

TOWN OF ELLINGTON CAPITAL IMPROVEMENTS PROGRAM

Policy & Procedure

1. Charter Requirements:

In accordance with Section 604 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.” One-time funding requests will be considered, as well as incremental funding requests. All requests must be appropriately supported by estimates, quotes, project descriptions and/or other project justification materials.

5. Budget Request Procedure/Schedule (as required by Town Charter):

<i>December 1</i>	Due date for Capital Improvement Budget Requests to be submitted to the BOS.
<i>January</i>	
	BOS holds Capital Improvement Budget requests hearing(s) for presentation of requests with the Board of Finance members in attendance. At the presentation, BOS will deliberate on requests.
<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 Finance Officer for review and final approval.
<i>Approval by BOS, BOF, PZC & Town Meeting (90 days)</i>	Upon appropriate approvals, the Town Attorney reviews 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:

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| [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 to be determined and modified, as needed, by the Finance Officer/Treasurer.

Approved BOS: 11/18/1985
Revised BOS: 10/24/1988
Revised BOS: 09/15/2014
Revised BOS: 04/11/2022
Revised BOS: 03/10/2025