

***Town of Ellington
Capital Improvements
Program Policy***

***Fiscal Year
2014-2015***

TOWN OF ELLINGTON FIRST SELECTMAN'S OFFICE



MEMO

Date: October 7, 2013
To: Agency Chairpersons and Department Heads
From: Maurice W. Blanchette, First Selectman *MWB*
Subject: 2014-2015 Capital Improvements Budget Requests
2014 Meeting Schedule

2014-2015 CAPITAL IMPROVEMENTS BUDGET REQUESTS:

DUE DATE: Friday, November 15, 2013:

The due date for submittal of Capital Improvement requests is November 15, 2013. Every effort should be made to meet this deadline.

Attached is the procedure and form to be used for budget request submittals. Include as much detail as possible in preparing Capital Improvement Budget Requests.

2014 MEETING SCHEDULE:

DUE DATE: Monday, December 2, 2013:

In accordance with CT State Statutes, every town agency is required to file with the Town Clerk a schedule of regular meetings for the ensuing year; and no such meeting of any such public agency shall be held any sooner than thirty days after such schedule has been filed. Please be advised that compliance with this regulation is required in order to continue the regular operation of the town's boards, agencies and commissions. Since no meeting may be held any sooner than thirty days after the schedule has been filed, **please file your 2014 Meeting Schedule with the Town Clerk no later than Monday, December 2, 2013.**

Enclosed is a list of the 2014 holidays that will be observed by the Town of Ellington. No agency shall meet on any of the designated holidays. In addition, the Jewish holidays for 2014 have also been listed for your information. Kindly consider these holidays when planning your meeting schedule and functions. No meetings are scheduled at Town Hall on Thursday or Friday evenings. **Per Town Charter, no meetings may be held on the evening of the Annual Town Budget Meeting which is Tuesday, May 13, 2014.**

FREEDOM OF INFORMATION [FOI]:

Please be reminded that any Town of Ellington "public agency" must file an agenda and minutes of its meetings with the Town Clerk. The FOI definition of "PUBLIC AGENCY" for purposes of complying with the FOI law includes: *ANY COMMITTEE, SUBDIVISION, AGENCY, DEPARTMENT, INSTITUTION, BUREAU, BOARD OR COMMISSION OF STATE AND LOCAL GOVERNMENT.*

We appreciate receiving copies of all agendas and minutes. This procedure has allowed the First Selectman's Office to be kept informed of all the important town deliberations.

Thank you all for your continued cooperation.

MWB/ms
Enclosures

cc: Board of Selectmen
Stephen Cullinan, Superintendent of Schools
Meg Devlin, BOE Director of Business Services

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TOWN OF ELLINGTON CAPITAL IMPROVEMENTS PROGRAM

1. Charter Requirements:

In accordance with Section 504 of the Charter the Board of Selectmen (BOS) is required to prepare a Capital Improvements Program for the town on an annual basis.

"...Board of Selectmen shall present to the Board of Finance a program concerning municipal improvements of proposed capital projects for the ensuing fiscal year and for five (5) fiscal years thereafter. Estimates of the costs of such projects shall be submitted to the Board of Selectmen by each department, office and agency annually by December 1,..."

2. Purpose:

The Capital Improvements Program is a planning tool used on an annual basis to evaluate the adequacy of existing facilities and to project the timely replacement of public safety equipment. In evaluating the needs of the town in terms of major public improvements the entire range of public facilities and service requirements must be reviewed. All town agencies and departments are requested to submit requests for Capital Improvements Projects. The planning period is to be no less than six years and can be as many as twenty years into the future.

3. Benefits:

Long-range planning to responsibly assess the Town's needs for major public improvements:

a. Stabilization of the Tax Rate - A Capital Improvements Program helps the town avoid a dramatically fluctuating tax rate by scheduling capital improvements of a lower priority or developing projects in annual phases. A Capital Improvements Program enables a town to determine the impact new capital improvements will have upon the operating budget and what the appropriate mix of financing should be.

b. Anticipation of Service Problems and Needs - A Capital Improvements Program enables a community to anticipate future service needs and problems and potential service interruptions before they occur.

c. Managing Development - By directing the placement of capital improvements such as water and sewer extensions, purchases of conservation land, street paving, etc., officials can influence the development and redevelopment of various parts of the community.

d. Coordination of Projects - A Capital Improvements Program enables the coordination of the activities of municipal agencies. Such coordination helps eliminate duplication, delays, and conflicts in programs and construction schedules.

e. Improvement of Management Practices - Use of a Capital Improvements Program encourages the systematic analysis of needs, resources, and solutions to local problems.

4. Statement of Official Policy:

Definition - AN ITEM VALUED AT \$10,000 OR MORE THAT ADDS TO OR SUSTAINS THE FIXED ASSET INVENTORY OF THE TOWN AND HAS A LIFE EXPECTANCY OF FIVE YEARS OR MORE.

A Capital Improvement Project requires an expenditure of public funds, over and above annual operating expenses, for the purchase, construction, or replacement of the physical assets of the town. In accordance with the State of Connecticut State Statutes a Capital Improvement Project is described as a "major improvement" or betterment, of a non-recurring nature, to the physical plant of the municipality, as differentiated from ordinary repairs or maintenance of a recurring nature."

