

Capital Improvement Planning Committee

Section 1. There shall be a Capital Improvement Planning Committee, hereinafter referred to as "the Committee," which shall be charged with planning and making recommendations on the Town's future capital projects, programs, improvements, acquisitions and the funding thereof.

The Committee shall consist of eleven members as follows: the chairmen, or their designees, of the ~~Board of Selectmen~~, Planning Board, Zoning Board of Appeals, Finance Committee, and Business and Economic Development Committee; two ~~(2)~~(3) three citizens, who shall be registered voters of the Town and other than Town officers, who shall be appointed annually by the Board of Selectmen for a term of one year; and, the following who shall be ex officio, non-voting members: the Town Administrator, Town Planner, Town Accountant and Town Treasurer. The members of the Committee shall serve without salary.

Section 2. The Committee shall choose its own chairman and vice-chairman and may employ, subject to an appropriation therefor, a secretary. The Board of Selectmen shall fill the unexpired term(s) created by the resignation, removal from Town, death, failing to qualify, or otherwise, of a citizen appointed to the Committee.

Section 3. The Capital Improvement Planning Committee shall study proposed capital projects, programs, improvements and acquisitions having a useful life of at least three (3) years and a cost of ten thousand dollars (\$10,000.00) or more. In considering capital funding requests and making its recommendations, the Committee shall consider the relative need, benefit, timing and cost of the requested capital items and the effect each will have on the Town and its financial condition. The recommendations shall be those of a majority of the voting members of the Committee, but this shall not be construed to prevent recommendations of a minority as such.

Section 4. All officers, departments, boards and committees, including the Board of Selectmen, shall give to the Committee, by a date established and on a form prepared by it, information concerning all capital projects, programs, improvements and acquisitions anticipated by them as needing Town Meeting action, pursuant to this bylaw, during the next ten (10) years. The Committee shall consider all capital requests and may confer with any Town officer, department, board or committee and hold hearings, if they deem it advisable. Said Committee may, at anytime, request any additional data it feels it needs in order to fulfill its responsibilities.

Section 5. The Committee shall, based on the information received by it, prepare and publish a Capital Improvement Plan, hereinafter called "the Plan," which presents the Committee's recommendations on the Town's capital needs, timing, expenditures and funding sources for a period of ten (10) years. The Committee shall update the Plan as needed on a yearly basis. A new ten (10) year plan shall be prepared and published by the Committee

every five (5) years; thereby insuring that the Town shall always have in place a report on its future capital needs covering a period of no less than five (5) years.

Section 6. Annually the Committee shall, based on the information in the Capital Improvement Plan, submit its recommendations to the Town for a Capital Improvement Budget (the "Budget") for capital expenditures and the recommended sources of funding for the then current fiscal year. Said recommendations shall be submitted in time to be considered at a Special Town Meeting annually in the fall of each year, at a date and time to be determined by the Board of Selectmen. No capital projects, programs, improvement or acquisitions, as defined in this bylaw, shall be included on the warrant for any Town Meeting unless it is first included in the Committee's Budget for the then current year or determined by the Board of Selectmen to be of an emergency nature.

Notwithstanding the above paragraph, projects so voted by a majority of each of following –the Board of Selectmen, Finance Committee and Capital Planning Committee- may appear on the Annual Town Meeting warrant or on a Special Town Meeting warrant.

Section 7. The Committee's Capital Improvement Plan, Budget and recommendations thereon shall be published and distributed in a manner consistent with the report and recommendations of the Finance Committee.
(September 13, 2005, Special Town Meeting, Article 28)