

Windham School District

School Administrative Unit #95

Winfried Feneberg
Superintendent

Adam Steel
Director of Business, Finance, and Operations

Kori Alice Becht
Director of Curriculum, Instruction, and Assessment

Rosalyn Moriarty
Director of Student Services

Carol St. Pierre
Director of Human Resources

• 19 Haverhill Road, Windham, NH 03087 • Phone: (603) 425-1976 • Fax: (603) 425-1719 • www.windhamsd.org •

Rob Gustafson
Chairman, Windham CIP Committee
PO Box 120
Windham, NH 03087

Wednesday, July 23, 2014

Dear Chairman Gustafson,

On behalf of the Windham School District, we are pleased to submit a proposal for review by the CIP Committee for inclusion in the CIP.

As we mentioned last year during our presentation to the Committee, the District engaged a professional firm to assist us in developing a long range capital needs assessment (“CNA”). This assessment describes all of the major components of our buildings and grounds that will require a capital investment over the next 20 years to maintain our existing facilities. The CNA does not include construction projects that would add capacity or reconfigure our infrastructure.

The District contracted with On-Site Insight to perform a capital needs assessment of all District facilities. They performed their onsite inspections in December, 2013. The result of their work is five documents that detail each building (GBS, WCS, WMS, WHS, and the SAU), its major systems, envelope, and paving systems. The document then breaks down each component to create a replacement cycle for each system. Each document is broken down by the following major areas:

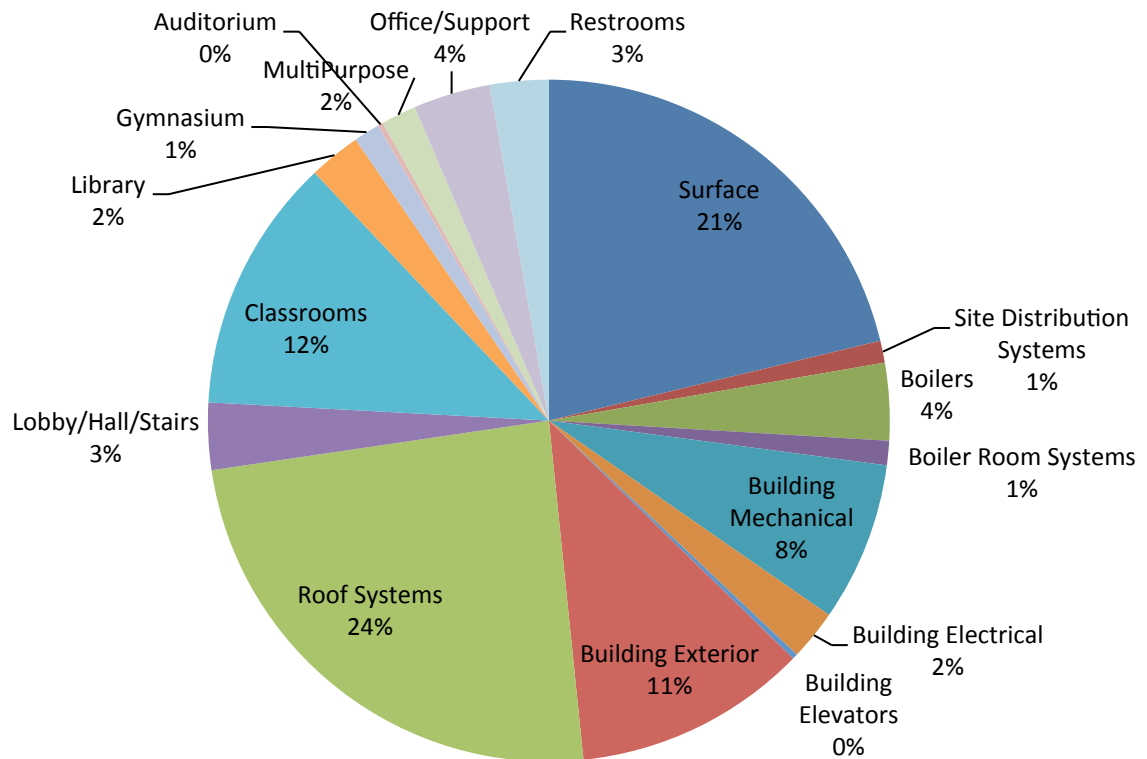
1. Site Systems
 - a. Surface
 - b. Site Distribution Systems
2. Mechanical Room
 - a. Boilers
 - b. Boiler Room Systems
3. Building Mechanical & Electrical
 - a. Mechanical
 - b. Electrical
 - c. Elevators
4. Building Architectural
 - a. Structural & Exterior
 - b. Roof Systems
 - c. Lobby/Halls/Stairs

