



TOWN OF EAST BRIDGEWATER

www.eastbridgewaterma.org

175 CENTRAL STREET

EAST BRIDGEWATER, MASSACHUSETTS 02333-1912

BRIAN S. NOBLE
Town Administrator

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To: All Department Heads

Date: January 14, 2021

RE: Capital Projects

Attached please find the following:

1. Capital Project Request Form Instructions;
2. Capital Project Request Form

The Capital improvement committee is requesting that all departments review and submit Capital requests for FY22, by February 12, 2021.

As always, additional information such as project quotes, brochures, pictures, etc. should be attached if available.

Please return all project requests to the Board of Selectmen's office. They will then be redistributed to the Capital Improvement Committee.

Please feel free to contact me if you have any questions.

Thank you.

Brian S. Noble
Town Administrator

Town of East Bridgewater
Capital Improvement Planning Committee



Capital Project Request Form

Department:
Submitted by:

Date Prepared:
Phone:

A Capital Project is defined as follows:

- Has a cost of \$20,000 or greater
- Has a useful life of 5 years or more
- Can be bonded

1. Project Title:

2. Purpose of Request: (Check one)
New item

3. Cost:

Replacement

Maintenance

Other

4. Trade in value (If applicable):

5. Detailed Description:

6. Department Priority:
(For multiple department projects only)

7. Location:

8. Useful Life:

9. Grant monies available (Y/N):

10. Justification:

11. Impact to Operating Costs:

*Attach any additional information that would be useful in understanding the proposed project.