

GRANTHAM CAPITAL IMPROVEMENTS PROGRAM COMMITTEE

TO: Board of Selectmen
Chairman, Grantham School Board/Superintendent
Coordinator, Grantham F.A.S.T.
Grantham Town Clerk
Chairman, Grantham Conservation Commission
Supervisor, Grantham Transfer Station
Grantham Emergency Management Director
Grantham Cemetery Trustees

Grantham Town Administrator
Chief, Grantham Fire Department
Grantham Highway Department
Trustees, Dunbar Free Library
Chief, Grantham Police Department
Grantham Health Director
Grantham Recreation Director
Director, Dunbar Free Library

FROM: Karen Ryan, Chairman

The Capital Improvements Program (CIP) is a continuing part of the Town's budgeting process. A new CIP Report is prepared each year to provide the most up-to-date information for the Selectmen.

The CIP Committee is now developing its report for the **budget years 2009/2010 through 2015/2016**. Please review the projects you submitted to the CIP Committee in years past and prepare new worksheets for these projects with revisions in costs and/or priorities, or any additional data that may have become available. If there are **new projects** to be proposed for these years, please provide new worksheets with complete data. If projects already submitted are being delayed or withdrawn, please provide that information as well.

A "Capital Project" creates a depreciable asset; it is not a normal maintenance-and-operations expenditure and it has the following characteristics:

1. a gross cost of at least \$5,000, **AND**
2. a useful life of at least 3 years, **AND**
3. a non-recurring item (not an annual budget item), **OR**
4. a project that will require a bond or other special financing.

We are enclosing the following to assist you in providing the required information: 1) new worksheets and an instruction sheet; 2) a list of CIP committee members with their contact information and department assignments; and 3) information on the importance of the Capital Improvements Program. Additional copies of the worksheets will be available at the Town Office; please contact Martha Menard. **We urge you to contact your assigned member at any time during this process should you have questions or need assistance.**

Please return the completed Work Sheets to the Capital Improvements Program Committee at the Town Office Building by **November 16, 2009**. When we have reviewed your submissions, we will be in touch with you, if necessary, to finalize the data. Please note that submissions to the CIP committee do not supplant budget requests from the Board of Selectmen; you will need to provide information to both boards.

We sincerely appreciate your continued assistance.