

DRAFT Middlesex Capital Improvement Program Intake Form

The purpose of this form is to help the Budget Committee identify capital improvements that should be included in the 10-year capital plan. Capital improvements are major investments (\$5,000 or greater) such as buildings, furnishings, machinery, equipment, interests in land, or studies related to any betterment. Each proposed capital improvement shall be described in a separate form. **Please answer to the best of your ability.**

Person or committee submitting: _____

Date completed: _____

1. Project Name:
2. Please describe the proposed capital improvement:
3. Why is the capital improvement needed?
4. Projects will be reviewed based on, but not limited to, the following criteria. Please explain how the proposed capital improvement relates to the following criteria (additional information available in the CIP Planning Process Item 6.a.ii):
 - a. Is the capital improvement required by law?
 - b. Will the capital improvement impact public health and safety?
 - c. What impact will the capital improvement have on operating or maintenance expenses?
 - d. Does the capital improvement help maintain existing town assets?
 - e. Does the capital improvement contribute to the implementation of an ongoing phased project?
 - f. How does the capital improvement relate to an adopted plan or study?
 - g. What is the proposed funding source?
 - h. What is the anticipated impact on the municipal tax rate?
 - i. What is the estimated proportion of the town population that is served by the proposed capital improvement?

DRAFT

5. Is the capital improvement needed by a certain date? If so when?
6. Project Urgency: (Check one)
- a. _____ Urgent need
 - b. _____ Important to continuing program
 - c. _____ Useful to program
 - d. _____ Long term goal
 - e. _____ Other:

-
7. What types of funding or grant programs might be available for this project?
8. Estimated capital improvement cost: \$
9. Capital Improvement 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.)
- a. Studies:
 - b. Land:
 - c. Maintenance:
 - d. Reconstruction:
 - e. New Construction:
 - f. Design and Permitting
 - g. Equipment/Furnishings
 - h. Site Work/Landscaping
 - i. Contingency/Other

Project Score (for budget committee use)

Criteria	a.) Weight	b.) Rating (0-2)	Score (a.* b.)
Legal Requirements	4		
Public Health & Safety	4		

DRAFT

Reduce Operating Expense	4		
Maintain Existing Assets	3		
Ongoing Phased Project	3		
Availability of Grant Funding	3		
Relation to Adopted Plans	2		
Impact on Tax Rate	2		
% of Population Served	1		
Total Score			

DRAFT