5. Budget Request Procedure/Schedule:

November, 2013 through May, 2014 - 6 months)

<i>November 15</i>	Due date for Capital Improvement Budget Requests to be submitted to the BOS.
<i>December/January</i>	BOS Capital Improvements Committee (CIC) Budget Requests hearings held.
<i>January</i>	BOS meets to discuss budget requests/recommendations of CIC
<i>No later than February 25</i>	BOS shall recommend to the Board of Finance (BOF), at BOF meeting, the Capital Improvement Projects to be undertaken.
<i>No later than March 15</i>	Finance Officer presents budget to Board of Finance.
<i>Prior to March 31</i>	BOF holds budget hearings for boards, agencies and commissions at Town Hall.
<i>April 8</i>	Public Hearing on the budget at High School Auditorium.
<i>April 10</i>	BOF budget deliberations.
<i>Within 15 days of Public Hearing</i>	BOF recommend a budget which includes Capital Improvements Projects.
<i>At least 5 days before Town Meeting</i>	BOF publish budget recommendations in newspaper and make copies available in Town Clerk's office.
<i>May 13</i>	Annual Town Budget Meeting - High School Auditorium (8 p.m.)

6. **Capital Improvement Appropriation Procedure:**

According to the procedure that has been followed by the Town of Ellington, each Capital Improvement Project included in the Annual Town Budget Document must be again approved by the requesting agency with specifications and an estimated budget for the project. BOS, BOF, Planning and Zoning Commission (PZC) and Town Meeting approvals must be secured for projects that are to be bonded (road construction, site acquisition, building construction, major building repairs, etc.)

Authorization to Expend:

<i>Approval by Requesting Agency (30 days)</i>	Capital Projects are subject to the bidding procedures and accordingly specifications are required in order to have the project put out to bid. These specifications are developed and provided by the requesting agency and submitted to the BOF for review and final approval.
<i>Approval by BOS, BOF, PZC & Town Meeting (90 days)</i>	Upon approval of the BOS, BOF, PZC (if appropriate) and Town Meeting, the town attorney prepares the bid documents. The Finance Officer prepares to put the specific project out to bid (with BOS and BOF concurrence a Capital Improvement Project can be put out to bid without an appropriation being in place as long as the legal notice stipulates that funding has not been approved). The bidding process requires at least ten days public notice plus preparation time.
<u>Bidding Process(30 days)</u>	
<i>Requesting Agency Recommendation (30 days)</i>	The requesting agency, by resolution, recommends award of the bid for the specific Capital Improvement Project to the BOS.
<i>Award of Bid (30 to 90 days)</i>	The BOS, by resolution, awards the bid as recommended by the requesting agency.
<i>Consultant Services (See Above)</i>	Should the Capital Improvement Project be of such magnitude that a consultant needs to be hired to prepare specifications, then a contract and budget is required for the consultant as well. The requesting agency or BOS may require that the bidding procedure be used to select a consultant.
<i>Waiving Bidding Procedure</i>	Should the requesting agency ask that the bidding procedure be waived by the BOS, specific reasons stating why it would be in the best interest of the town to do so must be presented in the form of a resolution to the BOS.

7. Priority:

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| <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; text-align: center; line-height: 20px;">1</div> | Committed Projects: | Projects already in progress or for which Town Meeting approval has already been received. |
| <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; text-align: center; line-height: 20px;">2</div> | Urgent Projects: | Projects which will eliminate a PROVEN or OBVIOUS hazard to public health or safety. |
| <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; text-align: center; line-height: 20px;">3</div> | Needed Projects: | Projects which are needed to replace unsatisfactory conditions in existing facilities or projects which are needed to provide minimum services. |
| <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; text-align: center; line-height: 20px;">4</div> | Desirable Projects: | Projects which will result in reduced operating costs and projects which will eliminate a POTENTIAL hazard to public health or safety, or will eliminate a nuisance condition. |
| <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; text-align: center; line-height: 20px;">5</div> | Acceptable Projects: | Projects to provide a new facility or asset, or to improve an existing standard of service. |

8. Form:

Capital Improvement Program Survey (see attached).

CAPITAL IMPROVEMENT PROGRAM SURVEY

PROPOSED PROJECT DETAIL										
Agency/Department:							Project Name:			
Project Description:							Priority Rank by Agency/Department			
							☐ #1 Committed Project	☐ #2 Urgent Project	☐ #3 Needed Project	☐ #4 Desirable Project
Justification:							Required/Desired Date of Project Completion:			
Benefits:							Type of Project:			
Costs if not implement:										
ESTIMATED PROJECT COSTS	FUNDING SOURCE*	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	TOTAL	DEFERRED PROJECTS	SOURCE OF COST ESTIMATES
Planning & Engineering										
Site & ROW Acquisition										
Construction										
Equipment Purchases										
Other (Identify)										
SUBTOTAL										
New Personnel										
Annual Maintenance										
TOTAL COST TO TOWN										

*FUNDING SOURCE: (1) Capital Non-Recurring Fund; (2) Short-Term Note; (3) Bond Issue; (4) Grant; (5) Trust Fund; (6) Special Assessment; (7) General Fund; (8) Other



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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2014 Holidays

ELLINGTON TOWN OFFICES CLOSED

Wednesday	January 1	New Year's Day
Monday	January 20	Martin Luther King Day
Monday	February 17	Presidents' Day
Friday	April 18	Good Friday
Monday	May 26	Memorial Day
Friday	July 4	Independence Day
Monday	September 1	Labor Day
Monday	October 13	Columbus Day
Tuesday	November 11	Veterans' Day
Wednesday	November 26	½ Day per Union Contract
Thursday	November 27	Thanksgiving Day
Friday	November 28	Friday after Thanksgiving
Wednesday	December 24	½ Day per Union Contract
Thursday	December 25	Christmas Day

JEWISH HOLIDAYS

ELLINGTON TOWN OFFICES OPEN

Tuesday	April 15	First Day of Passover
Thursday	September 25	Rosh Hashanah
Saturday	October 4	Yom Kippur
Wednesday	December 17	First Day of Hanukkah

It would be appreciated if meetings are not called on evenings falling on Jewish holidays.