



# TOWN OF ERVING

## SELECT BOARD

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Jacob A. Smith, Chair  
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Bryan Smith  
*Town Administrator*

September 22, 2022

To: All Departments, Boards & Commissions  
From: Bryan Smith, Town Administrator

### **FY2024 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 FY2024 budget cycle, we will work to further streamline the planning process and present the requests to the Capital Planning Committee, Select Board, Finance Committee and ultimately the voters in a consistent manner so that they can make their decisions. The Capital Planning Committee will not only consider the request and available funding but will also consider the Department's capacity to complete the project in the fiscal year requested. As we did last year, this year's budget will include an overview of the five (5) year plan.

**Capital Expenditure Definition:** A capital expenditure is defined as the purchase or acquisition of goods and services with a cost or value of \$5,000 or greater or an anticipated useful life of five (5) years or more. An expenditure may be a single item, multiple purchase of the same item, or a group of substantially similar items. Further, the Committee may include or exclude a proposed expenditure, if in the judgement of its member's common sense and practicality so dictate.

**FY2024 Submission Requirements:** The annual 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 returned to me.

The **project description** 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.

Your department/board is required to identify the **prioritization of your project**, especially if department/board is requesting more than one project. It is not reasonable to rank all requests as highly needed while also understanding that capital resources must be available for town-wide investments and that the funding available is finite. Each project request should reasonably prioritize requests for the department/board. Further, project requests should address the department/board's capacity to oversee the project from concept through completion within the requested fiscal year. If you will need

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**5:00 PM on Thursday, October 20, 2022.**

assistance from other departments to support this project, please indicate anticipated support needs so that the Capital Planning Committee can understand town-wide impacts of the requests considered.

**FY2024-FY2029 Project Review:** The Capital Planning Committee is requesting that each department, board, or commission review the existing multiyear capital expenditure plan. Attached is the plan for the next five (5) years that the Capital Planning Committee has on file. The Capital Planning Committee is requesting that an updated project request form is submitted for each project in the next five years. The requests for FY2024 should be detailed while the requests for future years can be more general with estimates for now. As such, please note any changes that you are anticipating and respond by the deadline noted below.

**Note:** The Capital Planning Committee is planning to remove any projects on the multi-year plan that do not receive an updated request form.

***Important: 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.***

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