

Town of East Lyme

Capital Expenditure Project Funding Request form 2026-27

Dept.

Priority

East Lyme Youth, Family & Human Serv

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Project Name Youth center improvements and upgrades

Please Describe the Project (What is it, where will it be, who will use it, etc.):

To improve the physical infrastructure(interior enhancements, facility upgrades, outdoor and recreational spaces) of the youth center to create a safer, more inclusive and engaging environment that supports learning, wellness, and community connection. This space is utilized by staff, other departments, program participants, and community clubs and organizations.

How will this capital project effect the efficiency and effectiveness of the town government?

Improving the youth center's physical infrastructure can boost town government efficiency by lowering maintenance costs, streamlining operations, and saving energy. It also enhances effectiveness by increasing youth/community engagement, building public trust, and supporting better program outcomes. Plus it fosters cross department collaboration and provides better data for decision making.

Project or Expenditure Cost:

Estimate Useful Life

10-25 years

Purchase price/construction costs

\$ 10,000

Less: Proceeds of Disposal of Asset

Additional Costs (paid during YE 2027):

Other Costs

Total Cost for YE 2027

\$ 10,000

Project Operation and Maintenance costs (Any future costs associated with this request)

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8

Describe the future costs and how they compare to the costs without this project:

Routine building maintenance

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 1 Do we need to do this for HEALTH and SAFETY reasons?
- 2 Is this required under LAWS or REGULATIONS?
- 3 Is this ABSOLUTELY CRITICAL to the functioning of the department?
- 4 Can this project WAIT FOR ANOTHER YEAR if we had to?
- 5 Was this included in your 10-YEAR PLAN as is? Provide details if No
- 6 Has all or part of this been requested IN THE PAST? Provide details if Yes

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Define the Benefit:

- 7 Will this IMPROVE PRODUCTIVITY or REDUCE COST? Describe how
- 8 Will this help us MAKE BETTER USE of our assets?
- 9 Will funding this now help to avoid A MORE COSTLY EXPENDITURE?

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Costs and Procurement:

10 Sealed bid? State bid? Or Other?

Please attach how your numbers were derived (i.e. quote, catalog, etc.)

Please attach a copy of the procurement specifications, if readily available

11 Can the project be done with a PUBLIC/PRIVATE partnership?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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12 Are there GRANT opportunities? Describe Possibly

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13 Can you SHARE with other departments (including BoE)?

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14 Can you SHARE with other governments?

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Supplemental Information:

15 What are the ALTERNATIVES to this project? Or describe why none.

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Town of East Lyme

Capital Expenditure Project Funding Request form 2026-27

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Project Name Self-Propelled Blower replacement

Please Describe the Project (What is it, where will it be, who will use it, etc.):

The Self Propelled stand on blower is a replacement piece of equipment for a zero turn mower with a bagging attachment. The stand on blower allows for the efficient removal of leaves from parks and other town properties, that are currently done with a mulch/bagging attachment. The equipment would also help with maintaining

How will this capital project effect the efficiency and effectiveness of the town government?

The blower allows for more efficient removal of leaves and sand and would help the department in providing clean and safe sidewalks, lots, play areas, parks, etc.

Project or Expenditure Cost:

Estimate Useful Life

Purchase price/construction costs

\$ 15,000

Less: Proceeds of Disposal of Asset

Additional Costs (paid during YE 2027):

Other Costs

Contingency

\$ -

Total Cost for YE 2027

\$ 15,000

Project Operation and Maintenance costs (Any future costs associated with this request)

Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 7 Year 8

Describe the future costs and how they compare to the costs without this project:

Operational maintenance costs for the equipment will decrease with newer equipment.

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 1 Do we need to do this for HEALTH and SAFETY reasons?
- 2 Is this required under LAWS or REGULATIONS?
- 3 Is this ABSOLUTELY CRITICAL to the functioning of the department?
- 4 Can this project WAIT FOR ANOTHER YEAR if we had to?
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- 6 Has all or part of this been requested IN THE PAST? Provide details if Yes

Define the Benefit:

- 7 Will this IMPROVE PRODUCTIVITY or REDUCE COST? Describe how
- 8 Will this help us MAKE BETTER USE of our assets?
- 9 Will funding this now help to avoid A MORE COSTLY EXPENDITURE?

