TOWN OF ERVING
BOARD OF SELECTMEN

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William A. Bembury
Jacob A. Smith
Board of Selectmen

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October 01, 2018

To: All Departments, Boards & Commissions
From: Bryan Smith, Administrative Coordinator

FY2020 Capital Budget Requests

Overview: Capital projects represent a significant investment by the community and it is necessary to provide all stakeholders with relevant information related to the request. For the FY2020 budget cycle, we aim to further streamline the planning process and present the requests to the Capital Committee, Board of Selectmen, Finance Committee and ultimately the voters in a consistent manner so that they can make their decisions.

<u>**Submission Requirements:**</u>
Capital budget requests must be received on the provided capital budget request form. Please attach additional quotes, specifications, engineering proposals, etc as necessary to fully explain the rationale for your request. Completed forms should be signed before being submitted to the Administrative Coordinator.

Narrative: The request form provides a space to explain the request. This is meant to be brief and informative. The idea is to help decision makers understand the importance of the request. Explain what you are requesting and why it is necessary in the requested fiscal year. If this purchase allows your department/agency to add or expand a service, explain what that is. If this purchase replaces existing equipment and/or repairs infrastructure, explain if this request is in line with a planned maintenance schedule or if this purchase is earlier than anticipated.

> **Deadline:** FY2020 departmental capital budget requests are due:
> **Thursday, October 18, 2018.**

Please note: Failure to submit a budget request by the deadline may result in an inability to appropriate for your department/agency in the coming fiscal year.

Thank you for your work!