

Planning for Capital Facilities<sup>1</sup> & 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>Before a Board places a project on its own long-term CIP list, it needs to have first gathered some empirical data to support need for the project</p>	<p>Place on Board's long-term CIP list, and alert FinCom, Capital Facilities Planning Committee, &amp; Planning Board of same</p> <p><u>Note:</u> Planning Board's role is in context of a Master Plan overview.</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 revisited periodically]</p>	<p>Requesting Board submits a completed Capital Improvements Decision Criteria Matrix and meets with the Capital Facilities Planning Committee for a review of need:</p> <ul style="list-style-type: none"> <li>• Public health/safety – planning probably not far along at all if immediate need</li> <li>• Compliance with mandates/other legal requirements – probably had sufficient time to develop a program and cost estimate</li> <li>• Community goals/policies – plan should be well-thought out, with one or more proposed locations for the facility</li> <li>• Public perception of need – plan should be well-thought out, with one or more proposed locations for the facility</li> </ul>	<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 Permanent Municipal Building Committee &amp; FinCom for inclusion on the 5-year or long-term CIP with a recommendation concerning timing of the expenditure for each capital project</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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<sup>1</sup> 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]