

Capital Planning Committee By-Law

Establishment, Purpose, and Duties

There shall be a committee known as the Capital Planning Committee (the "CapCom"). The fundamental purpose of the CapCom shall be to work with the Finance Committee to enhance the Town's capacity to identify, prioritize, and understand the financial implications of capital projects and land acquisitions, including but not limited to: A) all proposed real estate acquisitions that have a cost over \$10,000; and (B) all proposed construction projects, preventive maintenance, repairs, replacements, and equipment acquisitions that will have a useful life of at least five years and a cost that requires capitalization in accordance with the Town's financial accounting policies, in all cases regardless of the method by which they are or may be funded, including but not limited to: (a) annual appropriations (a/k/a cash-capital); (b) debt-financing; (c) capital-exclusions; and (d) Community Preservation Act appropriations.

The CapCom shall develop and consult with the Finance Committee regarding a long-term Capital Plan that addresses the timing and estimated costs of capital projects anticipated by the agencies whose budgets are considered by the Town Meeting, including Lincoln-Sudbury Regional High School and the Water Commission.

The CapCom shall also review and make recommendations regarding capital projects and maintenance expenditures that will be funded by annual appropriations in accordance with the Finance Committee's annual financial guidelines.

Membership, Appointment, Qualifications, and Terms

The CapCom shall be comprised of nine Members:

- Five At-Large Members, three of whom are appointed by the Board of Selectmen and two of whom are appointed by the Moderator. No At-Large Member shall either: (a) serve as a member of the Board of Selectmen, the School Committee, the Conservation Commission, or the Library Board during their term on the CapCom; or (b) have served on such boards, commission, or committee within the two years preceding his or her appointment to the CapCom.
- Four Representative Members, consisting of one appointed by and from among each of the Board of Selectmen, the School Committee, the Conservation Commission, and the Library Board.

The At-Large Members shall be divided into three classes with staggered three-year terms as follows: (a) one class consisting of an At-Large Member appointed by the Board of Selectmen and an At-Large Member appointed by the Moderator; (b) one class consisting of an At-Large Member appointed by the Board of Selectmen and an At-Large Member appointed by the Moderator; and (c) one class consisting of an At-Large Member appointed by the Board of Selectmen. Following the final adjournment of the Annual Town Meeting at which this Bylaw is first adopted, the following actions shall be taken to establish the staggered three-year terms and classes: (1) the Board of Selectmen shall appoint one At-Large Member for a three-year term, one At-Large Member for a two-year term, and one At-Large Member for a one-year term; and (2) the Moderator shall appoint one At Large Member for a three-year term and one At-Large Member for a two-year term.

The term of office of each At-Large Member shall commence immediately upon qualification and shall expire upon the final adjournment of the Annual Town Meeting of the last year of such person's term of office.

The term of office of each Representative Member shall commence immediately upon appointment and shall expire upon the final adjournment of the Annual Town Meeting of the last year of such person's term of office on the appointing the board, committee, or commission, unless removed sooner by appointing the board, committee, or commission.

The Town Administrator (or his or her designee) and/or the Finance Director, as determined by the Town Administrator, shall serve as ex-officio, non-voting members of the CapCom. A member of the Finance Committee appointed by the Finance Committee shall serve as a liaison to the CapCom.

The CapCom shall choose its own Chair and other officers.