

## **Criteria for Evaluating Capital Projects** *Town of Reading, MA*

The following criteria are used by the Town Manager to determine priorities for requested Capital projects to be included in the Capital Improvement Program. Guiding principles include:

- Let's keep our commitments to public good by taking care of what we've inherited to the best of our ability,
- Let's keep our commitment to future generations by making prudent investments that will enhance the quality of life long term

These criteria are not listed in any order of priority.

1. Project addresses a life health/safety deficiency (example – inadequate fresh air into an office)
2. Project maintains or improves public safety (example – replacement of Police and Fire radios)
3. Project is required to address an inadequacy that makes a particular portion of the infrastructure non-conforming to state or federal law or regulation which is binding upon the Town (example – HC access improvements to a public building)
4. Project will result in substantial and measurable cost savings (example – energy improvements)
5. Project replaces infrastructure that has reached or is about to reach the end of its physical or

functional life, or the project will prolong the physical or functional life of the infrastructure asset (Example – road improvements)

6. Project is a high priority to the requesting department and is essential to its operation (example – replace stack shelving in the Library)
7. Project takes advantage of one-time or unusual opportunities that benefit the Town of Reading (Example – purchase of a critical parcel of land at a lower price because of a slumping economy)
8. Project leverages Town resources to accomplish a community goal at lower cost to the Town (Example –purchase of a parcel of land a portion of the cost of which is paid for through a one time gift or grant)
9. Project advances a key goal of the community in making an improvement beyond what exists currently (Example – development of an additional elementary school)

Note – examples are actual situations that the Town is dealing with currently, or has dealt with in the recent past.