

To: All Town of Wales Boards, Committees and Departments
From: Capital Improvements Planning Committee
Date: 12/11/2017
Subject: Capital Requests & Department Inventory

The Capital Improvement Planning Committee (CIPC) would like to request two pieces of information from your Board, Committee or Department so that we can assist the town in preparing for the future.

First, we are attaching a copy of the Capital Project Request Form. Below are some guidelines in filling out this request. Capital Project Request Forms will be due on Monday, January 8th.

- Capital Request Forms should only be submitted for items needed in the next fiscal year or in within the next 5 years.
- The types of items considered to be a Capital Project (or purchase) is ANY item where the town would be required to spend \$25,000 or more AND its useful life is expected to last 5 years or longer. Examples include the purchase of new vehicles/equipment, major vehicle/equipment upgrades, building/property renovation or purchase, IT expenses, designs/engineering/plans, service contracts, or any other expense that your department would not normally be able to cover with your existing budget, which costs more than \$25,000.
- Medium to large items that may be covered in part or in whole by grants or other outside funds should be included so they may be included in town's long range planning.
- Items that do not need to be provided would be anything that you normally manage to cover or handle using your existing annual budget. Examples would include common and expected equipment repairs, smaller updates to town buildings, or roads paved with Chapter 90 funds.

The second item that we are requesting is an Updated Inventory from your board, committee or department. The CIPC has a partial inventory of town property/equipment, however it is now outdated and we are looking to compile an updated inventory so we can assist in managing the town's future needs. Below are some guidelines for preparing your inventory list.

Department Inventory Lists will be due on Monday, February 5th.

- Items to be included in your department's inventory include: vehicles, equipment, and anything that could not be replaced/repaired using your annual budget AND its usefulness is depreciating in nature.
- Town buildings and real estate property will eventually be added to the inventory, but this will occur at a later point.

Any questions can be sent to CIPC@townofwales.net or placed in our Box at the Town Hall. The next CIPC meeting is scheduled for Wednesday, January 10th at 5:30PM.