

Capital Improvement Planning Committee

Consists of 5 members; 1 of whom shall be a member of the Finance Committee appointed by the Finance Committee for a term of one year; one of whom shall be a member of the Planning Board appointed by the Planning Board for a term of 1 year; and three of whom shall be town residents appointed by the Board of Selectmen for three years.

The Capital Planning Committee shall submit a capital plan annually to the Town Administrator, who shall review it and forward it to the Board of Selectmen and Finance Committee with recommendations. The Finance Committee shall review and make recommendations. The Board of Selectmen may vote to accept the plan or return it to the capital planning committee for revision. The approved capital plan shall be completed in such time as to allow for consideration as part of the annual budget process.

The capital plan shall at minimum include: (i) a list of all capital improvements proposed to be undertaken during each of the ensuing 5 years, with supporting information as to the need for capital improvement; (ii) cost estimates, proposed methods of financing and recommended time schedules for each improvement; and (iii) the estimated annual cost of operating and maintaining each facility and piece of major equipment referenced in the plan. The committee may extend the timeline of the plan beyond 5 years.

Except as otherwise provided by the charter, the role of the capital planning committee and capital planning procedures shall be governed by the town bylaws.