- d. Classrooms
- e. Library
- f. Auditorium
- g. Gymnasium
- h. Café
- i. Office/Support Space
- j. Restrooms

The finished documents are prepared to provide order of magnitude cost information for a long range replacement plan. Items are not logically grouped to even out expenditures, coordinate common purchases, or to align with other District initiatives.

Overview of the Plan

In short, there is roughly \$16 million worth of capital projects outlined for the next 20 fiscal years. On average, projects of between \$750,000 and \$800,000 will need to be performed each year to keep pace with the proposed plan. Together, paving and roof systems make up 45% of the recommended projects.



Detailed descriptions of each project are included in the attached documents.

Analysis Process

After receiving the reports from On-Site, significant work had to be done in order to transform the documents into a usable report that can be used for budgeting and planning. First, all of the data was put into a spreadsheet by school. Next, summary tables were created that rolled up data into logical units for analysis purposes. Then, annual maintenance items were removed and added to a separate list of annual maintenance tasks. Items that were listed in the report to be completed over a range of years were consolidated and highlighted so that they could be moved around to even out expenses. Major projects were identified and highlighted for clarity. Finally, a spending plan was prepared that moved projects around (within recommended limits) to even out expenses, to manage cash flow, and to coordinate projects at specific buildings.

Item	Total	%	Average	FY15	FY16	FY17	FY18	FY19
Site Systems								
Surface	\$3,461,386	95.75%	\$173,069	\$14,862	\$5,841	\$7,979	\$6,196	\$225,362
Site Distribution Systems	\$153,665	4.25%	\$7,683	\$0	\$0	\$0	\$0	\$65,706
Site Systems Sub-Total	\$3,615,051	100.00%	\$180,753	\$14,862	\$5,841	\$7,979	\$6,196	\$291,068
Mechanical Systems								
Boilers	\$920,207	83.58%	\$46,010	\$22,575	\$14,420	\$31,536	\$15,299	\$38,831
Boiler Room Systems	\$180,736	16.42%	\$9,037	\$0	\$4,275	\$5,410	\$0	\$6,505
Mechanical Systems	\$1,100,943	100.00%	\$55,047	\$22,575	\$18,695	\$36,946	\$15,299	\$45,336
Building MEC								
Building Mechanical	\$1,160,976	74.86%	\$58,049	\$53,530	\$40,458	\$42,945	\$42,922	\$96,188
Building Electrical	\$352,670	22.74%	\$17,634	\$55,000	\$0	\$0	\$7,103	\$2,251
Building Elevators	\$37,287	2.40%	\$1,864	\$0	\$0	\$0	\$0	\$8,441
Building MEC	\$1,550,933	100.00%		\$108,530	\$40,458	\$42,945	\$50,025	\$106,880
Building Architecture								
Building Exterior	\$1,676,676	16.85%	\$83,834	\$162,869	\$29,362	\$31,927	\$31,151	\$262,255
Roof Systems	\$3,769,582	37.89%	\$188,479	\$203,193	\$197,445	\$56,412	\$58,105	\$73,082
Lobby/Hall/Stairs	\$489,766	4.92%	\$24,488	\$0	\$7,853	\$2,039	\$11,767	\$22,489
Classrooms	\$2,064,322	20.75%	\$103,216	\$59,615	\$61,403	\$97,149	\$78,436	\$91,366
Library	\$364,383	3.66%	\$18,219	\$0	\$35,888	\$0	\$0	\$38,077
Gymnasium	\$182,493	1.83%	\$9,125	\$0	\$0	\$0	\$0	\$92,391
Auditorium	\$37,645	0.38%	\$1,882	\$0	\$0	\$0	\$0	\$0
Multipurpose	\$345,245	3.47%	\$17,262	\$33,392	\$0	\$14,854	\$4,371	\$61,545
Office/Support	\$567,505	5.70%	\$28,375	\$372	\$8,500	\$7,626	\$7,853	\$49,277
Restrooms	\$450,750	4.53%	\$22,538	\$0	\$550	\$1,959	\$2,680	\$5,034
Building Architecture	\$9,948,367	100.00%	\$0	\$459,441	\$341,001	\$211,966	\$194,363	\$695,516

