

Planning for Capital Facilities¹ & Expenditures of Greater Than \$500,000

<p>Boards prepare long-range plans of facilities needs</p> <p>OR</p> <p>Board expresses need/desire for a specific capital facility</p>	<p>Does Board need to have gathered data/done a feasibility study before placing it on their own CIP list?</p>	<p>Place on Board's CIP list, alert FinCom and Capital Facilities Planning Committee of same</p>	<p>Capital Facilities Planning Committee together with FinCom establishes a town-wide financial plan, looking out over a 15 – 20 year horizon, for how much can be expended per year on new capital projects taking in to account how much total debt the Town can/should reasonably incur and annual debt service [will need to be re-visited periodically]</p>	<p>How far along does the planning need to be to put a project in front of the Capital Facilities Planning Committee?</p> <ul style="list-style-type: none"> Public health/safety – probably not far along at all if immediate need Compliance with mandates/other legal requirements – probably time available to develop a program and cost estimate Community goals/policies – plan should be well-thought out Public perception of need – needs to have been well thought out 	<p>Requesting Board submits a completed Capital Improvements Decision Criteria Matrix and meets with the Capital Facilities Planning Committee</p> <p>Requesting Board provides one or more proposed locations for the facility.</p>	<p>Capital Facilities Planning Committee reviews all available information and, applying the criteria of relative need and timing (and perhaps synergies with other projects), assigns an order of priority</p> <p>At established intervals [of X years], the Committee will re-assess pending not-yet-financed projects</p>	<p>Capital Facilities Planning Committee routinely prepares reports with its assessments and forwards them to the FinCom & PMBC with a recommendation concerning timing of the expenditure for each capital project [this calls for a CIP of longer than 5 years]</p> <p>At established intervals [of X years], the FinCom will re-assess pending not-yet-financed projects</p>	<p>Once a project is on the long-term CIP list, the Permanent Municipal Building Committee oversees all project planning and establishes a timely proposed schedule for accomplishing any necessary preliminary work</p>	<p>FinCom determines when to put the project, or any of its preliminary expenditures, before the town for a vote</p>
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¹ Department of Public Works infrastructure for water, transfer station, cemetery, roads and Wastewater Management District Commission infrastructure will not be subject to review by the Capital Facilities Planning Committee but proposed expenditures for such things will be presented to and considered by the Finance Committee. [Note: Parks still has to go through the Capital Facilities Planning Committee]