

TO: All Officers, Boards, and Committees:

FROM: Capital Improvement Committee (CIC)

DATE: May 14, 2008

**SUBJECT: Capital Improvement Project Proposals for Fiscal Year 2010:  
July 1, 2009 – June 30, 2010**

Attached are the Project Proposal forms (A through D) to be used in submitting **proposals** for capital improvement projects. These forms are also available on the Capital Improvement Committee's webpage on the town's website. Please use the state contract prices as the basis of cost estimates. State contracts are available at the State Purchasing Agent's website: <http://www.mass.gov/osd>. If a state contract does not exist for your project, please provide a price quotation from at least (3) vendors qualified to perform the work. Price quotations must reflect prevailing wages where applicable. The deadline for the submission of your requests, as required by Town Bylaw 4-13 Section 2, is no later than **September 1, 2008**.

In making requests, please remember that the Hanover By-law 4-13 defines a capital outlay as being "the acquisition of land or an expenditure of at least \$10,000 having a useful life of at least three years."

**The Capital Program (Form B FY11-FY19) is a critical part of the capital planning process because it alerts the CIC as well as the Advisory Committee to expected future expenditures. This allows the Committees to better allocate revenue between the operating and capital budgets for both current and future years. Unfortunately, many of you either fail to provide this information, or fail to provide realistic projections. Please take the time to complete this section properly.**

Also, to be considered by Town Meeting, your requests need to be submitted to the Board of Selectmen, normally in the month of January, in the form of an "**article for Town Meeting**". The CIC is not responsible for submitting articles on your behalf.

Thank you for your assistance. Please contact the Capital Improvement Committee at [capitalimprovement@hanover-ma.gov](mailto:capitalimprovement@hanover-ma.gov) with any questions.



**Projections for nine year Capital Program**

**COST ESTIMATES:**

<b><u>PROJECT TITLE</u></b>	<b><u>FY11</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>	<b><u>FY17</u></b>	<b><u>FY18</u></b>	<b><u>FY19</u></b>
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

Totals:

## Vehicle & Equipment Inventory

Please provide the following information for all motor vehicles and capital equipment under your control.

	<u>Make</u>	<u>Model Year</u>	<u>License Plate Number (if any)</u>	<u>Year Acquired</u>	<u>Mileage &amp;/ or Engine Hours</u>
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____
6)	_____	_____	_____	_____	_____
7)	_____	_____	_____	_____	_____
8)	_____	_____	_____	_____	_____
9)	_____	_____	_____	_____	_____
10)	_____	_____	_____	_____	_____
11)	_____	_____	_____	_____	_____
12)	_____	_____	_____	_____	_____
13)	_____	_____	_____	_____	_____
14)	_____	_____	_____	_____	_____
15)	_____	_____	_____	_____	_____
16)	_____	_____	_____	_____	_____
17)	_____	_____	_____	_____	_____
18)	_____	_____	_____	_____	_____

Please use additional pages of this form as needed.

## **Status Report**

Please submit a brief status report on each of the projects that you received funding for in fiscal years 2008 and 2009.