

## **CAPITAL PLANNING ADVISORY COMMITTEE**

<b>Number of Members</b>	<b>Method of Selection</b>	<b>Length of Term</b>	<b>Remuneration</b>
5	Appointed	3 Year(s)	None

**REVISED – 09-24-2019 AT 11:00 A.M.**

### **A. Establishment**

There shall be a Committee to study the requirements and needs for capital expenditures for all buildings, playing fields and courts, recreation structures, large equipment, vehicles, and municipal buildings in the Town of Groton. The Committee shall be known as the “Capital Planning Advisory Committee” and shall advise the Town Manager, Select Board and Finance Committee on the results of its work. Said Committee will also provide advice to the Town Manager in planning for the management of building projects as charged by the Town pursuant to votes of Town Meeting and Massachusetts General Laws.

### **B. Appointment**

The Select Board shall appoint the Capital Planning Advisory Committee consisting of five (5) regular voting members, all serving without compensation. The Select Board shall endeavor to appoint individuals who, by reason of their current or prior background have skills in the areas of capital planning, finance, construction or other relevant experience. All members shall be residents of the Town of Groton and appointed for a term of three years; provided however, that the initial members appointed shall serve for terms of one, two, or three years, and the Select Board shall arrange the terms so that the terms of approximately 1/3 of the Committees’ members shall expire each year.

### **C. Committee Charge**

The Capital Planning Advisory Committee shall have continuing responsibility in advising the Town Manager in developing the Annual Five (5) Year Capital Plan, including the capital equipment replacement plan, developing a long-range building plan and other maintenance projects for the Town. In addition, they shall advise in the development and annual updating of a long-range building maintenance capital spending plan for all municipal buildings. Working with the Town Manager, Select Board, