

Annual Report 2008 Capital Improvement Planning Committee

I'm excited to report that at the end of 2007, the Capital Improvement Planning Committee started meeting consistently and developed a policy statement, systematic criteria and an evaluation process for identifying capital purchases in accordance with Article XXXI of the By-laws for the Town of Southampton.

The goal of the Capital Improvement Committee's program is to provide a means of planning for the maintenance and/or improvement of the capital assets and infrastructure of the Town of Southampton.

We assert that the maintenance of the infrastructure and capital assets of the Town is of vital importance to the delivery of the quality services. To this end, this committee is dedicated to accomplishing the following objectives:

- ✓ To review, plan, and coordinate capital improvements so as to promote a systematic, organized replacement and acquisition schedule;
- ✓ To insure that, given limited resources, the capital needs of the community are met;
- ✓ To present a sound financial package so as to stabilize and level out the debt of the Town. It should assure timely planning for the most economical method of financing capital improvements;
- ✓ To insure wider community participation in the planning of projects and to reduce the pressure to fund a project which may not be as high of a priority as another project;
- ✓ To promote a more effective administration and coordination of capital projects so as to reduce scheduling problems, such as conflicting or overlapping projects not only among local departments but also among other local and state agencies and private enterprises such as the gas and electric companies.

In reviewing the requests submitted by departments our committee uses the following criteria for evaluation:

1. **Imminent threat to the health and safety** of citizens/property.
2. **Maintenance** of operations/necessary expenditure. This does not include ordinary maintenance but rather maintaining a current service level through improvement of a capital asset. These may be major expenditures that will avoid costly replacement in the future.
3. Requirement of State or Federal Law/regulation.
4. Improvement of **infrastructure**.
5. Improvement of **productivity**.
6. **Alleviation** of an overtaxed/overburdened situation.

The relationship of the project to other town projects and needs will also be considered in the review and prioritization.

Using this program, and through a focused effort of the department heads and the members of the committee, we crafted a capital improvement plan and funding schedule for the period of FY09-FY13.

At Annual Town Meeting in May of this year, the plan was presented and the amount of \$158,942 was voted out of Stabilization funds, an account restricted by home-rule petition to pay for capital purchases only, to fund projects and items on the plan scheduled to begin in FY10. As of this printing, all equipment shown in this year has been purchased and projects have been started.

We are currently meeting with department heads and working toward an update of the plan for FY10-FY14 to be presented this May.

If you have any questions about our committee, its policy statement or planning procedures or about the plan in general, please feel free to call me directly at (413) 527-3600 or contact Diana Schindler, Town Administrator, at (413) 529-0106.

Respectfully submitted,
Bruce Coombs, Chair

On behalf of members:

Tim Huber
William Kaleta
Nancy Labombard
Tom Whiteley