Budget Committee for their consideration in the preparation of the annual budget.

In September and October 2014, the Planning Board heard presentations from the following departments and others including: Assessing, Public Works, Fire Department, Police Department, Town Administration, Recreation Department, Library, Cemetery Commission, Water Precinct, and the Kearsarge Regional School District. Members of the Planning Board also conducted a tour of the New London Police Department and visited the Sunapee Safety Complex (shared by the Police and Fire Departments of the Town of Sunapee).

Each presentation and discussion was insightful to the Planning Board in looking at the individual needs and understanding common issues among the various Town Departments and others. The Planning Board initially set the threshold for identifying capital projects at \$50,000, but in the process of reviewing proposed projects determined that \$75,000 was a more useful threshold. The CIP discussions helped the Planning Board in establishing categories for addressing the capital needs. These categories include: projects which met the \$75,000 threshold established; projects related to space utilization, storage capacity and programming issues; major equipment replacement items important to public safety; projects related to operational issues which may warrant the need to establish on-going capital reserve accounts; infrastructure improvements such as roads and sidewalks; and long-term planning projects that warrant further discussion.

Below are the Planning's Board recommendations on how to address some of the capital needs within the next 5-6 years. The Planning Board recognizes the need for continued and on-going discussion on other long-range planning issues facing the Town of New London.

#### RECOMMENDATIONS OF THE PLANNING BOARD

1. Equipment and vehicles critical to public safety are the Planning Board's highest priority for capital investment at the current time. Heavy duty equipment must be kept in excellent condition to meet the safety, highway maintenance, and trash collection requirements of the Town. Providing funding for these four pieces of equipment, with a total replacement cost in excess of \$1 million, is important for the proper management of Town assets. The Planning Board's specific recommendations address only the equipment needs of the Department of Public Works and the Fire Department that are anticipated to exceed \$75,000 per piece of equipment within the next six years, these include:
  - Replace major fire apparatus: Tanker in 2019 (\$550,000)
  - Replace major highway equipment and transfer station equipment: Loader in 2017 (\$190,000), Road Grader in 2021 (\$235,000) and Trash Trailer in 2020 (\$90,000).

2. The Planning Board recommends that the Town contract in 2015 to complete the Tax Map Correction project. In 2008, the Town, along with the Town of Sunapee completed new aerial photography. The tax maps were not compiled using a corrected photography as a base. The tax maps are not an accurate depiction of specific locations or real places on the earth. These maps became the basis of the Town's Geographic Information System (GIS). The tax maps are used by Town Departments, local boards and commissions, property owners, realtors, builders and others doing business in the Town. It is important that they are accurate. The total project cost is \$75,000 of which \$35,000 was already funded by Town Meeting votes in 2011, 2012 and 2014. The remaining funding and execution of this project is the second highest priority identified in the CIP process.
  
3. The third priority of the Planning Board is a recommendation to modernize and improve the dispatch center subject to final determination as to the future status of the dispatching function in New London, as this has been identified as a safety issue for the Town. For several years updating, expanding and improving the equipment used for dispatch in New London and adjoining towns that purchase dispatch services from New London has been deferred and the time has come to address this need. Dispatch is a safety issue, timeliness of response is critical to meeting the needs of residents of the community, being able to respond to emergencies and regional mutual aid request for assistance. The Planning Board recommends that the needed equipment be purchased in in 2015 and 2016 (\$180,000).

#### Long- Range Planning Issues

In the course of these discussion, the Planning Board determined that a number of potential projects were either interrelated or involved issues requiring further examination and input from Town residents. Three (3) key long-range planning themes emerged:

1. A common issue identified by several departments was the need for space, for a variety of uses. Many "what-if" scenarios were discussed. The space needs were for storage-retention of Town records, equipment and material storage; space needs related to programming issues; and how to best accommodate current and existing space needs in the short-term and plan for the future. If a particular space is vacated or used for another purpose, some of the space issues could be addressed. Should the Police Department relocate could this space be used for storage, to meet the needs of the Recreation Department or for some other uses? Furthermore, the issues of parking at the Town Offices, at Whipple Hall and near the library was identified as a topic for further discussion, as this is related to the space utilization issue.

2. A second issue relates to infrastructure projects including parking capacity improvements in and around town facilities and in the commercial area along Main Street; paving gravel roads; sidewalk replacement and/or expansion; coordination of water main replacement and other public utilities related improvements, such as roadways and sidewalks; expansion and improvements to cemeteries; future water needs including water wells and discussion of surface water treatment; and school building improvements.
  
3. Thirdly, the Planning Board acknowledged that some projects do not meet the requirements at this time to be included in the current CIP document. These projects, overtime, could become potential projects for consideration, however based on other current needs, and priorities, they are not identified as projects of importance at this time.
  - Closing of the sewer lagoons and possible future use of the lagoon land for one or more activities
  - Replacement of Fire Department breathing apparatus in approximately 2028
  - Further increases in Town-owned conservation land and conservation easements

#### PLANNING vs. BUDGETING AND FUNDING

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The Planning Board will form a study group in 2015 to evaluate with Town leadership and residents strategies for addressing and better understanding the capital improvements needs and coordination of needs for the Town of New London, as they relate to long-range community planning and the New London Master Plan.