



Town Administrator
Jeremy Marsette

TOWN OF SHERBORN

**19 Washington Street
Sherborn, MA 01770**

Select Board

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October 29, 2023

To: All Department Heads, Boards & Commissions
From: Jeremy Marsette, Town Administrator

RE: FY25 Capital Budget Requests and Six-Year Capital Plan Update

Deadline: FY2025 departmental capital budget requests are due **5:00 PM on Friday, November 24, 2023.**

Overview: Capital projects represent a significant investment by the community, and it is necessary to provide all stakeholders with relevant information related to the request. For the FY2025 budget cycle, we will work to streamline the planning process and present the requests to the Capital Budget Committee, Select Board, Advisory Committee and ultimately the voters in a consistent manner so that they can make their decisions. The Capital Budget Committee will not only consider the request and available funding but will also consider the Department's capacity to complete the project in the fiscal year requested. This year's capital budget will also include an update of the six (6) year plan.

Capital Expenditure Definition: A capital expenditure is defined as the purchase or acquisition of goods and services with a cost or value of \$25,000 or greater or an anticipated useful life of five (5) years or more. An expenditure may be a single item, multiple purchase of the same item, or a group of substantially similar items. Further, the Committee may include or exclude a proposed expenditure, if in the judgement of its member's common sense and practicality so dictate.

FY2025 Submission Requirements: The annual capital budget requests for FY25 must be received on the provided FY2025 Capital Request Form. Please attach additional quotes, specifications, engineering proposals, etc as necessary to fully explain the rationale for your request. Completed forms should and supporting information should be returned to me. This information will be organized and forwarded to the Capital Budget Committee for review. Based on information and presentation, the Committee with support from the Town Administrator / Finance Director will prioritize the projects on a Town-wide basis for recommendation to the Select Board and Advisory Committee.

The **project description** is meant to be brief and informative. The idea is to help decision makers understand the importance of the request. Explain what you are requesting and why it is necessary in the requested fiscal year. If this purchase allows your department/agency to add or expand a service, explain what that is. If this purchase replaces existing equipment and/or repairs infrastructure, explain if this request is in line with a planned maintenance schedule or if this purchase is earlier than anticipated.

Your department/board is required to identify the **prioritization of your project**, especially if department/board is requesting more than one project. It is not reasonable to rank all requests as highly needed while also understanding that capital resources must be available for town-wide investments and that the funding available is finite. Each project request should reasonably prioritize requests for the department/board. Further, project requests should address the department/board's capacity to oversee the project from concept through completion within the requested fiscal year. If you need assistance from other departments to support this project, please indicate anticipated support needs so the Capital Budget Committee can understand town-wide impacts of the requests considered.

FY2025-FY2030 Project Review: The Capital Budget Committee is requesting that each department, board, or commission review the existing multiyear capital expenditure plan. Attached is the draft plan for the next six (6) years, reformatted and compiled. Please note any changes that you are anticipating and respond by the submission deadline.

Please note: Failure to submit a budget request by the deadline may result in an inability to appropriate for your department/agency in the coming fiscal year.

Attachments:

CBC Guidance Memo FY25

FY25 Capital Request Form

Draft FY2025-2030 Capital Improvement Plan

FY24 Approved Capital Appropriations