Costs and Procurement:

10 Sealed bid? State bid? Or Other? Please attach how your numbers were derived (i.e. quote, catalog, etc.) Please attach a copy of the procurement specifications, if readily available

- 11 Can the project be done with a PUBLIC/PRIVATE partnership?
- 12 Are there GRANT opportunities? Describe
- 13 Can you SHARE with other departments (including BoE)?
- 14 Can you SHARE with other governments?

Supplemental Information:

- 15 What are the ALTERNATIVES to this project? Or describe why none.
- 16 Are there ADDITIONAL DETAILS that should be known? Describe

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4

Project Name **Beach Groomer replacement**

Please Describe the Project (What is it, where will it be, who will use it, etc.):

The Beach Groomer is a replacement for the beach groomer the department uses to maintain its three beaches, plus Camp Nett. A beach groomer rakes up litter, seaweed, large shells and other debris from beaches making them safer and more enjoyable. The existing groomer was purchased second hand in 2005 and it requires an

How will this capital project effect the efficiency and effectiveness of the town government?

The beach groomer does the work of many employees better and more quickly than is possible by hand. The existing groomer would be sold at auction and proceeds going to General Fund.

Project or Expenditure Cost:

Estimate Useful Life

Purchase price/construction costs

\$ 75,000

Less: Proceeds of Disposal of Asset

Additional Costs (paid during YE 2027):

\$ -

Other Costs

Contingency

Total Cost for YE 2027

\$ 75,000

Project Operation and Maintenance costs (Any future costs associated with this request)

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
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Describe the future costs and how they compare to the costs without this project:

Operational maintenance costs for the equipment will decrease with newer equipment.

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 1 Do we need to do this for HEALTH and SAFETY reasons?
- 2 Is this required under LAWS or REGULATIONS?
- 3 Is this ABSOLUTELY CRITICAL to the functioning of the department?
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Define the Benefit:

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Costs and Procurement:

10 Sealed bid? State bid? Or Other?

Please attach how your numbers were derived (i.e. quote, catalog, etc.)

Please attach a copy of the procurement specifications, if readily available

- 11 Can the project be done with a PUBLIC/PRIVATE partnership?
- 12 Are there GRANT opportunities? Describe
- 13 Can you SHARE with other departments (including BoE)?
- 14 Can you SHARE with other governments?

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Supplemental Information:

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- 16 Are there ADDITIONAL DETAILS that should be known? Describe

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Project Name **Utility Vehicle Replacement**

Please Describe the Project (What is it, where will it be, who will use it, etc.):

The UTV is a replacement for a utility vehicle purchased in 2017. The UTV is used by parks staff for work in the parks, by beach staff during the summer, and at special events. UTVs can operate off road, hauling materials, transporting staff and equipment, responding to emergencies, and other uses. Funds from the sale of the existing

How will this capital project effect the efficiency and effectiveness of the town government?

The UTV will allow parks and recreation staff to accomplish more work and respond more effectively to service needs and emergencies.

Project or Expenditure Cost:

Estimate Useful Life

Purchase price/construction costs

\$ 34,000

Less: Proceeds of Disposal of Asset

Additional Costs (paid during YE 2027):

\$ -

\$ 34,000

Other Costs

Contingency

Total Cost for YE 2027

Project Operation and Maintenance costs (Any future costs associated with this request)

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8

Describe the future costs and how they compare to the costs without this project:

Operational maintenance costs for the equipment will decrease with newer equipment.

