



Commonwealth of Massachusetts
Town of Williamsburg
141 Main Street, P.O. Box 447
Haydenville, Massachusetts 01039-0447
Capital Planning Committee

To: All applicable town boards and departments

October 26, 2009

From: Capital Planning Committee

Re: Capital Expenditure Plan, FY2011

The Capital Planning Committee seeks your assistance in updating the town's five-year Capital Expenditure Plan. Its purpose is to help the town plan for anticipated future capital expenditures. We are therefore asking not only for capital expenditure requests for the upcoming budget year (FY2011) but for five years beyond as well (FY2012-16). Capital expenditures include all expenditures on equipment or projects that cost \$10,000 or more and have a useful life of at least five years.

All capital expenditure requests for the next fiscal year must be submitted to the Capital Planning Committee with a copy to the selectboard. Requests coming from those departments under the jurisdiction of the Board of Selectmen, Highway, Fire, and Police, will be submitted directly to the selectboard for prior approval. The Capital Planning Committee will review and forward the requests to the Finance Committee with its funding recommendations. If accepted by both committees the request will be forwarded to the selectboard for an article to be placed on the town warrant.

This packet includes three forms: a) a Capital Facilities and Equipment Inventory (**two parts on two different sheets**), on which we ask you to update your department's inventory of facilities and equipment valued at \$10,000 or more with a note of any additions or removals during the past year; b) a Capital Equipment Purchase Request (e.g., vehicles or machinery); and c) a Capital Project Request (e.g. building repairs or improvements, land purchases). Any requests from prior years that were not approved by town meeting must be resubmitted if you want them to be included in this year's Plan. We are providing the **forms in electronic format** this year and would prefer requests use that format. They are available on the Town website and are also available in printed format.

We include the most recent Capital Plan and ask you to indicate if there are any changes in your department's future requests as they appear on our spreadsheet. It is important that the costs of future requests be updated on an annual basis in order to keep the Capital Plan as accurate as possible.

We understand that the exact timing and amounts of future capital expenditures may be difficult to forecast precisely, and the further out, the greater the uncertainty about costs and timing will be, but Town policy requires that current capital requests be accompanied by actual **vendor quotes in a form approved by the Town's Procurement Officer**. We also ask that departments demonstrate that they have made a thorough search for additional sources of funding (e.g., state and federal grants or matching funds) for their capital expenditures.

Please return your completed forms to the Capital Planning Committee electronically to TownAdmin@burgy.org or at the Town Office CPC mailbox by February 15, 2010 or, if appropriate, the selectboard by **December 15.** If you have any questions about what constitutes a capital expenditure or how to complete these forms please feel free to contact any member of the Capital Planning Committee below. Thank you very much for your cooperation in helping to develop a long-range Capital Expenditure Plan for Williamsburg.

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