TOWN OF HOPKINTON
FY 2013-2017 CAPITAL EXPENDITURE DESCRIPTION

INSTRUCTIONS

These instructions are intended to assist department heads in completing the "Capital Expenditure Description" form.

Make as many copies of each form as necessary. Supporting materials are encouraged.

---

(1) Description: Briefly describe the proposed project/expenditure.

(2) Useful Life: State the expected life of the equipment, building, or Improvement/repair

(3) Purpose: Check the appropriate category and, if applicable, describe how old equipment will be disposed of. If you check "other", please explain the purpose in a sentence or two.

(4) Justification: indicate why the expenditure is necessary and what it is expected to accomplish. Describe how it fits into the long-range plans of both your department(s) and the Town. Include any other information which explains why you are proposing the project, including excerpts from studies, surveys, or reports that document the need for the project.

(5) Project Priority: Explain how you decided which project was more/less important than other projects proposed by your department for the same year. (Refer to the 'Purpose Section' above if necessary). Complete the 'Priority' section at the top of the Capital Expenditure Detail Form (i.e., 2 of 4 if this project is the second most important of four projects for your department in a particular fiscal year).

(6) Estimated Cost: State the total estimated cost of the project and state other factors that might affect future prices. Copies of contractor or supplier estimates are encouraged.

(7) Additional Cost Data: For equipment purchase only, if applicable.

(8) Non-Town Revenues: List revenue sources such as state or federal grants and lower-than-market interest loans that you are aware of that might be used to reduce the town's cost. Please note if fees or charges collected by your department (such as the Water Department) will be used to finance the project.

(9) Effect of Delay: State the impact of delaying the proposal by explaining how it will affect the services provided by the department.

(10) Operating Budget Impact: Check the appropriate impact of the proposal on both your personnel and expense budgets and estimate the expected change. If there is a significant change in either budget, please explain under "Detail".