CAPITAL IMPROVEMENT COMMITTEE
52 MAIN STREET
MILFORD MA 01757

CAPITAL PROJECT WORKSHEET
To be completed by Applicant.

DEPARTMENT   BUDGET #
                                                          HOME
PREPARED BY   TELEPHONE

INSTRUCTIONS

Please forward completed Worksheet to the Capital Improvement Committee (CIC). The CIC will invite you to its meeting to discuss this project in detail. If all necessary information is not provided, this project cannot be evaluated, and this worksheet will be returned to you for resubmission.

Capital projects cannot be acted upon at Town Meeting until reviewed and rated by the CIC.

PROJECT TITLE:

TYPE OF PROJECT:

EST. COST:

GENERAL DESCRIPTION OF PROJECT:

BACKGROUND INFORMATION IS REQUIRED
Attach additional pages, and head each page with Dept. Name and Project Title..
At minimum, address the following issues in your responses. Please be specific.

- Vehicles or Equipment (NEW): Describe need and proposed use for new item(s)
- Vehicles or Equipment (REPLACEMENT): Describe age, present condition, mileage, and disposition plans for item(s) to be replaced. Provide comparative data on repair vs. replacement.
- Land: Any type of action involving land must be reviewed by CIC.
- If this (or a similar) Project was submitted previously to CIC, indicate when, and describe the outcome. If this is a revised Project, explain reasons for changes to original submittal.
- If Project will result in additional personnel, materials and/or supplies, (or) increased operating costs, provide details and cost estimates.
- If Project is approved, how will it enhance the operation of the department, and/or the community at large? If Project is not approved, what are the negative impacts on department or community?
- In your narrative, address issues such as Quality of Life Enhancement, Public Safety, Financial Impact (positive and/or negative), and Grant or Private Funding Opportunities.
- How does your Dept. rate this Project, when compared with your other Projects? (#1=highest)