

## **Fiscal 2024 CPIC Memorandum**

**To:** Department Heads, Boards, Committees and Commissions  
**From:** Town Administrator  
**Subject:** FY2024 Capital Submission Process  
**Date:** September 7, 2022

We begin the fiscal 2024 capital budget process by requesting all Departments, Boards and Committees submit their proposed capital expenditures for fiscal years 2024-2028 to us by **September 30, 2022**. For the purpose of our Capital Plan, a capital expenditure is any expenditure of \$20,000 or more and has an expected useful life of 5 years or more. Please also complete the schedule for longer time horizon capital needs (FY 2029-2034) which have a cost of \$500,000 or greater, if you are aware of any at this time.

This year we are using a **new form (Google Form)** that will allow for greater number of characters to be used if needed. You will need a google account if you do not already have one to access the form.

**The new form can be found at this link (<https://docs.google.com/forms/d/e/1FAIpQLSd1MWM-UTG7A929p6MsBjHLd3GoaObd6povY7tcCTbkF6NsQ/viewform>) or on the website.** When filling out your form(s) for submission make sure that all of the information is filled in and that all requirements have been met. Please make sure you re-submit out year items that were previously submitted but on the new form. Please note any changes to previously submitted requests. If you are changing anything in your plan from last year then please explain in detail the reason or reasons why something is being added, taken off, moved up/pushed out, or why the dollar amount changed.

All of the information you provide will help support our recommendation to the Finance Committee, Select Board and ultimately the Town. If you are not submitting any requests just provide us with a letter saying that you do not have any requests for CPIC.

Please also submit a schedule of proposed expenditures for surveys, studies or professional services relating to future capital requests if you currently have any plans for such services.

The Committee applies a rating system to evaluate each project. The rating criteria will include the following:

1. Justification for the project (legally mandated, critical safety need, or protect/enhance Town assets)
2. Project justified as a priority for the Town
3. Substantiation of project cost with a detailed project plan
4. Availability of non-tax grants/funding to offset cost
5. Impact on future operating budgets or revenues
6. Environmental considerations
7. Usage and service impact on Town's residents

Your request(s) are due back **no later than 12 noon on Friday, September 30, 2022**. These must be submitted electronically.

We sincerely appreciate your effort and look forward to working with all of you.