

Process for Preparing a
Capital Improvements Plan
For the Town of Litchfield

The goal is to begin the development of an on-going Capital improvements Plan, beginning in the fiscal year July 1, 2015 through June 30, 2016. This activity is in support of recommendation #16 in the Implementation Plan section of the Town of Litchfield 2013 Comprehensive Plan Update.

During the first year, we will concentrate on putting a basic plan into action by starting an inventory of capital assets, developing a list of items to be purchased/replaced in the next five years and proposing a funding mechanism for the current year expenditures.

This process is based on steps described in [Developing a Capital Improvements Program – A manual for Massachusetts communities, March 1997](http://www.mass.gov/dor/docs/dls/publ/misc/cip.pdf)
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Activity	Due Date	Responsible Person	Notes	Status
Establish CIP Process				
Propose plan to Town Manager	Oct 2014	BC	BC met with Trudy and offered assistance in preparing plan	Done
Get approval of Selectmen	Dec 2014	TM, BC	Trudy included in Oct report to SM, they desire a meeting with BC to discuss the justification and scope of the process	
Define “Capital Asset”	Dec 2014	TM, SM	BC recommends	
Define “N” – number of years to look ahead in plan	Dec 2014	TM, SM	BC recommends	

Prepare Capital Asset Inventory					
Start with MMA Insurance Inventory	Nov 2014	TM, BC		Trudy provided BC with copy. Don developed and populated spreadsheet of Form A	Done
Dept heads review and update inventory to include items expected to be replaced within N+1 years	Jan 2015	TM, Dept Heads			
Determine status of already approved projects			TM		
Review existing projects to determine if they will carry into FY 2015-16 or beyond			TM	Note additional and surplus financial needs	
Assess Litchfield Financial Capacity			BC		
Examine trends in debt, income and expenses.	Feb 2015	BC		David will update trend data in 2013 Comp Plan	
Propose financing guidelines including limits for debt, income and expenses	Mar 2015	BC			
Develop Project Requests					
Prepare Project Request Form for all projects having impact in FYs 2015+N	Feb 2015	Dept Heads		Don has prepared spreadsheets for Forms B and C	
Evaluate Project Requests and prepare findings	Mar 2015	TM, BC			
Establish Project Priorities					
Select projects to be included in FY 2015-16 Budget and N year CIP	Apr 2015	SM			

Develop CIP Financing Plan

Develop proposal for financing proposed projects and prepare Program Plan May 2015 TM, BC?

Adopt Capital Improvements Program

Prepare article for 2015 town meeting May 2015 SM

Approve FY 2015-16 CIP Jun 2015 Voters

Monitor Approved Projects

Conduct semi-annual review of active projects TM, SM, BC

Update Capital Programs

Update as part of FY 2016-17 budget TM, SM
