

5/10 (2)

Memorandum

To: The Board of Selectmen
From: John Murray
Date: 5/7/2004 *John*
Re: Capital Improvement Plan

As Board members are aware, the 2020 Group has requested the Town provide it with a 5-year Capital Improvement Plan (CIP) by mid-June. The CIP is to be presented in priority order and all items listed on the CIP shall meet the 2020 consensus definition of capital.

The consensus definition of capital requires that we devise a CIP, which will differ from past plans by five major items:

1. Capital Items will have a minimum cost of \$25,000 (grouping of like items below \$25,000, which in total cost more than \$25,000 is allowed)
2. Capital Items shall have a minimum service life expectancy of 3 years.
3. Capital Items shall consist of items of a nonrecurring nature
4. Capital Items will be listed on the CIP regardless of funding mechanism
5. Capital will be identified into the 3 major categories set forth by the 2020 Group.

On Wednesday morning, Don provided the consensus definition of capital to staff and instructed staff to begin to prepare their departmental 5-year Capital Improvement Plans. Attached is a draft proposal regarding a CIP mission statement, CIP goals, and a list of CIP guidelines. Given the expedited schedule, we believe such a document is advisable for it provides a solid foundation for the Town Manager and the department heads to build upon. We ask that Board members review the attached document, adopt, reject, or modify the proposal as they see fit.

Further, we recommend that Don present for the Board consideration his recommended CIP (in summary form only) at the Board's June 14 meeting. This schedule will maximize the amount of time the department heads have to construct their departmental plans and hopefully allow one or two days for the department heads to gather together and present a consensus annual priority listing to Don for his consideration. We respectfully ask that the Board approve the proposed schedule.

Draft Capital Improvement Plan Mission Statement

Improving the quality of life of its citizens is the Town of Acton's mission and the foundation of the Capital Investment Plan. The Plan's goal is to maintain or replace high priority infrastructure as needed. By facilitating economic development, enhancing the tax base and protecting the community's safety and environmental resources, the Capital Investment Plan benefits all segments of the community and supports all roles of municipal government. The Plan is developed in a collaborative manner and acknowledges Smart Growth principles.

Goals of the Capital Improvement Plan

1. To develop and implement a capital program, which will:
 - Strengthen the citizen's quality of life
 - Sustain effective land use decisions
 - Support the Town's land use plan
 - Strengthen neighborhoods
 - Safeguard the environment
 - Expand transportation choices
 - Enhance the livability of the Community
2. To affirm neighborhoods as a foundation of the community and emphasize a reinvestment program for all neighborhoods.
3. To form partnerships with citizens and businesses to leverage private development gifts and make the community one of choice for living, working and leisure activities.
4. To serve as a platform for economic development through the funding of priority projects in targeted village areas.
5. To provide a balanced capital plan which funds the highest priority community needs in a variety of program areas.
6. To anticipate infrastructure and facility needs resulting from future changes in the Town's density and consistent with the Selectmen's development and growth policies.
7. To comply with applicable federal and state mandates.

Draft guidelines for developing and implementing the Capital Improvement Plan

1. Evaluate capital project requests according to the following priorities:
 - Priority 1: Maintenance and/or retrofitting of existing infrastructure
 - Priority 2: Replacement of existing infrastructure
 - Priority 3: Expansion of existing infrastructure
 - Priority 4: New infrastructure