

Warner Planning Board
Capital Improvements Program (CIP)
2026 through 2031
Project Form
Due Date July 10, 2025



Instructions:

- Please use only one Project Identification Form per CIP Project being identified.
- CIP Projects are defined as any project or item which costs are \$15,000 or more and has a useful life of 3 years or more.
- Select appropriate Ranking in Section 2.
- Please fill out all appropriate additional information fields. Use "N/A" to indicate areas which are "Not Applicable".

Department _____ Anticipated Start Date _____

Project Name _____ Anticipated Completion Date _____

Section 1: General Description of Project or Item

Section 2: Overall Department Ranking of Project

- | | |
|----------------------------|--|
| ___ U = Urgent | Cannot be delayed. Needed for health or safety; or legally required. |
| ___ N = Necessary | Needed to maintain existing level & quality of community services. |
| ___ DS = Desirable | Needed to improve quality of level of services. |
| ___ DF = Deferrable | Can be placed on hold until after 6-year CIP period. |
| ___ R = Research | Pending results on ongoing research, planning, and coordination. |

Please explain the ranking of the project:

Section 3 : Justification Narrative & Information

Please address in detail any of the following that are relevant to this project:

- Does this project address safety or health issues?
- How does this project impact the level of service currently being provided (that is, does it bring the level of service up to an adopted minimum standard; does it maintain, improve, or provide a new level of service?)
- Is this project a response to state or federal requirements?
- Will completion of this project improve the efficiency of current Town programs or operations?
- Will this project increase capacity in anticipation of future growth?
- Will this project increase or reduce long-term operating costs?
- Will this project provide an incentive for economic development?
- Is the project eligible for grants or matching funds?

Section 4 : Additional Justification Narrative

4.1: What is the proposed life expectancy of this project? Is this the first phase of many? Please explain.

4.2: What are the implications of delaying or deferring this project beyond the year(s) for which funding is requested?

Section 5 - Financial Details

5.1: Estimated Project Costs (Complete this section if applicable. Please attach supporting documentation, if any.)

Aspect of Project	Comments / Details	Cost
Planning / feasibility analysis		
Architecture & engineering fees		
Real estate acquisition		
Site preparation		
Construction		
Furnishings & equipment		
Vehicle & capital equipment		
Other (specify)		
Total Project Costs		

5.2: Estimated Impacts to Future Budgets (Please attach supporting documentation, if any.)

Budget Area	Comments / Details	Cost Difference
Personnel		
Maintenance		
Other Operating (specify)		
Overall Annual Budget Impact (Indicate +/- and amount)		

5.3: Anticipated Sources of Funding

Source	Comments / Details	Percent or Amount
General Fund		
Separate Warrant Article		
Existing Capital Reserve		
Grant		
Loan		
Donations / Private		
Special Assessment		
Other		
Explanation of anticipated funding process:		

5.4: Appropriation / Expenditure Spreadsheet

	Appropriated							
	2023	2024	2025	2026	2027	2028	2029	Total
Expenditures								
CRF Appropriation								
Sources								
CRF Withdrawal								

CRF = Capital Reserve Fund; funds may be appropriated and withdrawn in the same year.

Expenditures: for each year, list the type of expenditure and the amount, including appropriations to capital reserves.

Sources: for each year, list the source of funds and the amount from that source for each year. List all sources, including funds taken from capital reserves.

Section 6.0: Additional Notes

Submitted by: _____ **Date:** _____