

Town of Londonderry CIP Committee
268B Mammoth Road - Moose Hill Council Chambers
AGENDA
August 11, 2025
6:30 PM

- I. Call To Order
- II. Approval Of Minutes From Prior Meeting

Documents:

[LONDONDERRY CIP COMMITTEE DRAFT MINUTES 7-14-25.PDF](#)

- III. FY 2026-2031 CIP Committee Deliberations
 - a. Project scoring, prioritization and placement

Documents:

[DPW MASTER PLAN CIP WORKSHEET AND SUBMISION FORM 2025.PDF](#)
[LIONS HALL CIP WORKSHEET AND SUBMISION FORM 2025.PDF](#)

- IV. Other Business
- V. Adjournment

Next Meeting August 25, 2025 at 6:30

1 **Londonderry CIP Committee Minutes**
2 **July 14, 2025**
3 **6:30 p.m.**
4 **Moose Hill Council Chambers**

5
6
7 **Meeting Link:** <http://173.166.17.35/CablecastPublicSite/show/12985?channel=4>

8
9 **Members Present:** Chair Kevin Gray; Vice Chair Sarah Meier; Members Art Rugg, Deb Paul

10
11 **Members Absent:** Member Lynn Wiles

12
13 **Others Present:** Amity Small, School District Business Administrator, Bob Slater, School Board
14 Chair

15
16
17 **Call to Order**

18
19 Mr. Gray called the meeting to order at 6:30 p.m.

20
21 **Approval of July 8, 2025, Minutes**

22
23 Lines 27 and 59, the votes were 4-0-0. Line 58, change Ruggs to Rugg.

24
25 **Mr. Rugg made a motion to approve the July 8, 2025, meeting minutes as amended. Ms.**
26 **Meier seconded the motion. The motion carried 3-0-1, with Ms. Paul abstaining.**

27
28 **Project Overview and/or Presentations**

29
30 **School Projects**

31
32 **1. High School Addition and Renovation**

33 Amity Small, School District Business Administrator, explained they are focusing on areas
34 of the high school with the most need. She described the project, which would replace the
35 current Phase 1 area with an ADA-compliant two-story renovation/addition project, and
36 add an auditorium. The architect offered an estimated cost of \$40 million, as opposed to
37 the \$120 million estimated for the master plan for the school. There is a potential for
38 building aid from the State.

39
40 Bob Slater, School Board Chair, discussed how the maintenance trust funds are utilized,
41 explaining that maintenance costs are increasing due to the age of the buildings. They are
42 doing the maintenance needed to keep the buildings working until enrollment mandates
43 that buildings will need to be replaced. They noted they are tracking enrollment. They
44 discussed the benefits to the community of having an auditorium.

45
46 The Committee discussed the evaluation criteria and the total project score. They noted the

47 auditorium has been kept separate. Mr. Slater noted the auditorium is still three to five years
48 out, and serves as a placeholder at this point.

49

50 **2. Turf Field**

51 Ms. Small said a field study was conducted that highlighted the safety hazards of the fields.
52 The addition of a turf field at the high school would extend the life of the other fields and
53 make for safer extended use. They have established a capital projects committee to solicit
54 donations to help offset the cost. It would not be brought to the ballot this year. They
55 reviewed the safety concerns with the current fields and the benefits of adding a turf field.

56

57 The Committee discussed the evaluation criteria and the total project score. They agreed to
58 change "Addresses an emergency, public safety or school safety need" from a 5 to a 4, and
59 "Results in long term cost savings" and "Supports job development/increased tax base"
60 from a 3 to a 2.

61

62 **3. Turf Stadium - Grandstand and Press Box for Turf Field**

63 Ms. Small explained they chose to focus on the field first, and then the grandstand and
64 press box area. This project would ensure ADA compliance and provide needed facilities
65 for athletes, coaches, and spectators.

66

67 The Committee discussed the evaluation criteria and the total project score. They agreed to
68 change "Results in long term cost savings" and "Supports job development/increased tax
69 base" from a 3 to a 2.

