SELECT BOARD CHARGE

NAME: Capital Improvement Planning Committee

MEMBERSHIP: 7 Members
One Select Board Member, One Finance Committee Member, One Member of the School Committee, and Four Members-at-Large

TIMETABLE: To begin upon appointment for an indefinite term or until the Committee has met its charge and disbanded by the Select Board.

SECTION 1: The Select Board shall establish and appoint a committee to be known as the Capital Improvement Planning Committee, composed of 7 members including one member of the Select Board, one member of the Finance Committee, one member of the School Committee, and four residents of the town appointed by the Select Board. The committee shall choose its own officers.

SECTION 2: The committee shall study proposed capital projects and improvements involving major, nonrecurring, tangible projects and assets which:

1. Are purchased or undertaken at interval of not less than five years
2. Have a useful life of at least 5 years
3. Cost over $10,000

The committee shall consider the relative need, impact, timing, and cost of these expenditures and the effect that each will have on the Town’s financial position.

SECTION 3: The committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year. The committee shall establish and maintain a Five-Year Capital Improvement Plan with a comprehensive view of all current, planned, and requested Town...
capital spending. The report shall be submitted to the Town Administrator and the Select Board for its consideration and approval.

SECTION 4: The committee’s report and the Select Board’s recommended capital budget shall be published and made available in a manner consistent with the distribution of the Finance Committee report. The committee shall deposit its original work with the Town Clerk.

Grafton Select Board

Peter Carlson, Chairman

Colleen Roy, Clerk

Dolleen DeFazio, Vice Chair

Mathew Often

Edward Prisby