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 1 Do we need to do this for HEALTH and SAFETY reasons?
- 2 Is this required under LAWS or REGULATIONS?
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Costs and Procurement:

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Supplemental Information:

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Project Name **Rotary Contour Mower replacement**

Please Describe the Project (What is it, where will it be, who will use it, etc.):

The Contour Rotary Mower is a replacement for a 2012 mower used by the Parks crew to mow large athletic fields quickly and efficiently. The mower contains separate decks that allow it to conform to the playing surface delivering a consistent cut and playing surface that is essential for sporting events.

How will this capital project effect the efficiency and effectiveness of the town government?

This mower does the work of a number of smaller mowers at one time, allowing one crew member to do the work of several more quickly and delivering a better cut. The existing mower would be sold at auction and proceeds going to General Fund.

Project or Expenditure Cost:

Estimate Useful Life

Purchase price/construction costs	\$ 97,000
Less: Proceeds of Disposal of Asset	
Additional Costs (paid during YE 2027):	
Other Costs	\$ -
Total Cost for YE 2027	\$ 97,000

Project Operation and Maintenance costs (Any future costs associated with this request)

Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 7 Year 8

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Describe the future costs and how they compare to the costs without this project:

Operational maintenance costs for the equipment will decrease with newer equipment.

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 1 Do we need to do this for HEALTH and SAFETY reasons?
- 2 Is this required under LAWS or REGULATIONS?
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Costs and Procurement:

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Supplemental Information:

- 15 What are the ALTERNATIVES to this project? Or describe why none.
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Project Name Peretz Park Restroom and Garage Renovation

Please Describe the Project (What is it, where will it be, who will use it, etc.):

Peretz Park is the primary public athletic facility in town. It is highly used by thousands of people during youth sport seasons, walkers, basketball and Pickleball players, high school sports, and adult sports. The project includes, additional restroom accessibility and capacity and space for maintenance operations that are necessary to maintain

How will this capital project effect the efficiency and effectiveness of the town government?

Users of the park will appreciate the improved restroom facilities that are sanitary, accessible and well-maintained. The well-designed on-site storage and maintenance spaces will enable more efficient operations.

Project or Expenditure Cost:

Estimate Useful Life

30

Purchase price/construction costs

\$ 1,155,000

Less: Proceeds of Disposal of Asset

Additional Costs (paid during YE 2027):

Other Costs

Total Cost for YE 2027

\$ 1,155,000

Project Operation and Maintenance costs (Any future costs associated with this request)

Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 7 Year 8

Describe the future costs and how they compare to the costs without this project:

There may be some negligible impact on restroom cleaning due to increased capacity and number of fixtures to maintain. The benefits of more efficient parks operation will be realized mainly in terms of time savings.

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 1 Do we need to do this for HEALTH and SAFETY reasons?
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Costs and Procurement:

10 Sealed bid? State bid? Or Other? Please attach how your numbers were derived (i.e. quote, catalog, etc.) Please attach a copy of the procurement specifications, if readily available

- 11 Can the project be done with a PUBLIC/PRIVATE partnership?
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Supplemental Information:

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Project Name Park Improvement Program

Please Describe the Project (What is it, where will it be, who will use it, etc.):

The Park Improvement Plan is designed to systematically replace smaller park assets to maintain level of service, avoid spikes in annual expenses, increase efficiency and reduce down-time when assets fail. Sample projects include replacement of goals, picnic tables, parking lot repairs, and other amenities and services that occur

How will this capital project effect the efficiency and effectiveness of the town government?

This program maintains level of service, improves safety, and enhances user experiences in parks and fields.

Project or Expenditure Cost:

Estimate Useful Life

Purchase price/construction costs

\$ 75,000

Less: Proceeds of Disposal of Asset

Additional Costs (paid during YE 2027):

Other Costs

Total Cost for YE 2027

\$ 75,000

Project Operation and Maintenance costs (Any future costs associated with this request)

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8

Describe the future costs and how they compare to the costs without this project:

Generally small improvements to park amenities decrease the amount of operational costs associated with maintaining parks.

