

Managing Capital Projects from inception to completion.

Board of Selectmen Departments and Board of Education

- 1) Develop proposal describing project need and projected cost – general principles:
 - a) For inclusion at Year 5, cost projection may be approximate but should be realistic;
 - b) Cost projection is to be more refined as project moves upward in the CIP schedule;
 - c) Requesting agency operational budget should be prepared to fund professional estimating for a project, should that be necessary for CIP purposes; **Great idea as a general rule but may be unrealistic if project is large?? Perhaps like the CIP reg, we can establish a % of overall budget as a threshold? Thinking here one possibility is to use Cap Non-Recurring to fund professional estimating/scope of work task then reimburse Cap Non-Recurring from the actual project bonding.**
 - d) Once in place for Year 1, the project cost in the CIP is considered final in terms of bonding/appropriations actions. **I like this as well. Do you envision this at the point of CIP adoption? Yes**
- 2) For Board of Selectmen Department Projects
 - a) Requesting department meets with Finance Director and First Selectman;
 - b) Project proposal is analyzed for placement in CIP; determinations are made regarding phasing and priority;
 - c) The First Selectman is responsible for submitting CIP recommendations to the full Board of Selectmen;
 - d) **The Board of Selectmen approves the CIP proposal for submission to the BoF;**
 - e) **Finance Director combines approved Board of Selectmen CIP proposal with approved Board of Education CIP proposal prior to submission to Board of Finance.**
- 3) For Board of Education Projects
 - a) Requesting department meets with BoE Director of Facilities;
 - b) Project justification and cost proposal is developed;
 - c) BoE facilities subcommittee reviews and modifies the project proposal as needed;
 - d) Project proposals submitted to full BoE for review and approval in CIP plan;
 - e) Board of Education members approve the CIP proposal for submission to BoF;
 - f) **Finance Director combines approved Board of Education CIP proposal with approved Board of Selectmen CIP proposal prior to submission to Board of Finance.**
- 4) **Capital Improvement Plan proposed to Board of Finance**
 - a) **Finance Director prepares financial impact documents reflecting combined BoS and BoE project proposals, including calculations of debt load and scaling of debt payments over time. Finance Director submits documents to the Board of Finance including full project narrative and expectations for project cost and timing;**

- b) First Selectman presents BoS approved CIP;
- c) BoE representatives present BoE approved CIP.

The Capital Improvement Plan may be modified by the Board of Finance as allowable via Charter. The BoF approved CIP moves then to the Legislative Council. That body may modify the proposed CIP, per Charter.

Once the CIP is approved by the Legislative Council, it becomes the plan of the Municipality, projecting a five year schedule of Town and Education projects.

Projects in Year 1 on the Capital Improvement Plan are designated for implementation during that fiscal year.

Projects to be implemented must go through the Special Appropriations process, as determined by Charter.

Steps in this process include:

1. Prepare bonding resolution for project as listed in CIP - Director of Finance executes upon request of the Department;
2. Resolution submitted to Board of Finance for discussion/action;
3. If approved by BoF, Resolution submitted for Legislative Council discussion/action;
4. If approved, Resolution submitted to Board of Selectmen for discussion/action;
5. If requested appropriation is \$500,000 or greater but less than \$10,000,000 then BoS schedule a Town Meeting; **
6. If requested appropriation is \$10,000,000 or greater then BoS schedules a referendum. **
7. Once the Special Appropriation process is complete, project planning may proceed, including the issuance of public bids.

**** A Charter change proposal to be voted on in 2015, calls for project approval to be included in the annual Budget Referendum. If this Charter change is enacted, then steps #5 and #6 above will be modified accordingly.**

To manage an approved project (after BoF, LC, BoS, and if necessary Town Meeting or Referendum)

- a. Project assigned to Public Building and Site Commission. PB&S may decline if project too small or if commission too busy;
- b. Other building committee or owner's rep may be appointed by BoS or BoE, if PB&S declines to take on the project oversight;
- c. PB&S (or other) works with Project Advisory Committee – (i.e. BoE facilities subcommittee, Park and Rec subcommittee, CoA, etc.);

- d. PB&S (or other) and Project Advisory Committee create and advertise RFQ/RFP for AE and CM or other professionals;
- e. Select professionals – develop contracts with attorney and purchasing authority input;
- f. Monitor/manage project to completion.

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DRAFT