

CHARGE OF THE CAPITAL IMPROVEMENT PLANNING COMMITTEE

The Capital Improvement Planning Committee studies proposals from the Acton Town Manager and the Acton - Boxborough Regional School District which involve major tangible items with a total project cost of more than \$100,000 in a single year or over \$100,000 in multiple years and which would likely require an article at Town Meeting for the project's authorization.

The CIPC shall make a report with recommendations to the Finance Committee and the Board of Selectmen on these proposals.

SECTION 1

There shall be a committee known as the Capital Improvement Planning Committee, (CIPC) composed of seven members: The Town Manager or his designee; The School Superintendent or his designee; a member of the Board of Selectmen; a member of the Finance Committee; an Acton member of the Regional School Committee; and two at large members appointed by the Board of Selectmen. The Town's Finance Director and the Acton Boxborough Regional School Finance Director shall be ex officio and advisory to the Committee. The CIPC shall choose its officers annually. The term of office shall be three years not more than three of which shall expire within the same year.

SECTION 2

The CIPC shall study proposals from the Town Manager, and the Acton Boxborough Regional School District which involve major tangible items with a total project cost of more than \$100,000 in a single year or over \$100,000 in multiple years and which would likely require an article at Town Meeting for the project's authorization. The CIPC shall make a report with recommendations to the Finance Committee and the Board of Selectmen on these proposals.

SECTION 3

The CIPC shall: prepare an inventory of existing facilities and major capital equipment; determine the status of previously approved projects; assess the Town's financial capacity; solicit, compile and evaluate project requests; establish project priority; and develop a capital improvement program financing plan, the first year of which shall be submitted along with the operational budget by the Town Manager to the Board of Selectmen in accordance with the Town Charter. The Committee shall also monitor approved projects and update the capital plan on an annual basis.

SECTION 4

The Town Manager shall develop an operating budget for proposed capital expenditures for the upcoming fiscal year containing those items whose costs do not meet this threshold and are to be included in the annual budget and financing plan submitted to Town Meeting. This capital expenditures

budget shall be submitted by the Town Manager to the Board of Selectmen in conformance with the Budget submission requirement of the Town Charter.