CAPITAL PLANNING BYLAW

(HISTORY: Adopted May 9, 2016 ATM Article 32; Approved by Attorney General July 15, 2016)

Section 1. There shall be a Capital Planning Committee consisting of three (3) registered voters of the Town appointed by the Board of Selectmen. The terms of members shall be for three (3) years beginning July 1 and expiring June 30, except the initial appointment which will run from the date of appointment until June 30, 2017 for one member, June 30, 2018 for one members, and June 30, 2019 for one members. Any vacancies shall be filled in the same manner as the original appointment and persons appointed to fill vacancies shall serve for the remainder of his/her predecessor's term of office. The Capital Planning Committee will choose its own officers and will follow all requirements of the Open Meeting Law.

Section 2. The function of the Capital Planning Committee shall be to review the Capital Requirements of the Town and to make recommendations on the same in the form of a five-year Capital Improvement Plan (CIP) at each Annual Town Meeting and deposit its original report with the Town Clerk. The Capital Requirements shall consist of identified Town future projects, programs, improvements, and acquisitions having a useful life of at least five (5) years and a cost of at least $10,000. The CIP shall be updated annually.

Section 3. All departments, boards, committees, commissions, and officers of the Town, including the Board of Selectmen and the School Committees shall, by September 1 of each year, submit to the Capital Planning Committee information concerning all capital projects, programs, improvements, and acquisitions anticipated as necessary during the next five (5) years. The Capital Planning Committee shall consider all requests and may request additional information and confer with any Town department, board, committee, commission or officer as needed to evaluate and prioritize submitted requests.

Section 4. The Capital Planning Committee shall consider the relative need, timing and cost of proposed capital expenditures and the effect each will have on the financial position of the Town. In evaluating and scheduling the requests, the Capital Planning Committee shall consider risks to public safety and health, deterioration of Town facilities, requirements of state and federal law, coordination with other capital requests, improvement of efficiency, systematic replacement, protection and conservation of resources, and equitable provision of services and facilities.

Section 5. Each year ninety (90) days prior to the Annual Town Meeting the Capital Planning Committee shall submit the CIP to the Board of Selectmen as the recommended Capital Budget for consideration at Town Meeting. The Board of

Selectmen, in coordination with the Town Administrator, shall finalize the Capital Budget and submit it to the Advisory Board for funding recommendation. No appropriation shall be voted for a capital improvement requested by a department, board, committee, or commission unless the proposed capital improvement has been considered in the CIP; provided that, such an appropriation may be voted if it has been determined by the Board of Selectmen in open meeting to be of an emergency nature.

Section 6. The Capital Planning Committee may amend its recommendation relative to any specific capital request not included in the CIP if it finds reasonable cause why such request was not submitted in timely fashion for consideration at the Annual Town Meeting, and determines that it ought to be acted upon before the next Annual Town Meeting. Any such amendment, addition, or deletion must be submitted to the Board of Selectmen for its consideration and approval and reported to the next Special Town Meeting for adoption. The CIP shall be amended to reflect any changes and reported to the next Annual Town Meeting.