

Capital Plan Policy and Procedures

PURPOSE:

To formalize standards and guidance for the development of the town's Capital Planning and for the equitable formulation of the annual capital budget consistent with sound practices and legal requirements.

POLICY:

The Select Board and Finance Committee, with the help of the Town Administrator, shall keep a Capital Plan which projects significant purchases that the Town is expected to make in the next twenty years

All items owned by the Town, worth more than \$10,000/20,000 replacement value and with a useful life longer than 5 years, and expected to be replaced within the next twenty years shall be reflected-included in the Capital Plan.

Commented [SC1]: Delete?

All capital items should be included in the Capital Plan. A Capital item is defined as costing \$20,000 for a single item or \$100,000 for a project with multiple items costing less than \$20,000 each. Capital items should have a useful life of five years or longer.

The Capital Plan shall guide the town in its management of the general stabilization fund, loans and other financing options. Capital purchases and their related funding sources should be coordinated to fulfill the needs of the Town while maintaining a steady and limited impact on required tax revenue. Alternative: Capital purchases and their related funding sources should be coordinated to fulfill the needs of the Town, including efforts to mitigate excessive or variable impacts on required tax revenue.

Commented [SC2]: How can a major capital expense have a limited impact?

PROCEDURES:

During the annual budget process, Departments Heads, Chairs of Boards and Commissions, Chairs and the Town Administrator shall propose additions and revisions to the Capital Plan. Proposals to revise the Capital Plan shall be submitted as either a Capital Improvement Worksheet or a Capital Projects Rating Sheet (see attached). These proposed additions and revisions to the Capital Plan shall be considered by the Select Board and Finance Committee.

Commented [SC3]: Should this be and or or?

In building and revising the Capital Plan, Department Heads, Chairs of Boards and Commissions, the Town Administrator, the Select Board, and the Finance Committee shall consider factors such as:

Need

- Description and explanation of projects needs and benefits
- Priority classification (categories detailed below)

Up-front costs

- Estimated costs of the project with supporting documentation
- Estimated costs delineated by category: architectural, land acquisition, demolition, site improvements, and construction

Long term effect

- Effects on the operating budget (increases/decreases or evidence of savings in maintenance and repair)
- Estimated useful life of project/capital item
- Effect on useful life of existing assets

- ~~The capital's effect on operating and maintenance costs~~

Timeline

- ~~Estimated useful life of project/capital item~~
- Estimated implementation schedule and completion date

Alternative solutions

- Identify the problem and evaluate alternative solutions

Alternative funding sources

- Availability of state/federal grants or private funding

Evaluation and Priority Classification:

The Finance Committee, Select Board and Town Administrator will evaluate requests using the criteria described below, evaluating requests based on fiscal prudence, legal requirements, administrative needs and community impact.

Fiscally Prudent or Legally Required

Factor 1—Public Safety and Health – Consideration of the impact of a request and its impact on existing conditions of public safety and health. For example, the reliability of the police cruisers and fire department equipment could have an effect on the Town's ability to provide for the public safety and health.

Factor 2—Legal Requirements – Consideration of requests based on mandates of local, state or federal regulations or laws. An example would be shoring for the Department of Public Works, which is required during certain excavation and-trenching operations.

Factor 3—Budgetary Constraints – Consideration given to the effect of various requests on the capital budget and town budget in total.

Administratively Efficient

Factor 4—Infrastructure Needs - Consideration of the impact of a request in relation to infrastructure problems and needs of the community. For example, does the current equipment the Town owns meet the needs of the community in relation to the infrastructure needs (roads/curbs/parks/lighting).

Factor 5—Efficiency of Services – Consideration given to requests that increase the efficiency of services provided by the Town to the public. A specific example may be the purchase of a new computer system or software that would provide the same level of service that currently takes many hours to perform.

Factor 6—Personnel Impact – Consideration of requests that are necessary based upon increased personnel or increased use by personnel.

Factor 7—Administrative Needs – Consideration of requests that are necessary due to the administrative needs of various departments. Common examples would be copiers, fax machines, computer equipment,

office furniture, etc. that arise due to other factors (i.e. new employees, volume of material that needs to be maintained, etc.).

Community Impact

~~Factor 8—Quantity of Use~~ – Consideration is given to the number of people that will utilize the facilities or equipment and/or how often the equipment will be used. For example, a high-cost item that is used for a specialty purpose on an infrequent basis, should be considered a low priority while an item that has broad uses ~~and/or~~ whose use will serve many people should be given a higher priority.

~~Factor 9—Public Support~~ – Consideration of requests in relation to public support of a specific project or program; specifically, you should consider how the public views or will view the purchase of specific capital items.

~~Factor 10—Service Impact~~ – Consideration of requests that are necessary due to increased, altered or new services the Town is offering or ~~wishes to offer~~ wishes to offer.

1/3/2023

To the Monterey Selectboard:

The Republican Town Committee would like to nominate the following three candidates for the Monterey Board of Registrars.:

David Dempsey

Brian Jeffries

Nicholas Langely

These three are all members of the Republican Party and do not currently hold elected positions in the town.

Thank you for your consideration of these candidates,

A handwritten signature in black ink, appearing to read 'Mark Makuc', written in a cursive style.

Mark Makuc

Chair

Monterey Republican Town Committee

Unenrolled Registrar

Barbara Swann <[REDACTED]>

Wed 12/7/2022 4:18 PM

To: Justin Makuc <justin@montereyma.gov>

Thank you for your request of October 30th. The Committee recommends the appointment of an Unenrolled Registrar since you have already appointed a Democrat (Steve Pullen) and the Republicans are aware of this request on our part.

We need to have no more than two of each party in the functions of the Registrars, including the Clerk to the Board of Registrars – usually the Town Clerk.

We offer:

Mr. Del Martin [REDACTED]

Mrs. Christine Martin [REDACTED]

Ms. Kathryn M Roberts [REDACTED]

Ms. Suzanne Hoppenstedt [REDACTED]

We hope this helps, since we have only until December 10th to reply to the Select Board (as specified in MGL).

Sincerely,

Barbara Swann

Sent from [Mail](#) for Windows