



# TOWN OF PELHAM

## Planning Department

6 Village Green  
Pelham, NH 03076

Tel: (603) 635-7811

Fax: (603) 635-6954

Email: [planningdepartment@pelhamweb.com](mailto:planningdepartment@pelhamweb.com)

### MEMORANDUM

To: Pelham Town Department Heads  
Board of Selectmen  
Budget Committee  
Cemetery Trustees  
Pelham School Board  
Library Trustees

From: Jenn Beauregard, Planning Director on behalf of Sam Thomas – Chair, Planning Board CIP Committee

Date: 4/3/2023

Subject: Capital Improvement Plan (CIP) process

Dear Department Head, Town and or School Administrator,

As you are aware, the BOS and Budget Committee start their budgeting process early, so we must have the CIP updated as soon as possible for this advisory budget planning tool to be of value to those boards. This year, we decided to start this process a bit earlier to allow adequate time to address questions, updates, etc. For this reason, we will need your project forms to be completed and returned **no later than Friday, May 12, 2023**, when we will begin the project evaluation and prioritization process. We are providing additional time than in the past so we can address all previously submitted projects. If you will have no CIP submissions, please notify me. Most of you are experienced with the CIP process and will rely on last year's submission as you update your project forms. If you are unable to meet this deadline, please contact me so I can advise the CIP Committee with the reason for the delay.

As a reminder, the **threshold for CIP capital expenditures is \$75,000 with a useful life of at least three years**. That means only those qualifying items would be considered by the CIP Committee and then programmed into the seven-year CIP schedule. Capital items below that threshold must still be approved by the BOS and Budget Committee either as operating budget items or warrant articles but they will be independent from the CIP. We will not require department head presentations of the worksheets unless the CIP committee finds it necessary to clarify or evaluate complicated submissions or in cases where the department head wishes to be present. As a reminder for those of you who have not worked on CIP issues previously, capital items do not include personnel, studies, or services. CIP items are limited to buildings, major repairs or equipment that

meets the threshold described above, although soft costs like engineering can be included as a component of larger capital projects such as buildings.

Attached please find the worksheet and worksheet instructions needed to complete your requests for 2024-2030. It is imperative that careful thought and reasoning for why you need any new capital item or project is submitted and detailed describing that need and why it is requested for the proposed year. Please keep in mind that if all relevant background and supporting documentation is not provided by May 12th, the CIP Committee may not be able to properly evaluate any subsequent information you provide. Please let us know in your narrative if the project can be deferred and for how long in the event the project is extended to a later year or outside the seven-year scope of the CIP schedule. **We also ask that you estimate the additional cost of your requested projects for each year deferred from your original request date.**

I have included the existing CIP schedule so you can start reviewing the submissions from last year's process and comparing them to your anticipated capital needs looking out seven years. If you need to consult the existing CIP schedule to assist you in this process, or if you have any questions about the task or the CIP process, please contact me at 603-508-3084 and I will assist you.

Thank you for your assistance.

Sincerely,



Jenn Beauregard, Planning Director  
On behalf of the Pelham Planning Board

Cc: Planning Board, CIP Subcommittee  
Board of Selectman  
Budget Committee