70

71 **Other Business**

72

73 None

74

75 **Next Meeting**

76

77 The next CIP meeting will be held on July 28, 2025, at the Moose Hill Council Chambers.

78

79 **Adjournment**

80

81 **Mr. Rugg made a motion to adjourn the meeting. Ms. Meier seconded the motion. The**
82 **motion carried 4-0-0.**

83

84 The meeting was adjourned at 7:31 p.m.

85

86 Respectfully submitted,

87

88 Beth Hanggeli

89 Recording Secretary



Projects Submitted for 2027-2032 CIP

Project Name: DPW Facility Master Plan		Department Priority __2__ of __2__ projects
Department:		
Primary Effect of Project: (check one)	<input type="checkbox"/> Replace or repair existing facilities or equipment <input type="checkbox"/> Improve quality of existing facilities or equipment <input type="checkbox"/> Expand capacity of existing service level/facility <input checked="" type="checkbox"/> Provide new facility or service capacity	
Service Area of Project: (check one)	<input type="checkbox"/> Region <input checked="" type="checkbox"/> Town-wide <input type="checkbox"/> School District <input type="checkbox"/> Neighborhood <input type="checkbox"/> Town Center <input type="checkbox"/> Street <input type="checkbox"/> Other Area	
<p>Project Description: On August 14th, 2023 the Town Council authorized \$64,500.00 to spent out of the AARP funds for the purposes of conducting a facility evaluation and spatial needs assessment as the DPW Master Plan with our engineering consultants firm Weston & Sampson (W&S). Since that date we have been diligently working with W&S to capture all necessary data to illustrate current conditions and appropriately size current and future facility department needs. They have interviewed all managers, foremen and administrative assistants, along with myself to clearly understand the needs of their reflective work areas and spatial needs. This led to a layout of the property at 120 High Range Road that we feel will work effectively and safely for all whom must utilize the site and future facility. We've worked closely on an appropriate phased approach to spread out costs and best approach to build such a facility while not adversely affecting the departments overall operation. Budgets have been drafted to reflect escalation based on known market trends.</p>		
Rationale for Project: (check those that apply, elaborate below)	<input checked="" type="checkbox"/> Urgent Need <input type="checkbox"/> Removes imminent threat to public health or safety <input checked="" type="checkbox"/> Alleviates substandard conditions or deficiencies <input checked="" type="checkbox"/> Responds to federal or state requirement to implement <input checked="" type="checkbox"/> Improves the quality of existing services <input checked="" type="checkbox"/> Provides added capacity to serve growth <input checked="" type="checkbox"/> Reduces long term operating costs <input type="checkbox"/> Provides incentive to economic development <input checked="" type="checkbox"/> Eligible for matching funds available for a limited time	



Narrative Justification: The Town of Londonderry does not have a DPW facility, nor has the site of the DPW ever had a formal design completed to make the property functional and safe for its employees and visiting vendors, suppliers and the general public. The site is a collection of 5 old trailers, 3 old sheds, and a pole barn for the overall storage of items and construction materials scattered around the property. There is a single bay work garage built in 1970 with no proper ventilation for painting, welding or flammable materials. The mechanics don't have a vehicle lift and the small parts room is located on a loft upstairs. There is no sprinkler system or fire protection in any of our buildings. Both salt sheds do not hold an adequate amount of salt for the Town's annual operation and the sand shed only holds enough material for one round of treatment. All \$4.9M worth of town equipment is stored outside year-round. Leading to a quicker deterioration of vehicles and equipment. Some vehicles are stored under canopy's but still susceptible to rain, snow, ice, temperatures, and wildlife perching or living under the hoods.

The site itself is largely dirt/gravel and what little is paved is unlevel, failing, uneven and in poor condition. There is no drainage or storm water management plan as is required by code for commercial style businesses in Town. There is a make shift detention basin poorly positioned in the middle of the yard that is in failure mode more often than not which then allows untreated storm water to directly sheet or run off our property into the woods. Due to the poor site conditions we do not currently meet any best management practices for storm water control which leads to employees walking across poorly plowed areas, ice, mud or puddles to get around the property. Overall the site is poorly lit and has no formal thought out flow to the site for operational direction providing no separation from the work environment to the public or professional access.

There is a small employee building constructed in 2015 to house the 14 employees that work for the DPW but is small in scale with little or no room to allow for growth. The locker room is undersized to the point that the employees still use the old lockers in the garage building. There is no formal conference room for meetings or training and lacks a paved and safe parking area for their personal vehicles and the visiting public. Most of the structures have no lighting or electricity and the garage and employee building doesn't have adequate backup power.

