

## **CAPITAL IMPROVEMENTS PLANNING COMMITTEE (CIPC) BYLAW**

**Section 1.** In accordance with Chapter 41, Section 106B, The Board of Selectmen shall establish and appoint a committee to be known as the Capital Improvements Planning Committee ("Committee"), composed of seven voting members. The Committee shall consist of the Town Administrator (or designated representative), one member (or designated representative) from the Finance Committee, one member (or designated representative) from the Board of Assessors, and four members of the electorate appointed by the Board of Selectmen. Appointments will be for three years, rotating, so one member is subject to reappointment every year after the initial appointments. The Committee shall elect its own officers.

**Section 2.** The Committee shall study proposed capital projects and improvements involving major non-recurring tangible assets and projects which: 1) are purchased or undertaken at intervals of not less than five years; 2) have a useful life of at least five years; 3) costs over \$10,000. All officers, boards, committees, and commissions shall, by a date specified annually by the Committee, submit to the Committee, on forms prepared by it, information concerning all anticipated projects requiring Town Meeting action during the ensuing six years. This section is also applicable to projects sponsored by the Board of Selectmen and proposed capital asset expenditures by the Regional School Committee. The Committee shall consider the *criticality*, relative need, impact, timing and cost of these expenditures, the effect each will have on the financial position of the Town and future maintenance, and replacement costs, recognizing the useful life of assets in accordance with the Uniform Massachusetts Accounting System (UMAS) and Governmental Accounting Standards Board (GASB 34) accounting policies and practices.

No appropriation at a Town Meeting will be voted for a capital improvement purchase or project requested by a department, board, committee, or commission unless the proposed capital improvement is considered in the Committee's Report. If a project reflecting an extraordinary circumstance which must be addressed before the formulation of the next year's capital program arises, a department, board, committee, or commission may submit a proposal to the Committee for consideration. Each member of the Committee must vote that the project meets extraordinary circumstances. The Committee shall then submit a report to the Board of Selectmen explaining why the proposal was not included in the Committee's annual report.

This provision is not applicable to any capital improvements placed on the Town Warrant by citizen petition, as governed by the Massachusetts General Laws.

**Section 3.** The Committee shall prepare an annual report recommending a Capital Improvements Budget for the next fiscal year and a Capital Improvements Program, including recommended capital improvements, for the following five fiscal years. The report shall be submitted to the Board of Selectmen for consideration and approval. The Board of Selectmen shall submit its approved Capital Budget to the Annual Town Meeting for adoption by the Town.

**Section 4.** The Committee shall prepare a list of Articles for inclusion in the Annual or Special Town Meeting for that fiscal year. After adoption of the Capital Improvements Program, any department, board, committee, or commission may make expenditures from their current budget for any surveys, architectural or engineering advice, options, or appraisals; but no such expenditure shall be incurred on projects which have not been so approved by the Town through the appropriation of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.

**Section 5.** The Committee's report and the Board of Selectmen's recommended Capital Budget shall be published with the Annual Town Meeting Warrant and made available to the Town residents. The Committee shall deposit its original report with the Town Clerk.