

HANSON GENERAL BY-LAWS

ARTICLE 2 - 11

CAPITAL IMPROVEMENT COMMITTEE

- Sec. 1. The Board of Selectmen shall establish and appoint a committee to be known as the Capital Improvement Committee composed of seven citizens at large, three to serve 1 year, two to serve 2 years and two to serve 3 years and each thereafter for three years. The Town Administrator, Assessor/Appraiser, Town Accountant and the Treasurer/Collector shall serve as non-voting members. The committee shall choose its own officers. (10/07)
- Sec. 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 at least five years; and, 3) cost over \$35,000. In order that the Town 1) coordinate development of a capital improvement budget with the operating budget of the current year, and 2) develop a capital program including the subsequent 5 years, all officers, boards, and committees including the Selectmen and the Regional School Committee shall, by a date specified annually by the Capital Improvement Committee, prepare for the committee information concerning all anticipated capital improvement projects requiring Town Meeting action for the period specified. No appropriation shall be voted for a capital improvement requested by a department, board, or commission unless the proposed capital improvement is considered in the committee report. However, in order to allow consideration of a project reflecting an extraordinary circumstance which must be addressed before the formulation of the next year's capital program, a department, board or committee may submit a proposal to the Capital Improvement Committee for consideration. The Committee must then submit a report to the Finance Committee and the Board -of Selectmen with a satisfactory explanation why the proposal was not considered by the Capital Improvement Committee at a time when it could be included in the committee's report. Each of the boards and committees must vote that the proposed project meets the extraordinary circumstance issue. (5/2015)
- 05/2015
- Sec. 3. The Committee shall prepare an annual report recommending a Capital Improvement Program for the next fiscal year, and for each of the subsequent 5

years. The Capital Improvement Committee will explain which capital improvement projects considered by the committee are recommended and which projects it does not recommend for inclusion in the capital program. The report shall be submitted to the Board of Selectmen and the Finance Committee for their consideration. The Board of Selectmen shall submit its approved Capital Improvement Program to any Annual or Special Town Meeting for adoption by the Town. (05/2015)

- Sec. 4. The Capital Improvement Committee shall prepare a list of articles for inclusion in the October Special Town Meeting warrant for that fiscal year. After the adoption of the Capital Program, any department, board, committee or commission may make expenditures from their current budget for any survey, architectural or engineering advice, budget 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 year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.
- Sec. 5. The Committee's report with the Selectmen's and Finance Committee's recommended Capital Plan shall be published and made available consistent with the distribution of the Finance Committee Report. The Committee shall deposit its original report with the Town Clerk.
- Sec. 6. The proposed annual budget shall include an appropriation of not less than 1% of the Town's operating budget to fund the Capital Plan. (05/2009)