Having spent the last year analyzing the site, buildings, storage areas, and overall operation of the department, we feel it is time to take on building a modernized facility to meet the departments current needs for Londonderry to lead the way in excellence for the services we currently provide and other services that we would then or otherwise be offering well into the future. For example, sidewalk snow plowing, street sweeping, drainage pipe jet cleaning, etc. The new facility would allow us to acquire the specialized equipment which must be stored in a dry climate-controlled environment. We feel strongly that the facility will expand and prolong our equipment life span, saving taxpayer money in replacement costs among other items.

Upon the report being completed in December of 2024 it was discussed in front of the CIP Committee on the 12th of the month. Essentially the report breaks down in detail a phase approach to meet the needs identified for the department into 4 phases as follows:



**Londonderry Capital Improvement Plan
Capital Project Scoring Sheet**



PHASE 1:	Vehicle Maintenance and Storage	\$30,220,000.00
PHASE 2:	Staff, Administration, Vehicle wash & Shops	\$ 9,930,000.00
PHASE 3:	Fuel Island, Salt Shed, Canopy, site completion	\$ 5,080,000.00
PHASE3A:	Additional Admin & Engineering Suite	\$ 1,810,000.00
TOTAL:		<u>\$47,040,000.00</u>

If approached as a full build without phasing, we could potentially save at least \$2,792,386.00 reducing the total investment price to a total of \$44,247,614.00.

The phased approach can be implemented over several years with the understanding that escalation would be a key factor in the speed of the project or lack thereof. Each phase can be independently built without affecting the overall operation of the department year-round.

Phase 1 is the largest up-front cost due to the design and engineering work packaged up with the initial site work which is extensive as there has been no real work done on the property to date. This phase also focuses on the importance of protecting the more than \$4M of equipment the Town possesses and its ability to maintain in a modern and appropriately sized garage that will meet the Town in areas as well as the DPW needs.

Phase 2 focuses on the needs of the employees by creating a work environment more suitable for the staff and a growing department, with a larger locker room, break room, turn out rooms, and adding much needed conference room space. In addition to a wash bay for the equipment.

Phase 3 is building an appropriately sized salt shed and material handling bins all out of the weather and protected to improve our emergency response. It relocates all Town fueling needs for equipment to our site which will also provide an modernizing of fleet maintenance reporting. The entire site is then completed pulling together appropriate and safe circulation of the entire property.

Phase 3A adds additional office space and conference rooms with the idea of bringing both Public Works and Engineering departments under one roof to the site. This frees up much needed square footage space at town and unifies the department in a one stop shop for the public to utilize for right of way permits, trash cart requests and issues, reporting of roadway concerns and better ease of the office work environment. This phase is listed as alternate and up for further discussion as more of a broader issue in the overall workflow involving our department and Town Hall.

All phases are still up for some discussion and modifications for a variety of analysis, but the allocations of funding won't deviate from pricing points unless drastic measures are decided which would render the spatial needs analysis part of the report obsolete and not meet the current and future needs of the department.



**Londonderry Capital Improvement Plan
Capital Project Scoring Sheet**



<p>Cost Estimate</p>	<p>Capital Costs Dollar Amount (In current \$)</p> <p>\$ _____: Planning/Feasibility Analysis \$ _____: Architecture & Engineering Fees \$ _____: Real Estate Acquisition \$ _____: Site Preparation \$ _____: Construction \$ _____: Furnishings & Equipment \$ _____: Vehicles & Capital Equipment \$ _____: Other _____ \$ _____: Other _____ \$ _____: Other _____ \$ _____: Other _____</p> <p>\$ __\$30-50M__: Total Project Cost</p>	<p>Impact of Operating & Maintenance Costs or Personnel Needs</p> <p><input checked="" type="checkbox"/> Add Personnel <input checked="" type="checkbox"/> Increased O&M Costs <input type="checkbox"/> Reduce Personnel <input type="checkbox"/> Decreased O&M Costs</p> <p>Cost of impacts, if known: + \$ _____ Annually (-) \$ _____ Annually</p>
<p>Source of Funding</p>	<p>\$ <input checked="" type="checkbox"/>: Grant (Source:) \$ <input checked="" type="checkbox"/>: Loan (Source:) \$ _____: Donation/Bequest/Private \$ _____: User Fees & Charges \$ _____: Capital Reserve Withdrawal \$ _____: Impact Fee Account \$ _____: Current Revenue \$ <input checked="" type="checkbox"/>: General Obligation Bond \$ _____: Revenue Bond \$ _____: Special Assessment \$ _____: Other: _____ \$ _____: Other: _____</p> <p>\$ _____: Total Project Cost</p>	
<p>Form Prepared by:</p>	<p>Name: Dave Wholley Title: Director of Public Works and Municipal Facilities</p> <p>Signature: <i>Dave Wholley</i></p> <p>Dept./Agency: DPW Date Prepared: June 30, 2025</p>	



