

# Capital Improvement Program(ming)

Adapted from original presentation presented by the  
Two Rivers-Ottawquechee Regional Commission  
with support from the Vermont Agency of Commerce and Community Development  
and the US Department of Housing and Urban Development



# What is Capital Budget and Program?

## **Title 24 § 4430**

- “(a) A capital budget shall list and describe the capital projects to be undertaken during the coming fiscal year, the estimated cost of those projects, and the proposed method of financing. **A capital program is a plan of capital projects proposed to be undertaken during each of the following five years, the estimated cost of those projects, and the proposed method of financing.**”

*Suggest going out to ten years to help smooth costs.*

# What is a “capital project”?

A capital project is any one or more of the following:

(1) Any physical betterment or improvement, including furnishings, machinery, apparatus, or equipment for that physical betterment or improvement when first constructed or acquired.

(2) Any preliminary studies and surveys relating to any physical betterment or improvement.

(3) Land or rights in land.

Or.... Any combination of the above.

*Suggest defining this as first step.*

# Why do a Capital Budget and Program?

- Planning for **major purchases** and for **major repairs** ensures a thoughtful process and the ability to gather cost and other data.
- Important decisions are made with **community input** and agreement.
- Planning for services important to the community **helps preserve them**.
- Budgeting for purchases over time can keep **tax rates roughly stable**.

# Foundation



## **Town Plan** (24 VSA sections 4382-85)

1. must contain a utilities and facilities element as well as a transportation element
2. is developed in public, adopted after public hearings
3. written by the Planning Commission, reviewed and approved by the Selectboard.

## **Capital Budget and Program** (24 VSA sections 4325, 4430, 4443)

1. Builds on the plan
2. The budget is for one year, the program for 5 years (or 10 years?)
3. Adopted by the Selectboard

# Who creates?

- Planning Commission
- Town manager/ administrator
- Other appointed group

# Where to start?

- Start simple
- Add a few things each year
- Don't sweat the dinky stuff (<\$5,000)

# Develop an inventory

present buildings



vehicles and equipment



utilities and infrastructure





**EXAMPLE****Public Works - Town Infrastructure**

|                                     |                     |     |  |      |
|-------------------------------------|---------------------|-----|--|------|
| <b>Does your town have a garage</b> |                     | YES | <b>Year Built?</b>                           | 1973 |
| <b>E911 Address</b>                 | 250 New Boston Road |     | <b>Is there a VTRANS garage within town?</b> | NO   |
|                                     | Norwich             |     |  |      |

|   |                             |     |                                     |     |
|---|-----------------------------|-----|-------------------------------------|-----|
| <b>Do you store vehicles at this location</b> |                             | YES |                                     |     |
|   | <b>Is the Garage heated</b> | YES | <b>Bathroom facilities on site?</b> | YES |

**Briefly assess the garage site including, safety, vehicle circulation, materials storage, etc.**

Large, multi-bay building. Large entrance and yard area for maneuvering vehicles.

No safety or infrastructure concerns at this time.

|  |        |     |  |                |
|--|--------|-----|--|----------------|
| <b>Do you have a sand pile on site</b> |        | YES | <b>Is there a chloride tank on site?</b> | YES            |
| <b>Fuel pumps on site?</b>             | Diesel |     |  |                |
| <b>Do you store salt on site?</b>      |        | YES | <b>How is it stored?</b>                 | Covered-Heated |

|  |  |    |
|--|--|----|
| <b>Is the Town Garage area adequate?</b> |  | NO |
|--|--|----|

**If no, briefly discuss what is needed to address this.**

There is a need to better develop the area around the sand pile that residents have access to.

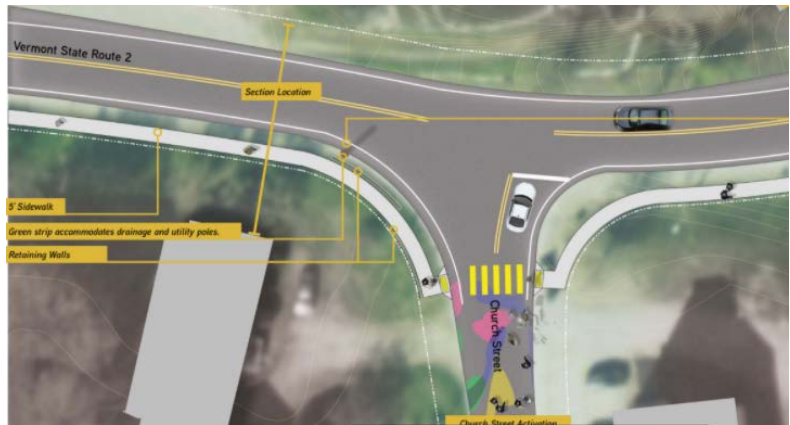
Often during freezing weather, residents are unable to get at sand designated for them and have to resort

to taking from the municipal pile. Should consider constructing a small structure for residents' sand.

