

TOWN OF STONINGTON

Memorandum

Date: 8/2/2010
To: All Town Departments/Boards/Commissions and Agencies
Cc: Management Team
From: **George R. Sylvestre, Director of Administrative Services**
RE: Strategic Planning/Special Projects Vetting Process

The Board of Selectman adopted the attached policies on July 23, 2008. They are a further refinement of the Town's Strategic Planning Process. The objective of the Strategic Plan is to evaluate and prioritize future projects, establish a basis for decision making and avoid the clash of competing demands on limited resources. It is intended to complement and become part of the Capital Improvement Process that will begin its annual cycle this fall.

Any proposed initiative as defined herein should be submitted to the Department of Administrative Services using the **Concept Statement** which is separately attached to the forwarding e-mail. Submitting agencies should include as much information as possible or if no such projects are envisioned, a simple statement to that effect by return e-mail. Proposed projects will be evaluated by a Special Projects Committee and a response will be made to the submitting agency. Where capital funding requirements are involved this review must precede inclusion in the Capital Improvement Plan (CIP).

Your cooperation in these efforts is critical. The focus is on initiatives with anticipated impact between now and June 30, 2012 as well as those falling within the upcoming five year CIP window beginning July 1, 2011. Please response is requested by September 8, 2010.

Attachments:

1. Policy Statement
2. Definition Statement
3. Roles and Responsibilities
4. Concept Statement

SPECIAL PROJECTS VETTING PROCESS

The following policy was adopted by the Board of Selectmen on July 23,
2008:

“In order to provide the best opportunity to ensure success of Special Projects/Grants as defined herein and to apply an orderly process for evaluating such projects within the goals and objectives of the community and allow for the appropriate assignment of Town resources, the following policy is hereby adopted:

On or about August 1st of each year, the First Selectman shall notify all Town boards, commissions and agencies to identify all such special projects/grants it wishes to initiate over the next eighteen to twenty four month period using the attached format. When circumstances occur that do not allow such advance planning, the following procedure will apply as soon as practical.

Using information provided on the Project Assessment Tool, a Special Projects Team, designated by the First Selectman, will begin a vetting process to evaluate such initiatives, identify any issues that need to be addressed, evaluate the impact(s) of such initiatives on Town resources, assess the Town's capacity to successfully administer, manage and execute such initiatives and report their findings to the Board of Selectmen and Board of Finance.

This information will be incorporated into the Town's Capital Improvement Planning Process to the extent possible.”

SPECIAL PROJECTS DEFINITION STATEMENT

For the purposes of this policy a “special” project is defined as any initiative that delivers a service(s), program(s) and/or infrastructure component and receives substantial funding from non-Town sources. For purposes of clarity, “special” projects are peripheral services such as streetscape projects, Pawcatuck (Donahue) Park restoration, Senior Center, etc. where there may not be clear “ownership” established and where “vetting” does not necessarily occur.

This policy is intended to apply to special projects

WHERE

Town resources are required – such as:

- Fiduciary Responsibility – (e.g. serving as a pass through agent on grants)
- Property
 - Real
 - Personal (Equipment)
- Staff (e.g. professional/management services; labor, etc.)
- Funds (Matching)
- Risk Exposure
- Technology

AND

Such resources are beyond the control of the sponsor.

Purpose

The purpose of this process is to assess the Town’s ability to supply the required resources.

SPECIAL PROJECTS ROLES AND RESPONSIBILITIES

- Project Sponsor
 - Person/organization/agency initiating a concept for a project/grant within the definition of this process policy; accountable for initiating the Project Vetting Process.
- Project Owner/Leader
 - The person ultimately accountable for the project's success. The Project Owner acts as the Town's representative for the project and is accountable for monitoring the project's budget and schedule to ensure the project remains on track and within budget and that it meets its stated goals as well as for ensuring grant administration and compliance.
- Project Administrator
 - The person responsible for ensuring compliance with all administrative tasks including grant applications, reporting, accounting and others as necessary..
- Project Manager
 - The person responsible for the day-to-day activities and decisions relating to project progress. The Project Manager works with the assigned project resources providing direction and assistance regarding requirements and specifications, manages the project's budget and schedule and acts as the liaison between the Project Owner, Contractor(s) and other stakeholders.

Depending on the size and scope of the project these roles may be modified and or combined.