**Londonderry Capital Improvement Plan
Capital Project Scoring Sheet**



Project Name: DPW Facility Master Plan

Department: DPW

EVALUATION CRITERIA

Enter an evaluation score from 0 (very low) to 5 (very high) for each criteria

 5 Addresses an emergency, public safety or school safety need

 5 Addresses a deficiency in service or facility

 5 Provides capacity needed to serve existing population or future growth

 4 Results in long term cost savings

 2 Supports job development/increased tax base

 1 Leverages the non-property tax revenues

 3 Matching funds available for a limited time

25 Total Project Score (out of a possible 35 points)



Projects Submitted for 2027-2032 CIP

Project Name: Reverend Morrison Meeting House (AKA Lions Hall)		Department Priority __1__ of __2__ projects
Department: General Government		
Primary Effect of Project: (check one)	<input checked="" type="checkbox"/> Replace or repair existing facilities or equipment <input type="checkbox"/> Improve quality of existing facilities or equipment <input type="checkbox"/> Expand capacity of existing service level/facility <input type="checkbox"/> Provide new facility or service capacity	
Service Area of Project: (check one)	<input type="checkbox"/> Region <input checked="" type="checkbox"/> Town Center <input type="checkbox"/> Town-wide <input type="checkbox"/> Street <input type="checkbox"/> School District <input type="checkbox"/> Other Area <input type="checkbox"/> Neighborhood	
Project Description: The Lions Hall was vacated in September of 2022 and all operational costs associated with the Town owned building were transferred back to the Town of Londonderry. The building itself served as the Towns very own Town Hall and meeting place for many decades and has a historical and meaningful purpose to the Town. However, due to its age and usage there are many deficiencies within the structure and property that does not meet todays current requirements for a municipal facility and therefore has sat vacant and winterized for nonuse or occupancy.		
Rationale for Project: (check those that apply, elaborate below)	<input checked="" type="checkbox"/> Urgent Need <input checked="" type="checkbox"/> Removes imminent threat to public health or safety <input checked="" type="checkbox"/> Alleviates substandard conditions or deficiencies <input checked="" type="checkbox"/> Responds to federal or state requirement to implement <input checked="" type="checkbox"/> Improves the quality of existing services <input checked="" type="checkbox"/> Provides added capacity to serve growth <input type="checkbox"/> Reduces long term operating costs <input type="checkbox"/> Provides incentive to economic development <input type="checkbox"/> Eligible for matching funds available for a limited time	
Narrative Justification: In October of 2022 and analysis of the existing conditions and redevelopment options was conducted by a towns engineering consultant firm Weston and Sampson. The report clearly demonstrates several obvious deficiencies that would need significant remediation to bring the facility into compliance. Since the facility has been unavailable the community has voice great concern of what is to become of the building. The analysis of the facility laid out three potential options. First option, remove by demolition and replace. This is largely not what would suit the Town of Londonderry and would only be explored if a further and more in-depth analysis uncovered severe foundation issues or large amounts of hazardous construction materials. Second option, is less intrusive repair of utilities and HVAC upgrades, small renovation of areas, repair of floor in the Hall space, and improvements to meet ADA requirements. The third option, would be a more extensive renovation, perhaps a slight or smaller addition off the back and site work to assist with parking lot flow, life safety measures for the building (i.e. sprinkler system, etc.) in addition to the Option 2 work description.		



There is an important need for a Community Center in the Town of Londonderry. This is what this facility was utilized for in partnership with the Lions for 50 years. If renovated properly it can serve the Town of Londonderry for many years to come in being utilized for hall rental space, meeting room space, activity center for clubs, central location for the OHD events, recreational use, limited public/private partnerships, educational schools (i.e. drivers ed, painting classes, daycare services), Memorial Day events, Xmas on the Common, Concerts on the Common, etc.