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 1 Do we need to do this for HEALTH and SAFETY reasons?
- 2 Is this required under LAWS or REGULATIONS?
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Costs and Procurement:

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Supplemental Information:

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Project Name Smith Harris Football and Soccer Field irrigation

Please Describe the Project (What is it, where will it be, who will use it, etc.):

The youth football field and the multi-purpose field between ELMS and LLBH suffer from poor turf quality as a result of lack of water and a high level of use. Irrigated fields are safer because they have more resilient turf that absorbs impact better, which is vitally important for contact sports such as football and soccer that are played on

How will this capital project effect the efficiency and effectiveness of the town government?

These fields are used by both youth sports teams and school programs. A relatively modest investment will increase the quality of the turf and provide safer spaces for young students and athletes to practice and play.

Project or Expenditure Cost:

Estimate Useful Life

Purchase price/construction costs

\$ 50,000

Less: Proceeds of Disposal of Asset

Additional Costs (paid during YE 2027):

Other Costs

Total Cost for YE 2027

\$ 50,000

Project Operation and Maintenance costs (Any future costs associated with this request)

Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 7 Year 8

Describe the future costs and how they compare to the costs without this project:

There will be a slight increase in the cost to maintain the additional irrigation system. That work will be supported by the operational budget of the department.

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 1 Do we need to do this for HEALTH and SAFETY reasons?
- 2 Is this required under LAWS or REGULATIONS?
- 3 Is this ABSOLUTELY CRITICAL to the functioning of the department?
- 4 Can this project WAIT FOR ANOTHER YEAR if we had to?
- 5 Was this included in your 10-YEAR PLAN as is? Provide details if No
- 6 Has all or part of this been requested IN THE PAST? Provide details if Yes

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Define the Benefit:

- 7 Will this IMPROVE PRODUCTIVITY or REDUCE COST? Describe how
- 8 Will this help us MAKE BETTER USE of our assets?
- 9 Will funding this now help to avoid A MORE COSTLY EXPENDITURE?

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Costs and Procurement:

10 Sealed bid? State bid? Or Other?

Please attach how your numbers were derived (i.e. quote, catalog, etc.)

Please attach a copy of the procurement specifications, if readily available

- 11 Can the project be done with a PUBLIC/PRIVATE partnership?
- 12 Are there GRANT opportunities? Describe
- 13 Can you SHARE with other departments (including BoE)?
- 14 Can you SHARE with other governments?

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Supplemental Information:

- 15 What are the ALTERNATIVES to this project? Or describe why none.
- 16 Are there ADDITIONAL DETAILS that should be known? Describe

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Project Name **Darrow Pond Phase 1**

Please Describe the Project (What is it, where will it be, who will use it, etc.):

The Darrow Pond Subcommittee developed the Darrow Pond Master Plan to enhance the property that the town purchased about ten years ago. Phase 1 of the plan calls for trail construction and repairs including an accessible trail from a renovated parking lot to the pond overlook and education platform (\$275,000 with 400% match from

How will this capital project effect the efficiency and effectiveness of the town government?

East Lyme has no formal park properties north of I95 and improvements to the Darrow Pond property would provide more equitable services to people on that end of town and unique recreational opportunities to everyone in town.

Project or Expenditure Cost:

Estimate Useful Life

Purchase price/construction costs

\$ 315,000

Less: Proceeds of Disposal of Asset

Additional Costs (paid during YE 2027):

\$ -

Other Costs

Contingency

Total Cost for YE 2027

\$ 315,000

Project Operation and Maintenance costs (Any future costs associated with this request)

Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 7 Year 8

Describe the future costs and how they compare to the costs without this project:

There will be increased maintenance at the property to maintain the enhancements. That work will be supported by the operational budget of the department.