Recommended Annual Process

The following is recommended as an annual process relative to this plan:

- May: The plan is updated with previous projects labeled, new systems added, and any other updates that can be added to the plan attached;
- June: Projects identified for the following fiscal year are verified and a budgetary quote obtained for each project to be used during the budget process;
- July: the CIP Committee is provided with an update and a proposal for their consideration for inclusion in the CIP;
- November – March: The projects for the following year are funded through the budget process;
- March: After the results of the annual meeting are known, funded projects and confirmed and an execution plan is put together including bid processes (if applicable), an assignment of responsibility internally, and plans for how each project will affect each building are assembled; and,
- June – August: Major projects are completed.

Financing Plan

The CNA was developed independent of a funding plan to support the plan. As a result, we have developed an implementation plan that evens out the capital outlay required to fund the plan, consolidates projects to specific school sites to reduce construction start-ups. The final result of our plan calls for an investment of \$675,000 per year increasing by 1.5% per year over the next 20 years to fund the plan.

By developing an implementation plan that evens out the capital outlay from year to year, the District needs to make use the capital reserve fund for school building & grounds maintenance and repairs to be used as a holding account since the expenditures planned for each year vary.

The table below describes on a transaction basis the implementation and funding plan for the CNA including how the Board has funded the first set of projects:

Date	Item	Debit	Credit	Balance
1/1/14	Opening Balance			\$0.00
2/1/14	LGC Health Contribution	\$419,000.00		\$419,000.00
6/15/14	Replace WMS Backstop		\$9,192.00	\$409,808.00
6/15/14	Rebuild WCS Burner		\$5,000.00	\$404,808.00
6/15/14	Add GBS receptacles		\$7,500.00	\$397,308.00
6/15/14	Replace SAU fire alarm panel		\$9,500.00	\$387,808.00
6/15/14	SAU cosmetic repairs		\$5,972.00	\$381,836.00

6/15/14	SAU partial roof replacement		\$8,741.00	\$373,095.00
6/15/14	GBS Cafe Flooring Replace		\$31,106.00	\$341,989.00
6/15/14	FY14 Surplus	\$77,011.00		\$419,000.00
7/1/14	FY15 Maintenance Budget Funds Applied	\$45,577.00		\$464,577.00
8/1/14	Replace GBS classroom air units		\$75,400.00	\$389,177.00
8/1/14	Caulk/Flash, Doors, Trim Replace at GBS		\$36,650.00	\$352,527.00
8/1/14	WCS Partial Roof Replacement		\$278,000.00	\$74,527.00
8/1/14	C/F, repoint brick, trim at WCS		\$74,527.00	\$0.00
6/30/15	FY15 Surplus Approved by Voters to CRF	\$216,000.00		\$216,000.00
7/1/15	FY16 CRF Appropriation	\$675,000.00		\$891,000.00
8/1/15	WMS Partial Roof Replacement		\$70,000.00	\$821,000.00
8/1/15	Replace WMS classroom HVAC systems		\$139,450.00	\$681,550.00
8/1/15	Replace WMS fire alarm panel		\$38,000.00	\$643,550.00
8/1/15	WMS Partial Roof Replacement Phase II		\$325,000.00	\$318,550.00
8/1/15	C/F, masonry repair, window replacement at WMS		\$109,799.00	\$208,751.00
8/1/15	WMS Office Finishes		\$17,494.00	\$191,257.00
8/1/15	WMS Classroom finishes		\$152,580.00	\$38,677.00
8/1/15	WMS Hallways Finishes		\$38,668.00	\$9.00
7/1/16	FY17 CRF Appropriation	\$685,125.00		\$685,134.00
8/1/16	WCS Classroom finishes		\$126,655.00	\$558,479.00
8/1/16	SAU Boiler Replacement		\$16,683.00	\$541,796.00
8/1/16	WCS Classroom finishes		\$21,130.00	\$520,666.00
8/1/16	WHS Classroom finishes		\$26,049.00	\$494,617.00
8/1/16	WCS Office Finishes		\$12,090.00	\$482,527.00
8/1/16	GBS Classroom finishes		\$100,575.00	\$381,952.00
8/1/16	C/F, exterior wall repair at WHS		\$42,634.00	\$339,318.00
7/1/17	FY18 CRF Appropriation	\$695,402.00		\$1,034,720.00
7/1/18	FY19 CRF Appropriation	\$705,834.00		\$1,740,554.00
8/1/18	GBS Paving		\$58,792.00	\$1,681,762.00
8/1/18	WCS Paving		\$80,168.00	\$1,601,594.00
8/1/18	WMS Paving		\$94,816.00	\$1,506,778.00
8/1/18	WHS Paving		\$22,389.00	\$1,484,389.00
8/1/18	GBS Leach Field		\$45,020.00	\$1,439,369.00
8/1/18	WHS Pump replacement		\$13,286.00	\$1,426,083.00
8/1/18	WMS Pump replacement		\$7,879.00	\$1,418,204.00
8/1/18	WHS Controls upgrade		\$23,072.00	\$1,395,132.00
8/1/18	WMS RTU Replacement		\$33,766.00	\$1,361,366.00
8/1/18	WHS VAV Replacement, RTU overhaul		\$59,967.00	\$1,301,399.00
8/1/18	WMS elevator cab refurb		\$8,441.00	\$1,292,958.00