2024 UPDATE: Conceptual renderings were completed and financial costs were provided through the completion of the facility analysis conducted with Weston and Sampson. Quotes were solicited from local vendors to verify some of the most significant work needed to make the building safe and accessible (i.e. electrical, plumbing, ADA ramp, HVAC overhaul, fire (smoke and sprinkler systems), etc.) Those quotes solicited demonstrated that the engineers estimate was either spot on or lower than expected. This verified the project scale of cost to on target of \$3.5M in 2025 projected/escalated costs. Ultimately it was then decided to not move forward until more useful purpose discussions were had and extent of restoration efforts definitively answered.

At the May 20th Town Council meeting Resolution 2024-11 Establishing the “Lion’s Hall Study Committee” was presented by Assistant Town Manager Kellie Caron and was adopted. This led to appointments on the board of 10 (7 voting members and 3 alternates) at the Town Council meeting on June 17th, 2024. They are expected to report back to the Town Council with their findings and recommendations at a meeting in October.

The “Reverend Morrison Meeting House Committee recommended to the Town Council performing a structural analysis and building review assessment report utilizing Arcove Architects for a cost of \$18,977.00 which was performed over the Winter months and concluded May 31, 2025. The report building off the Weston & Sampson reports with an emphasis on whether the structure is sound and worthy of investment and repairs. The report is extensive and will be made public in due time. The report does demonstrate promise that there is no significant structural compromising issues found at this time. However, based upon observations and previously reported items they concluded that there is a minimum initial investment need of \$1,537,470.00 to bring to the building into a minimum compliance necessity to reopen to the public with certain conditions.



**Londonderry Capital Improvement Plan
Capital Project Scoring Sheet**



<p>Cost Estimate</p>	<p>Capital Costs Dollar Amount (In current \$)</p> <p>\$ _____: Planning/Feasibility Analysis \$ _____: Architecture & Engineering Fees \$ _____: Real Estate Acquisition \$ _____: Site Preparation \$ _____: Construction \$ _____: Furnishings & Equipment \$ _____: Vehicles & Capital Equipment \$ _____: Other _____ \$ _____: Other _____ \$ _____: Other _____ \$ _____: Other _____</p> <p>\$ 2-4M____: Total Project Cost</p>	<p>Impact of Operating & Maintenance Costs or Personnel Needs</p> <p><input checked="" type="checkbox"/> Add Personnel <input checked="" type="checkbox"/> Increased O&M Costs <input type="checkbox"/> Reduce Personnel <input type="checkbox"/> Decreased O&M Costs</p> <p>Cost of impacts, if known: + \$ _____ Annually (-) \$ _____ Annually</p>
<p>Source of Funding</p>	<p>\$ ____X____: Grant (Source:)_Potential____ \$ _____: Loan (Source:)______ \$ ____X____: Donation/Bequest/Private \$ ____X____: User Fees & Charges \$ ____X____: Capital Reserve Withdrawal \$ _____: Impact Fee Account \$ _____: Current Revenue \$ ____X____: General Obligation Bond \$ _____: Revenue Bond \$ _____: Special Assessment \$ _____: Other: _____ \$ _____: Other: _____</p> <p>\$ _____: Total Project Cost</p>	
<p>Form Prepared by:</p>	<p>Name: Dave Wholley Title: Director of Public Works and Municipal Facilities</p> <p>Signature: <i>Dave Wholley</i></p> <p>Dept./Agency: DPW_____ Date Prepared ____June 30, 2025_____</p>	



Londonderry Capital Improvement Plan
Capital Project Scoring Sheet



Project Name: Londonderry Community Center

Department: DPW

EVALUATION CRITERIA

Enter an evaluation score from 0 (very low) to 5 (very high) for each criteria

- 4 Addresses an emergency, public safety or school safety need
- 5 Addresses a deficiency in service or facility
- 5 Provides capacity needed to serve existing population or future growth
- 3 Results in long term cost savings
- 1 Supports job development/increased tax base
- 1 Leverages the non-property tax revenues
- 2 Matching funds available for a limited time

- 21 Total Project Score (out of a possible 35 points)