



**OFFICE OF THE BOARD OF SELECTMEN**

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*Dave Ross, Chairman  
John Dowling, Vice Chair  
John Carlson, Clerk  
Brook Padgett  
Peter Adams*

July 24, 2012

**BOARD OF SELECTMEN  
CHARGE**

**NAME:** Capital Improvement Planning Committee

**MEMBERSHIP:** 5-7 members  
One Selectmen Member, One Finance Committee Member,  
One Member of the School District

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

*Section 1.* The Board of Selectmen shall establish and appoint a committee to be known as the Capital Improvement Planning Committee, composed of 5 to 7 members including one member of the Board of Selectmen, one member of the Finance Committee, one member from the School District, and the Town Administrator. Other members should be considered based on knowledge of construction and public works finance.

*Section 2.* The Committee shall study proposed annual capital projects and improvements, as recommended by the Town Administrator, 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; and
- 3) Cost more than \$10,000.

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

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

ADOPTED JULY 24, 2012:

Paul J. Tross  
John D. Dowling  
John G. Cerrito  
Paul J. Felt  
Robert J. Adams