# Identify potential projects + prioritize



- Existing Things (up keep)
- New things
- Engage the public!



# Prepare Cost Est. + Id. Funding Sources

- Rough costs are needed
- Is money necessary?
  - Can you do it with volunteers and donations?
- What kind of money?
  - Taxes? Grants? Bonds?

# Creation of Initial Master List

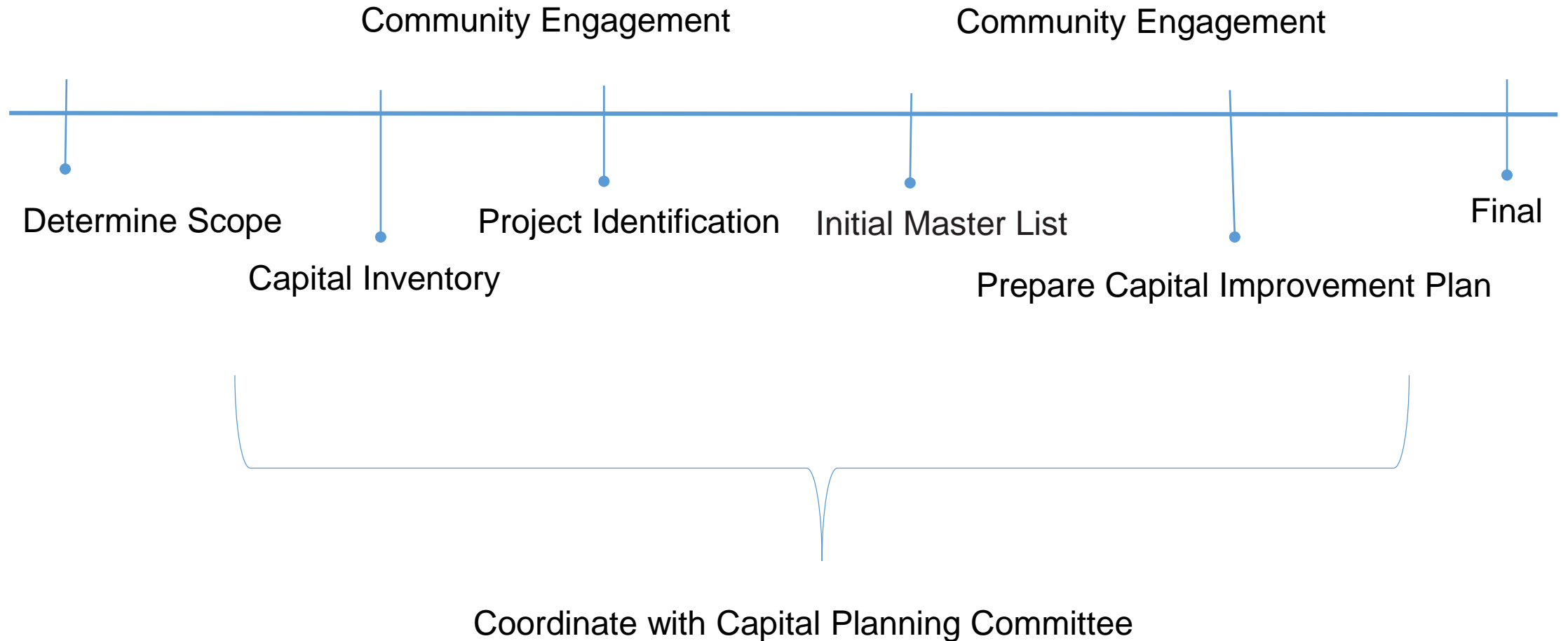
- Priority
- Order
- Timeline
  
- Engage the public!

# Who Adopts?

- **Select Board**

- Need for a Hearing, could be several, should be several!
- Transparency of budget process and revisions are key.

# Next Steps





Clare Rock  
Senior Planner, CVRPC  
[rock@cvregion.com](mailto:rock@cvregion.com)