

§ C6-5. Action on the budget.

The Board of Selectmen and the Finance Committee shall jointly hold one or more public hearings on the proposed budget not less than 14 days prior to the Town Meeting at which it is to be submitted for adoption.

When the budget proposed by the Town Administrator, including the budget adopted by the School Committee insofar as permitted by law, is before the Town Meeting for action, it shall first be subject to amendments, if any, proposed by the Finance Committee before any other amendments shall be proposed.

§ C6-6. Capital improvement program.

The Town Administrator shall submit a capital improvement program to the Board of Selectmen and the Finance Committee at least 150 days before the start of each fiscal year. It shall be based on material prepared by the Capital Planning Committee of the town, including: (a) a clear, concise general summary of its contents; (b) a list of all capital improvements proposed to be undertaken during the next ensuing five years, with supporting information as to the needs of each capital improvement; (c) cost estimates, methods of financing and recommended time schedules for each improvement; and (d) the estimated annual cost of operating and maintaining each facility and piece of major equipment involved.

This information is to be annually revised by the Capital Planning Committee with regard to the capital improvements still pending or in the process of being acquired, improved or constructed.

The Capital Planning Committee shall be composed of the Town Accountant, ex officio, one member of the Town Finance Committee appointed by and from it, one member of the Planning and Zoning Board appointed by and from it and four additional members to be appointed by the Moderator. The members from the Finance Committee and the Planning Board shall be appointed for one-year terms. The other members shall be appointed for four-year terms, such that the term of office of one member will expire each year. Vacancies shall be filled for the unexpired terms and in the manner of the original appointments.

§ C6-7. Financial public records.

Statements summarizing the budget and the capital improvements program and related warrant articles as adopted by the town meetings shall be made available at the office of the Town Administrator not more than 20 days after their adoption.

§ C6-8. Approval of warrants.

The Town Administrator shall be the chief fiscal officer of the town. Warrants for the payment of town funds prepared by the Town Accountant in accordance with the provisions of the General Law shall be submitted to the Town Administrator. The approval of any such warrant by the Town Administrator shall be sufficient authority to authorize payment by the Town Treasurer, but the Board of Selectmen shall approve all warrants in the event of the absence of the Town Administrator or a vacancy in the office of Town Administrator.