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 1 Do we need to do this for HEALTH and SAFETY reasons?
- 2 Is this required under LAWS or REGULATIONS?
- 3 Is this ABSOLUTELY CRITICAL to the functioning of the department?
- 4 Can this project WAIT FOR ANOTHER YEAR if we had to?
- 5 Was this included in your 10-YEAR PLAN as is? Provide details if No
- 6 Has all or part of this been requested IN THE PAST? Provide details if Yes

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Define the Benefit:

- 7 Will this IMPROVE PRODUCTIVITY or REDUCE COST? Describe how
- 8 Will this help us MAKE BETTER USE of our assets?
- 9 Will funding this now help to avoid A MORE COSTLY EXPENDITURE?

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Costs and Procurement:

10 Sealed bid? State bid? Or Other?

Please attach how your numbers were derived (i.e. quote, catalog, etc.)

Please attach a copy of the procurement specifications, if readily available

- 11 Can the project be done with a PUBLIC/PRIVATE partnership?
- 12 Are there GRANT opportunities? Describe
- 13 Can you SHARE with other departments (including BoE)?
- 14 Can you SHARE with other governments?

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Supplemental Information:

- 15 What are the ALTERNATIVES to this project? Or describe why none.
- 16 Are there ADDITIONAL DETAILS that should be known? Describe

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Project Name **Bleacher Replacement**

Please Describe the Project (What is it, where will it be, who will use it, etc.):

Bleachers at Peretz Park and Smith-Harris Park are old, do not conform to current code and should be replaced to allow for safe use. Hundreds of families use the bleachers to watch their children play in various youth sports including lacrosse, soccer, baseball, softball, youth football and more.

How will this capital project effect the efficiency and effectiveness of the town government?

Providing safe and well-designed bleachers enhances the experience of park users and reduces a liability for people who might be injured on old or non-compliant bleachers.

Project or Expenditure Cost:

Estimate Useful Life

20

Purchase price/construction costs

\$ 175,000

Less: Proceeds of Disposal of Asset

Additional Costs (paid during YE 2027):

Other Costs

Total Cost for YE 2027

\$ 175,000

Project Operation and Maintenance costs (Any future costs associated with this request)

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8

Describe the future costs and how they compare to the costs without this project:

There would be negligible impacts on operating budgets.

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 1 Do we need to do this for HEALTH and SAFETY reasons?
- 2 Is this required under LAWS or REGULATIONS?
- 3 Is this ABSOLUTELY CRITICAL to the functioning of the department?
- 4 Can this project WAIT FOR ANOTHER YEAR if we had to?
- 5 Was this included in your 10-YEAR PLAN as is? Provide details if No
- 6 Has all or part of this been requested IN THE PAST? Provide details if Yes

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Define the Benefit:

- 7 Will this IMPROVE PRODUCTIVITY or REDUCE COST? Describe how
- 8 Will this help us MAKE BETTER USE of our assets?
- 9 Will funding this now help to avoid A MORE COSTLY EXPENDITURE?

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Costs and Procurement:

10 Sealed bid? State bid? Or Other? Please attach how your numbers were derived (i.e. quote, catalog, etc.) Please attach a copy of the procurement specifications, if readily available

- 11 Can the project be done with a PUBLIC/PRIVATE partnership?
- 12 Are there GRANT opportunities? Describe
- 13 Can you SHARE with other departments (including BoE)?
- 14 Can you SHARE with other governments?

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Supplemental Information:

- 15 What are the ALTERNATIVES to this project? Or describe why none.
- 16 Are there ADDITIONAL DETAILS that should be known? Describe

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Project Name **McCook Sea Wall**

Please Describe the Project (What is it, where will it be, who will use it, etc.):

The sea wall at McCook Point Park was destroyed in a series of fall storms in late 2023. Temporary repairs were made to stabilize the wall and protect the parking lot from being further eroded and damaged. Funding to make permanent repairs are necessary to make the park safe and protect it from future damage.

How will this capital project effect the efficiency and effectiveness of the town government?

It protects a vital community asset from further damage and prevents likely additional costs due to storm damage in the future.

