

May 28, 2020

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 (<https://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.

While you can submit this form at any time of the year, we are asking that you **return the completed questionnaires to Don Welch** as electronic or hard copy documents **by July 17, 2020**, as this is the start of our review/update for the year.

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