

TOWN OF EAST LYME
PROPOSAL FOR A CAPITAL IMPROVEMENT PROGRAM COMMITTEE
September 18, 2024

The Town (inclusive of the Board of Education) would like to consider establishing a formal Capital Improvement Program Committee following the Best Practices for such a committee as detailed by the Government Finance Officers' Association (GFOA) and others. The Boards of Selectmen, Finance and Education would:

- Establish the Administrative Structure for the CIP Process
- Establish the Policy Framework for the CIP, and
- Formulate Evaluation Criteria to Determine Capital Spending Levels and to Guide Capital Project Selection

The Committee would be comprised of:

- A. Two Members of the Board of Selectman + One member of the public
- B. Two Members of the Board of Finance + One member of the public
- C. Two Members of the Board of Education + One member of the public

The Committee would:

- Prepare a Capital Needs Assessment
- Determine the Status of Previously Approved Projects and Identify New Projects
- Assess the Financial Capacity of the Government to Undertake New Capital Projects
- Evaluate Funding Options
- Compile, Evaluate and Rank Project Requests and Undertake Financial Programming
- Propose a Capital Program and Capital Budget for the budget process
- Implement and Monitor the Capital Budget and Projects

The Boards would:

- Evaluate the CIP Package recommended by the Capital Improvement Program Committee

This is adapted from the Government Finance Officers' Association Capital Improvement Programming – A Guide for Smaller Governments by Patricia Tigue. This publication would be used as a base to guide the committee along with any other best practices considered necessary.