

Draft for discussion purposes of a possible description of a proposed Comprehensive Capital Committee:

The Comprehensive Capital Committee, shall consist of a member of Select Board, a member the School Committee, the Town Treasurer, a member of the Warrant Committee, a member of the Energy Committee and five (5) registered voters of the town appointed by the Moderator. The Moderator appointed members shall serve for staggered three (3) year terms and shall be eligible for reappointment. The Town Administrator and the Superintendent of Schools, or their designees, shall serve as non-voting, ex-officio members.

Based on capital expenditure requests from Town Boards and Departments, the Committee shall prepare and recommend a Long-Term Capital Improvement Plan, updated annually, to serve as a guideline for capital investments in the town. The Committee shall be concerned with public improvements to physical facilities such as land, buildings or other structures and pieces of equipment that require a relatively large investment and have a relatively long useful life. As used in this by-law "public improvements" shall include the purchase or taking of land.

The Long-Term Capital Improvement Plan shall specify a detailed program of capital expenditures by fiscal year over a period of five (5) years, and shall specify the probable costs and methods of funding the proposed capital improvements, including specific recommended appropriations for the next fiscal year. In addition, the Committee shall develop a thirty (30) year plan summarizing in more general terms the anticipated major capital and infrastructure needs of the community.

The Committee shall ensure that clear guidelines are in place to review capital requests, ensuring that full life-cycle costs and funding are considered, and shall establish guidelines for the planning process, defining what constitutes a capital improvement, specifying minimum cost and useful life of capital improvements. The Committee shall also recommend policies regarding goals for the proportion of the total budget to be devoted to outstanding and current capital projects and any restrictions on methods of funding.

The Long-Term Capital Improvement Plan shall be included in the Warrant for consideration and approval by Town Meeting, including specific recommendations for appropriations from the discretionary capital budget, enterprise funds and Chapter 90 funds supporting department projects, equipment, and infrastructure up-grades for the following fiscal year. The Committee shall prepare an annual report to Town Meeting on the Plan, which shall be submitted to the Town Clerk in sufficient time to be distributed to Town Meeting Members at least Fourteen (14) days prior to the commencement of the session at which the Capital Budget is to be considered. The report shall be available at the Town Clerk's office and posted on the Town's web site for distribution to the public. The Plan shall also be included in the Annual Town Report.