

Ordinance Creating a Capital Improvement Planning Committee

- Section 1. The Board of Selectmen shall establish and appoint a committee to be known as the Capital Improvement Planning Committee, composed of one member of the Board of Selectmen, two members of the Finance Advisory Committee, and two members at-large. The Town Accountant, Town Treasurer and Executive Secretary shall be ex-officio Committee staff members without the right to vote. The Committee shall choose 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; and 3) cost over \$10,000. All officers, boards and committees, including the Selectmen, shall, by November 1st of each year, give to the committee, on forms prepared by it, information concerning all anticipated projects requiring Town Meeting action during the ensuing six years. 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. No appropriation shall be voted for by the Board of Selectmen on a capital improvement requested by a department, board or commission unless 1.) the proposed capital improvement is considered in the Committee's report, 2.) the Board of Selectmen has certified to the Capital Improvement Plan Committee that a capital improvement emergency or opportunity has occurred which was not reasonably foreseeable, or 3.) the Committee shall first have submitted a report to the Board of Selectmen explaining the omission.
- Section 3. The Committee shall prepare an annual report, no later than December 20th of each year, 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 shall submit its approved Capital Budget to the Annual Town Meeting for adoption by the town.
- Section 4. Such Capital Improvement Program, after its adoption, shall permit the expenditure on projects included therein of sums from departmental budgets for 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 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 Selectmen's recommended Capital Budget shall be published, posted on the web, and made available in a manner consistent with the distribution of the Finance Committee report. The Committee shall deposit its original report with the Town Clerk.

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Capital Improvement Budget Policies

1. The Town will make all Capital Improvements in accordance with an adopted capital improvement program.
2. The town will develop a multi-year plan for capital improvements and update it annually.
3. The town will enact a capital budget based on the multi-year capital improvement plan. Future capital expenditures necessitated by changes in population, changes in real estate development or changes in economic base will be calculated and included in capital budget projections.
4. The town will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvement will be projected and included in operating budget forecasts.
5. The town will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvements plan and priorities, and whose operating and maintenance costs have been included in operating budgets forecasts.
6. The town will maintain all its assets at a level adequate to protect the town's capital investment and to minimize future maintenance and replacement costs.
7. The town, as part of its capital planning process, will project its equipment replacement and maintenance needs for the next several years and will update this projection each year. From this projection, a maintenance and replacement schedule will be developed and followed.
8. The town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to Town Meeting for approval.
9. The town will determine the least costly financing method for all new projects.
10. The town will seek to avoid debt levels for capital projects which fluctuate widely from year to year.

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