

June 11, 2019

To: East Montpelier Officers, Boards, Committees and Community Organizations

From: Capital Improvement Committee

Subject: **Future Capital Projects**

After successfully developing a capital plan and budget for East Montpelier's current capital assets, the Capital Improvement Committee (CIC) continues to focus on new capital projects.. To accomplish this, we need to know what "big-ticket" items the town envisions.

We need your assistance in identifying capital projects that affect your organization, office or program. We are interested in projects at any stage of development – from conceptual idea to shovel-ready. Please fill out a Future Capital Projects Questionnaire – one form for each capital project. You may find the form on the Town's website (www.eastmontpeliervt.org under Boards & Committees/CIC).

The new Town Plan (Chapter 11) identifies many projects among its goals and actions. If any of them pertain to your organization, you may want to fill out a Questionnaire. A Questionnaire is recommended even if, initially, it may apply to a study or planning process with possible grant funding available.

For the purposes of developing a Capital Improvement Program, we want to know about projects that cost \$5,000 or more that will be needed in the next 10 years. Please note that identification does not ensure future funding.

We are asking that you **return the completed questionnaires to Don Welch** as electronic or hard copy documents **by July 18, 2019**.

If you need help filling out the questionnaire forms, please contact Don Welch (eastmontr@comast.net; 223-3133 x 207) to arrange to have someone from the Capital Improvement Committee assist you.

FUTURE CAPITAL PROJECTS QUESTIONNAIRE

*The purpose of this questionnaire is to assist the town in identifying and understanding future capital projects. Capital projects require significant expenditures for studies, design, acquisition, construction, maintenance or replacement of capital assets, such as property, facilities or equipment. For purposes of developing a Capital Improvement Program for East Montpelier, a capital project is any project costing **\$5,000 or greater**. Please think about what capital asset needs that you anticipate in the **next 10 years**. Describe each future capital project on a separate questionnaire form, providing as much detail as you can. Note that identification does not ensure future funding.*

Please return the completed future project questionnaire forms, either hard copy or by email, to Don Welch (eastmontr@comcast.net, or fax 223-4467).. Thank you!

Program/Committee/Commission Name: _____

Person Completing Questionnaire: _____

Date Completed: _____

1. Project Name:
2. Project Description: (For example: Do you need land, a facility, or equipment? What is the purpose of the project?)
3. Project Rationale: (Why is the project needed? Examples: Asset maintenance or replacement; Growth-related need; Service enhancement; Health or safety; Cost savings; Some other reason)
4. Date Project Needed:
5. Project Priority: (Check one) <input type="checkbox"/> Urgent need <input type="checkbox"/> Important to continuing program <input type="checkbox"/> Useful to program <input type="checkbox"/> Long term goal <input type="checkbox"/> Other
6. What types of types of funding or grant programs might be available for this project?
7. Estimated Project Cost:

Continue on next page

Project Name: _____

8. Project Budget: If available, provide estimates for the relevant budget categories below. (It is understood that proposed projects in the concept stage may not have budgets yet. If you don't have a project budget, just leave this section blank.)	
Studies	
Land	
Asset Purchase	
Design and Permitting	
Construction	
Equipment/Furnishings	
Site Work/Landscaping	
Contingency/Other	

Revised 8/2015