

Basic Information Request
for
Town Meeting Appropriation Articles

Project Name, Type & Purpose	Date	Budget year	Source of Funds
	Amount requested		
	\$		
Type of Project			
Public Safety <input type="checkbox"/> Maintenance & Improvement <input type="checkbox"/> Required by law/regulation <input type="checkbox"/> Infrastructure Improvement <input type="checkbox"/>			
Productivity Improvement <input type="checkbox"/> Education <input type="checkbox"/> Human Services <input type="checkbox"/> Culture & Recreation <input type="checkbox"/>			
Summary Description of the Asset or Project			
Project Details			
Is the asset/project:			
Listed on the Capital Improvement Plan	Y	N	Don't Know <input type="checkbox"/>
Listed in the Transportation Improvement Plan	Y	N	Don't Know <input type="checkbox"/>
What is the estimated useful life of the asset?	Yrs <input style="width: 50px;" type="text"/>		Don't Know <input type="checkbox"/>
What is the estimate of the annual operating cost of the asset?	\$ <input style="width: 80px;" type="text"/>		Don't Know <input type="checkbox"/>
What is the annual maintenance cost of the asset?	\$ <input style="width: 80px;" type="text"/>		Don't Know <input type="checkbox"/>
Will the Town need to add additional personnel if the asset is purchased/project completed?	Y N Don't Know <input type="checkbox"/>		
Will the asset/project generate revenue for the Town?	Y	N	Don't Know <input type="checkbox"/>
If yes, please provide the following:			
Annual revenue for the life of the project; Annual costs with detail for the life of the project; sources for these estimates; simple payback (Yrs)			