

Chapter 6

CAPITAL PLANNING COMMITTEE

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§ 6-3. Capital planning process.

§ 6-2. Role of Capital Planning Committee.

§ 6-4. The Capital Budget.

[HISTORY: Adopted by the Annual Town Meeting of the Town of Easton 6-6-2005 by Art. 28. Amendments noted where applicable.]

GENERAL REFERENCES

Finance Committee — See Ch. 22.

Financial affairs — See Ch. 26.

§ 6-1. Purpose.

This chapter is created in furtherance of the provisions of § C6-6 of the Easton Home Rule Charter to provide additional information regarding the role of the Capital Planning Committee as well as the capital planning process.

§ 6-2. Role of Capital Planning Committee.

- A. The Capital Planning Committee (hereinafter “the Committee”) is charged with the responsibility of planning and subsequently recommending to the Town Administrator a Capital Improvement Program identifying the Town’s future capital projects, programs, improvements and acquisitions having a useful life of at least three years and a cost of at least \$10,000, including requests for funds for a class of assets that exceeds \$10,000.
- B. The development and implementation of a Capital Improvement Program is essential to the sound and cost effective maintenance of the infrastructure and capital assets of the community. Towards this end, the committee is dedicated to accomplishing the following objectives:
 - (1) To review, evaluate, plan and coordinate capital improvements so as to promote a systematic, organized replacement and acquisition schedule;
 - (2) To promote timely planning and the efficient implementation of capital improvements;
 - (3) To promote wider community awareness regarding the planning of projects and to reduce the pressure to fund a project which has not been weighed against immediate and long-range community-wide needs;
 - (4) To annually present a report to the Town Administrator, said report to include a five-year (minimum) Capital Program, as well as a proposed one-year Capital Budget listing recommended projects in order of priority.

§ 6-3. Capital planning process.

- A. All officers, departments, boards and committees shall give to the Capital Planning Committee, by October 1 of each year and on a form prepared by it, information concerning all capital projects, programs, improvements and acquisitions anticipated as necessary during the next five years; presentation of planned capital expenditures beyond this five-year period is encouraged to the extent that such information is known. The Committee shall consider all such requests and, in doing so, may confer with any town officer, department or board or request additional data it feels it needs in order to fulfill its responsibilities.
- B. The Committee shall, based on the information received by it, prepare and recommend to the Town Administrator a Capital Improvement Program (hereinafter "the Program") detailing the Committee's recommendations for the capital items to be funded, as well as the associated timing, for the ensuing five-year period. The Program is updated annually, with the first program year deleted and a new fifth program year added.
- C. In evaluating and scheduling the requests of the operating departments, the Committee will use the following criteria, listed in their order of priority:
- (1) Imminent threat to the health and safety of citizens or property
 - (2) Improvement of a capital asset to facilitate maintenance of operations, not to include ordinary maintenance; these are intended to be expenditures that will avoid costly replacement in the future
 - (3) Requirement of state or federal law or regulation
 - (4) Improvement of infrastructure
 - (5) Improvement of productivity
 - (6) Alleviation of an overburdened situation
- D. The relationship of the project to other town projects and needs will also be considered in the review and prioritization.
- E. Requests that can be funded from sources that will not impact the operating budget, and also do not necessitate an exclusion or override of Proposition 2½ (such as those funded from an enterprise account, conservation fund, grant or similar source) will be considered separately. Further, projects, acquisitions and other expenditures from the Community Preservation Act fund and acquisitions pursuant to MGL c. 61, c. 61A and c. 61B shall not be subject to the Capital Planning Process. However, the CPA Committee and/or other proponent of such expenditures are encouraged to present their projects to the Capital Planning Committee to facilitate coordination of efforts, as may be applicable. **[Amended 6-12-2006 STM by Art. 2]**
- F. The Capital Program and the Capital Budget (see below) will be finalized by the Town Administrator.

§ 6-4. The Capital Budget.

- A. Annually, the first year of the Capital Improvement Program shall be submitted to the Town Administrator as the recommended Capital Budget; the Town Administrator shall finalize the Capital Budget and submit it to the Board of Selectmen and Finance Committee in accordance with § C6-6 of the Charter.
- B. No Capital projects, programs, improvements or acquisitions, as defined in this Chapter, shall be funded unless the item is included in the Capital Budget for the then-current year or is determined by the Board of Selectmen (which determination shall be conclusive) that such project, program, improvement or acquisition was unforeseen at the time the Capital Budget for the then-current year was prepared and that delaying the funding of such project, program, improvement or acquisition until the preparation of the next Capital Budget would not be in the best interests of the Town. This shall not preclude the funding of citizens' petitions for bonded items, subject to Town Meeting approval. **[Amended 6-12-2006 STM by Art. 2]**