

**CAPITAL IMPROVEMENT PROGRAM
2024-2031 Project Request & Evaluation Form**

1. Department: Library

2. Prepared By: Kandace Knowlton

3A. Project Name & Implementation Year/s: Building Water Damage Repair 2024/2025

3B. Description of Project: (Please go to second page, Paragraph 3B, to give detailed description and purpose of project, and give a detailed explanation and/or justification for the point score under 4. Evaluation Criteria)

4. Evaluation Criteria (Explain Score under 3.B, Page 2)

Point Score

a. Addresses an emergency or public safety need	5	4	3	2	1	0
b. Corrects a deficiency in service or facility	5	4	3	2	1	0
c. Results in long-term cost savings	5	4	3	2	1	0
d. Furthers the goals of the Master Plan	5	4	3	2	1	0
e. Matching funds available for limited time	5	4	3	2	1	0

5. Department Priority

__1__ of __1__

6. Estimated Costs

a. Planning and Design:

b. Land:

c. Construction: \$31,500.00

d. Equipment:

e. Other:

TOTAL: \$31,500.

7. Cost Effect on Budget

a. Operation:

b. Maintenance:

c. Number of Personnel:

d. Cost of Personnel:

e. Other:

TOTAL: _____

8. Source of Funds (Check those appropriate):

☐ a. Current Revenue

☐ b. General Obligation Bonds

☐ c. Revenue Bonds

☐ d. Federal Grant

☐ e. State Grant

☐ f. Special Assessment

☒ g. Town Budget

☒ h. Other (Specify): Impact Fees

3B. Detailed description and Purpose of Project:

FYI - A capital project as defined by the Planning Board are those projects outside of normal operations and maintenance and having the following characteristics:

- a gross cost of at least \$5,000;
- and a useful life of at least 3 years; and
- is non-recurring (not an annual budget item);
- or any project requiring bond financing.

Please also give a detailed explanation and/or justification for the point score under **4. Evaluation Criteria.**

Repair water damage to library building's exterior.

We have three areas of substantial water damage to our building. These repairs need to be done as soon as possible. Water damage can weaken the structure's integrity, compromising the stability of the entire structure, which is why we are asking for this item to be placed in this coming year's CIP.

Signature: Kandace Knowlton

Title: Library Director

Date: 10/12/23

Relationship to Master Plan (filled out by Planning Board):