

## **Fiscal 2021 CPIC Memorandum**

**To:** Department Heads, Boards, Committees and Commissions  
**From:** Capital Planning and Investment Committee, Town Administrator and Finance Director  
**Subject:** FY2021 Capital Submission Process  
**Date:** August 12, 2019

We begin the fiscal 2021 capital budget process by requesting all Departments, Boards and Committees submit their proposed capital expenditures for fiscal years 2021-2025 to us by October 3, 2019. 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 2026-2031) which have a cost of \$500,000 or greater, if you are aware of any at this time.

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 Capital Request Forms previously submitted if there are any changes to these 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. In order to help you, we have attached a copy of our spreadsheet with last year's final plan.

All of the information you provide will help support our recommendation to the Finance Committee 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, revised this year, 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. Usage and service impact on Town's residents

Your request(s) are due back to the Finance Director and Town Administrator **no later than 3 pm on Thursday, October 3, 2019**. These must be submitted electronically as well as one hard copy.

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