



TOWN of SHUTESBURY  
CAPITAL BUDGET REQUEST FOR FY21

October 18, 2019

To: Department Heads and Committee Chairpersons:

This year we are working with our capital planning and forecasting model. We are reviewing the spreadsheets now and will utilize this tool in improving our ability to plan in the future.

We are starting with a form that requests more detail on all capital requests that you bring forward. We hope to continue making our process smoother and more productive.

The Capital Budget Request form is attached.

If you do not have any requests this year but are considering future requests, please let us know.

Please return Budget Request forms to the Town Administrator's mail box in Town Hall by November 15, 2019.

We look forward to meeting with you and working together to craft the FY21 Budget.

Shutesbury Capital Planning Committee

Ellen McKay, Chairperson

Bob Groves, Finance Committee Rep

Jim Walton, Finance Committee Rep

Steve Sullivan, School Committee Rep

Michael Broad, Community Rep