

**Town of Dunbarton
Capital Improvements Program (CIP)
Committee**

1011 School Street
Dunbarton, NH 03046
603-774-3547 Ext.106

REVISED MEMORANDUM

To: Dunbarton Department Heads, Board/Committee Chairs, and School Board
From: Brian Pike, Acting CIP Committee Chair
Date: June 24, 2015
Subject: **Capital Improvements Program (CIP) 2016-2021 Submission of Applications**

The Board of Selectmen are undertaking an effort to update the **Capital Improvements Program (CIP)** for 2016-2021 to help implement the Master Plan and guide annual budget decisions. The current CIP working committee has established the meeting schedule for this year's CIP process, and the Selectmen will be appointing the official CIP Committee members at a future BOS meeting.

A CIP is designed to anticipate long-range capital needs of all Town Departments, Boards, and Committees as well as local or co-operative School District capital needs. The CIP is meant to supplement the current budget process. The CIP will help guide decisions of the Board of Selectmen and will help everyone understand the long-term needs of each department so that the Town can make informed and pro-active fiscal decisions. By developing such a document, it is hoped that sharp fluctuations in the tax rate due to unanticipated capital expenditures will be eliminated.

New Hampshire RSA 674:7(II) requires, as part of the CIP process, that *all municipal departments, school boards, and related agencies submit a statement of all capital purchases and projects they intend to undertake during the term of the CIP upon request of the CIP Committee.* The same statute also *requires communication between the CIP Committee and School Board regarding project recommendations.* **To develop a viable CIP, information about your Department's anticipated capital expenditure projects or purchases over the next 6 years is necessary.**

CRITERIA:

A Capital Expenditure Project or Purchase...

- 1) Must have a gross cost of at least \$15,000;**
- 2) Must have a useful life of at least 3 years;**
- 3) Is not typically included in the operating budget;**
- 4) Is any project or purchase requiring bond financing or lease-purchase.**

Included with this MEMO is a **CIP Capital Expenditure Request Application**. In order to collect the information, **the CIP Committee asks that you complete one Application for each Existing and New capital project or purchase**, fitting the CRITERIA above, which you anticipate will be needed for your Department, Board, or Committee for the 2016-2021 period. **You have the option of completing the application form(s) on paper or in a fillable PDF format.**

DEADLINES for Submission of your Paper and/or PDF Application Forms:

Friday, July 17 for Department Heads and Staff

Friday, September 11 for Boards & Committee Chairs

Submit completed forms to **Steve Laurin** in the Building Department.

Please contact Steve at **774-3547 Ext.106** or email building@dunbartonnh.org if you need assistance.



The CIP Committee will schedule a short 10 to 15 minute interview with Application submitters (see interview schedule-date options on page 3 of the application form) to discuss the Department’s CIP Application(s) and the status of any previous CIP projects.

Here is additional information to help you through this process:

Using the attached **CIP Capital Expenditure Request Application**, please provide requests for **new and existing** capital projects or purchases your Department, Board, or Committee would like to make within the next six years (2016 to 2021) and estimate costs and potential funding methods for each.

Use the capital expenditure CRITERIA as defined on the previous page and this **CAPITAL EXPENDITURES** sidebar to help determine whether your idea is eligible for inclusion into the CIP.

If the project or purchase is eligible for any federal or state grants, matching funds, or loans, please indicate the specific \$ program on the **Application** for each project or purchase. **One Application needs to be completed for EACH New and Revised capital request.** When necessary, please attach additional pages to each **Application** for further explanation of each project. If you have detailed cost estimates from contractors, architects, engineers, sales representatives, etc., they should be attached. **Make additional copies of the Applications if needed or stop by the Building Department for more.**

The CIP Committee has established interview meetings for **July 28 and August 11** for Department Heads, and **September 22 and (if necessary) October 6** for Boards and Committees. During the planning process, the Committee will evaluate and prioritize all **Applications** and will develop the 2016-2021 CIP.

Please note that the CIP is an *advisory* document only; the inclusion of any particular project or purchase on your list, or its presence on the final CIP document does not commit the Town to make that expenditure. **Only a vote at Town Meeting on the Selectmen’s final budget can approve the funds for your capital project.** After adoption by the full Board of Selectmen, the CIP will be used as a reference by the Board during the annual budgeting and warrant article process. The CIP does NOT go to the annual Town Meeting for approval.

Thank you very much. The CIP Committee and Board of Selectmen greatly appreciate your assistance with this Town planning tool.

CAPITAL EXPENDITURES

Common examples of CIP items include:

- Architectural/engineering studies and/or feasibility analyses or plans.
- Road and bridge reconstruction projects (not maintenance).
- Installation of traffic signals.
- Construction of sidewalks and bicycle paths.
- Construction of recreational facilities.
- Construction/renovation/expansion of municipal buildings, including town hall, town offices, library, schools, fire/police station, highway department garage, etc.
- Acquisition of conservation land.
- Expansion of schools, school equipment, or school renovations.
- Acquisition of historic structures and sites.
- Installation/renovation/expansion of water lines and sewer lines.
- Property revaluation.
- Development of Master Plans.
- Lease and/or purchase of heavy equipment and vehicles such as police cruisers, fire equipment, and highway department equipment.

Items not eligible as CIP items include:

- Staff member(s).
- Maintenance or minor repairs.
- Items not meeting ALL capital expenditure criteria.
- Recurring items within operating budgets.

Remember

DEADLINE for Submission of Applications:

Friday, July 17 (Departments)

Friday, Sept. 11 (Boards/Committees)