



2022 – 2027 CAPITAL IMPROVEMENTS PLAN PROJECT EVALUATION & REVIEW FORM

ITEM/PROJECT NAME:		DEPARTMENT:	
DATE REQUEST PREPARED:		REQUEST PREPARED BY:	
PROJECT COST ESTIMATE:		PROJECT YEAR REQUESTED:	

PROJECT URGENCY CLASSIFICATION (6 - 1; highest to lowest)

PROJECT EVALUATION CRITERIA

SCORING (5 - 1; best to least)

a. Improves the quality of life for residents.	<input style="width: 60px; height: 25px; background-color: #ADD8E6;" type="text"/>
b. Benefits residents and/or businesses or a segment thereof.	<input style="width: 60px; height: 25px; background-color: #ADD8E6;" type="text"/>
c. Addresses an emergency or public safety need.	<input style="width: 60px; height: 25px; background-color: #ADD8E6;" type="text"/>
d. Increases the delivery of social services.	<input style="width: 60px; height: 25px; background-color: #ADD8E6;" type="text"/>
e. Corrects a deficiency in operations, facility, or equipment.	<input style="width: 60px; height: 25px; background-color: #ADD8E6;" type="text"/>
f. Provides capacity needed for anticipated or planned growth.	<input style="width: 60px; height: 25px; background-color: #ADD8E6;" type="text"/>
g. Results in cost savings.	<input style="width: 60px; height: 25px; background-color: #ADD8E6;" type="text"/>
h. Supports job creation and development.	<input style="width: 60px; height: 25px; background-color: #ADD8E6;" type="text"/>
i. Increases tax base.	<input style="width: 60px; height: 25px; background-color: #ADD8E6;" type="text"/>
j. Identified in a long-range plan or program, including the town master plan.	<input style="width: 60px; height: 25px; background-color: #ADD8E6;" type="text"/>
k. Non-property tax revenue and fees offset a portion of costs.	<input style="width: 60px; height: 25px; background-color: #ADD8E6;" type="text"/>
l. Matching funds are available for a limited time.	<input style="width: 60px; height: 25px; background-color: #ADD8E6;" type="text"/>

TOTAL

CIP ADVISORY COMMITTEE MEMBER NOTES:

CIP PROJECT EVALUATION PROCESS:

674:6 Purpose and Description. – The capital improvements program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation. The program may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program shall be based on information submitted by the departments and agencies of the municipality. It shall take into account public facility needs indicated by the prospective development shown in the master plan of the municipality or as permitted by other municipal land use controls.

By RSA, the CIP ranks projects based on urgency. Projects are organized by urgency and by total points.

The **Project Urgency Class** column is based on a single scoring of one thru six, with a score of six being the most urgent and a score of one not being consistent with the goals of the CIP. The purpose of this is to determine the appropriate placement for each project within the applicable six-year CIP cycle. Classification scores are as follows:

1. **Inconsistent** - Contrary to land use planning or community development goals. Further evaluation will not be considered at this time.
2. **Premature** - Needs more research, planning, and coordination. Further evaluation will not be considered at this time.
3. **Deferrable** - Can be placed on hold until after the 6-year CIP cycle but supports community development goals.
4. **Desirable** - Needed within 4 to 6 years to improve quality or level of service.
5. **Necessary** - Needed within three years to maintain a basic level and quality of community services.
6. **Urgent** - Cannot be delayed; needed immediately for health and safety.

For each project title, the total points column is based on a scoring of twelve categories with a possible score of one thru five, where one indicates that the town's goals will not be furthered during this six-year time frame. Each criterion is evaluated based on the degree to which the project will effectuate change, provide a benefit, or result in an improvement. The classification of the projects for the total points column is based on the degree to which they:

- a. Improve the quality of life for residents.
- b. Benefit residents and/or businesses or a segment thereof.
- c. Address an emergency or public safety need.
- d. Increase the delivery of social services.
- e. Correct a deficiency in operations, facility, or equipment.
- f. Provide capacity for anticipated or planned growth.
- g. Result in cost savings.
- h. Support job creation and development.
- i. Increase tax base.
- j. Identified in a long-range plan or program, including the town master plan.
- k. Non-property tax revenue and fees offset a portion of costs (excludes capital reserve funds)
- l. Matching funds are available for a limited time.