8/1/18	GBS Exterior envelope		\$216,117.00	\$1,076,841.00
8/1/18	WCS Exterior doors		\$27,125.00	\$1,049,716.00
8/1/18	WHS Site lighting		\$8,442.00	\$1,041,274.00
8/1/18	WHS Main Entry Roof		\$73,082.00	\$968,192.00
8/1/18	WHS Finishes replacement		\$13,011.00	\$955,181.00
8/1/18	SAU Finishes Replacement		\$6,032.00	\$949,149.00
8/1/18	WHS Classroom Painting		\$52,880.00	\$896,269.00
8/1/18	WHS Library Carpet		\$38,077.00	\$858,192.00
8/1/18	WCS Gym		\$25,725.00	\$832,467.00
8/1/18	WMS Gym		\$21,100.00	\$811,367.00
8/1/18	WHS Gym		\$45,566.00	\$765,801.00
8/1/18	WMS Cafe Flooring		\$42,118.00	\$723,683.00
8/1/18	WHS Office Painting/Carpet		\$95,791.00	\$627,892.00
8/1/18	SAU Painting/Carpet		\$12,977.00	\$614,915.00
8/1/18	SAU Paving		\$26,355.00	\$588,560.00
8/1/18	WCS Fire Panel Replacement		\$44,052.00	\$544,508.00
7/1/19	FY20 CRF Appropriation	\$716,422.00		\$1,260,930.00
8/1/19	WCS Boiler Issue		\$15,256.00	\$1,245,674.00
8/1/19	WCS Mechanical Systems		\$39,174.00	\$1,206,500.00
8/1/19	SAU Water System		\$11,013.00	\$1,195,487.00
8/1/19	WCS Elevator Cab Refurb		\$8,695.00	\$1,186,792.00
8/1/19	C/F at GBS		\$30,144.00	\$1,156,648.00
8/1/19	C/F at WCS		\$30,144.00	\$1,126,504.00
8/1/19	C/F at WMS		\$30,144.00	\$1,096,360.00
8/1/19	C/F at WHS		\$28,985.00	\$1,067,375.00
8/1/19	GBS Roof		\$513,382.00	\$553,993.00
8/1/19	WCS Roof		\$330,762.00	\$223,231.00
8/1/19	WMS Roof		\$142,410.00	\$80,821.00

The Board is proposing the CIP includes a \$395,000 appropriation to the CRF for school building maintenance and repairs to fund the WMS roofing projects identified for FY16.

Sincerely,

Jerome Rekart
Chairman, Windham School Board