

	Factors	Applicable to Project?	Factor weighting
1. Public Health & Safety	a. Project addresses an immediate, continual safety hazard or public health and/or safety need		4 x ____ = ____
2. Compliance with Mandates or Other Legal Requirements	a. Project required for compliance with local, state, or federal laws/regulations b. Project required by court order, judgment, [or inter-municipal agreement]		3 x ____ = ____
3. Stated Community Goals & Policies	a. Project conforms to adopted program, policy, or plan b. Asset preservation c. Required to maintain acceptable standard of service d. More efficient/improved standard of service		2 x ____ = ____
4. Public Perception of Need	a. Sustained change in demographics b. Improve sustainability of the environment c. Does it make the community desirable?		1 x ____ = ____
		Total =	

	Information about the project's characteristics
<p>Describe any relationships and / or impacts to other projects.</p> <p>Does the project addresses multiple needs / multiple stakeholders ?</p>	
<p>Are there alternatives to the project?</p>	
<p>Year requested to be on-line</p>	
<p>Projected capital cost of project</p>	
<p>Availability of grants / other non-local tax dollar funds</p>	
<p>Annual fiscal O&M impact (increase / decrease including staffing)</p>	
<p>Projected fiscal impact per household of capital expenditure (per \$1,000 valuation)</p>	

Instructions to Preparer

Purpose: Develop objective methodology by which to measure projects and selection appropriate location for projects. **Decision Criteria Worksheet 1** lists four characteristics in order of importance. For each there are factors to consider that may contribute to understanding how each of the four is affected by the proposed project.

	Factors	Instructions
1. Public Health & Safety	a. Project addresses an immediate, continual safety hazard or public health and/or safety need	a. <i>A specific reason(s) must be cited along with identification of the cognizant Town Official (Facilities Director, Building Inspector, DPW Director, Health Director, Police Chief, Fire Chief) confirming the need.</i>
2. Compliance with Mandates or Other Legal Requirements	a. Project required for compliance with local, state, or federal laws/regulations b. Project required by court order, judgment, [or inter-municipal agreement]	<i>For Factors “a.” and “b.”:</i> <ul style="list-style-type: none"> • <i>Identify the statute, law or regulation requiring compliance.</i> • <i>Identify the document (order, specific regulation, etc.) requiring performance and attach a copy hereto.</i>
3. Stated Community Goals & Policies	a. Project conforms to adopted program, policy, or plan b. Asset preservation c. Required to maintain acceptable standard of service d. More efficient/improved standard of service	a. <i>Identify the program, policy or plan and attached specific section or citation</i> b. <i>Describe the asset and state the reasoning that it is appropriate to maintain and preserve the asset</i> c. <i>Explain the “acceptable standard of service” and how the project will maintain the “acceptable standard”</i> d. <i>Describe the current baseline standard of service, and quantify how the project will increase efficiencies, or improve on the baseline standard.</i>
4. Public Perception of Need	a. Sustained change in demographics b. Improve sustainability of the environment c. Does it make the community desirable?	a. <i>Describe the demographic(s) the project is to address. Provide a description of the trend that has been identified as a need. Identify the source data and analysis methodology.</i> b. <i>Describe the sustainability characteristic addressed by the project. Quantify the projected improvement. Cite source data and analysis methodology.</i> c. <i>Identify the aspect of desirability planned to enhance the community. Identify the segment of the community desirous of the project.</i>

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Decision Criteria Worksheet 2 is the place to provide information about the project's characteristics – needs vs wants – and costs. The responses are in narrative form and tend to be subjective in interpretation.

<p>Describe any relationships, synergies, or impacts to other projects. [slightly altered wording]</p> <p>Does the project addresses multiple needs / multiple stakeholders?</p>	<p><i>Does the proposed project have a relationship to another planned or existing project? Would you characterize the relationship as weak, medium, or strong?</i></p> <p><i>Are any synergies anticipated between this project and other planned or existing projects? Are they able to be quantified?</i></p> <p><i>Please describe any multiple needs or stakeholders that may be addressed by your proposed project.</i></p>
<p>Are there alternatives to the project?</p>	<p><i>Please list any alternatives include no-action. What would the impact be of selecting the no-action option?</i></p>
<p>Year requested to be on-line</p>	<p><i>Please identify the Fiscal Year in which you anticipate the project being complete.</i></p>
<p>Projected capital cost of project</p>	<p><i>Please state the estimated capital cost of the project. How was this cost developed?</i></p>
<p>Availability of grants / other non-local funding [slightly altered wording]</p>	<p><i>Please describe the estimated amount and source of grants or funds. Is the availability dependent on any specific actions to be taken by the Town (land taking, easement, etc.)?</i></p>
<p>Annual fiscal O&M impact (increase / decrease including staffing)</p>	<p><i>What are the estimated annual Operations & Maintenance Costs? Describe the methodology to calculate the O&M costs. Describe the source of funds (Town taxation, revolving fund, user fees, etc.). If this is a replacement project, please describe how O&M will differ from existing conditions.</i></p>
<p>Projected fiscal impact per household of capital expenditure (per \$1,000 valuation)</p>	<p><i>Please consult and discuss your estimate and assumptions with the Town's Finance Director.</i></p>