Project or Expenditure Cost:

Estimate Useful Life

50

Purchase price/construction costs

\$ 860,000

Less: Proceeds of Disposal of Asset

Additional Costs (paid during YE 2027):

Other Costs

Total Cost for YE 2027

\$ 860,000

Project Operation and Maintenance costs (Any future costs associated with this request)

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8

Describe the future costs and how they compare to the costs without this project:

There would be no appreciable difference in annual maintenance of the park in the operating budget.

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 1 Do we need to do this for HEALTH and SAFETY reasons?
- 2 Is this required under LAWS or REGULATIONS?
- 3 Is this ABSOLUTELY CRITICAL to the functioning of the department?
- 4 Can this project WAIT FOR ANOTHER YEAR if we had to?
- 5 Was this included in your 10-YEAR PLAN as is? Provide details if No
- 6 Has all or part of this been requested IN THE PAST? Provide details if Yes

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Define the Benefit:

- 7 Will this IMPROVE PRODUCTIVITY or REDUCE COST? Describe how
- 8 Will this help us MAKE BETTER USE of our assets?
- 9 Will funding this now help to avoid A MORE COSTLY EXPENDITURE?

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Costs and Procurement:

10 Sealed bid? State bid? Or Other?

Please attach how your numbers were derived (i.e. quote, catalog, etc.)

Please attach a copy of the procurement specifications, if readily available

- 11 Can the project be done with a PUBLIC/PRIVATE partnership?
- 12 Are there GRANT opportunities? Describe
- 13 Can you SHARE with other departments (including BoE)?
- 14 Can you SHARE with other governments?

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Supplemental Information:

- 15 What are the ALTERNATIVES to this project? Or describe why none.
- 16 Are there ADDITIONAL DETAILS that should be known? Describe

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Project Name Little League Field 1 rehabilitation

Please Describe the Project (What is it, where will it be, who will use it, etc.):

The Little League field complex is a Town Facility that operates in partnership with the non-profit Little League affiliate. Over the years Little League volunteers have devoted a huge amount of time and funds to keep the fields in the best shape possible. Field 3 requires renovation to restore a safe and consistent playing surfaces. The field

How will this capital project effect the efficiency and effectiveness of the town government?

Partnering with non-profit organization gives the town the biggest bang for the buck. The town reduces risk associated with injuries caused by poor playing conditions, and many out of town visitors attend. Having high quality athletic fields directly results in increased economic activity in the community. The Department plans a

Project or Expenditure Cost:

Estimate Useful Life

20

Purchase price/construction costs

\$ 150,000

Less: Proceeds of Disposal of Asset

Additional Costs (paid during YE 2027):

Other Costs

Total Cost for YE 2027

\$ 150,000

Project Operation and Maintenance costs (Any future costs associated with this request)

Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 7 Year 8

Describe the future costs and how they compare to the costs without this project:

There would be negligible impact on department operations.

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 1 Do we need to do this for HEALTH and SAFETY reasons?
- 2 Is this required under LAWS or REGULATIONS?
- 3 Is this ABSOLUTELY CRITICAL to the functioning of the department?
- 4 Can this project WAIT FOR ANOTHER YEAR if we had to?
- 5 Was this included in your 10-YEAR PLAN as is? Provide details if No
- 6 Has all or part of this been requested IN THE PAST? Provide details if Yes

Define the Benefit:

- 7 Will this IMPROVE PRODUCTIVITY or REDUCE COST? Describe how
- 8 Will this help us MAKE BETTER USE of our assets?
- 9 Will funding this now help to avoid A MORE COSTLY EXPENDITURE?

Costs and Procurement:

10 Sealed bid? State bid? Or Other?

Please attach how your numbers were derived (i.e. quote, catalog, etc.)

Please attach a copy of the procurement specifications, if readily available

- 11 Can the project be done with a PUBLIC/PRIVATE partnership?
- 12 Are there GRANT opportunities? Describe
- 13 Can you SHARE with other departments (including BoE)?
- 14 Can you SHARE with other governments?

Supplemental Information:

- 15 What are the ALTERNATIVES to this project? Or describe why none.
- 16 Are there ADDITIONAL DETAILS that should be known? Describe