

TOWN OF ELLINGTON FIRST SELECTMAN'S OFFICE



MEMO

Date: October 20, 2017
To: Agency Chairpersons and Department Heads
From: Lori L. Spielman, First Selectman *LS*
Subject: 2018-2019 Capital Improvements Budget Requests
2018 Meeting Schedule

2018-2019 Capital Improvements Budget Requests: Due December 1, 2017:

Attached are the Capital Improvements Program Policy & Procedure and the Capital Improvement Survey Form to be used for budget request submittals. Include as much detail as possible in preparing Capital Improvement Budget requests. **Please be advised that a current quote must be included with Capital Improvement Program Survey forms when submitting a Capital Improvement budget request.**

The deadline for submittal of Capital Improvement requests is December 1, 2017. Please fill out the Survey Form and email it, along with quote, no later than the deadline to:

Nick DiCorleto at	ndicorleto@ellington-ct.gov
Felicia LaPlante at	flaplante@ellington-ct.gov
LouAnn Cannella at	lcannella@ellington-ct.gov

2018 Committee/Commission/Agency Meeting Schedule – Due December 1, 2017:

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 2018 Meeting Schedule with the Town Clerk no later than Friday, December 1, 2017.**

Attached is a list of the 2018 holidays that will be observed by the Town of Ellington. No agency shall meet on any of the designated holidays. 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 8, 2018.**

FREEDOM OF INFORMATION ACT [FOIA]:

Please be reminded that any Town of Ellington "public agency" must file an agenda and minutes of its meetings with the Town Clerk. The FOIA definition of "PUBLIC AGENCY" for purposes of complying with the FOIA 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 important town deliberations.

Thank you all for your continued support.

LS/lac
Attachments

cc: Board of Selectmen
Dr. Scott Nicol, Superintendent of Schools
Brian Greenleaf, BOE Director of Finance & Operations
Felicia LaPlante, Assistant Finance Officer/Deputy Treasurer

TOWN OF ELLINGTON CAPITAL IMPROVEMENTS PROGRAM

Policy & Procedure

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 \$20,000 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:*

<i>December 1</i>	Due date for Capital Improvement Budget Requests to be submitted to the BOS.
<i>January</i>	BOS holds Capital Improvements Hearing, with Board of Finance (BOF) in attendance, for presentation of requests.
	BOS Capital Improvements Committee (CIC) holds Capital Improvement Budget requests hearing(s).
	BOS meets to discuss Capital Improvements Budget requests/recommendations of CIC.
<i>No later than last Tuesday in February</i>	BOS shall recommend to the 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>2nd Tuesday in April</i>	Public Hearing on the budget at High School Auditorium.
<i>Thursday after 2nd Tuesday in April</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>2nd Tuesday in May</i>	Annual Town Budget Meeting - High School Auditorium

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.
Bidding Process:	
<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:

- 1** Committed Projects: Projects already in progress or for which Town Meeting approval has already been received.
- 2** Urgent Projects: Projects which will eliminate a PROVEN or OBVIOUS hazard to public health or safety.
- 3** Needed Projects: Projects which are needed to replace unsatisfactory conditions in existing facilities or projects which are needed to provide minimum services.
- 4** 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.
- 5** Acceptable Projects: Projects to provide a new facility or asset, or to improve an existing standard of service.

8. Form:

Capital Improvement Program Survey Form (see attached).

Approved BOS: 11/18/1985
Revised BOS: 10/24/1988
Revised BOS: 09/15/2014

CAPITAL IMPROVEMENT PROGRAM SURVEY FORM

PROPOSED PROJECT DETAIL											
Agency/Department:		Project Name:									
Project Description:		Priority Rank by Agency/Department ☐ #1 ☐ #2 ☐ #3 ☐ #4 ☐ #5 Committed Project Urgent Project Needed Project Desirable Project Acceptable Project									
Justification:		Required/Desired Date of Project Completion:									
Benefits:		Type of Project:									
Costs if not implement:											
ESTIMATED PROJECT COSTS	FUNDING SOURCE*	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	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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TEL 870-3100 FAX 870-3102
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2018 Holidays

Ellington Town Offices Closed

Monday	January 1	New Year's Day
Monday	January 15	Martin Luther King Day
Monday	February 19	Presidents' Day
Friday	March 30	Good Friday
Monday	May 28	Memorial Day
Wednesday	July 4	Independence Day
Monday	September 3	Labor Day
Monday	October 8	Columbus Day
Monday	November 12	Veterans' Day (observed)
Wednesday	November 21	½ Day [Offices close at noon]
Thursday	November 22	Thanksgiving Day
Friday	November 23	Friday after Thanksgiving
Monday	December 24	½ Day [Offices close at noon]
Tuesday	December 25	Christmas Day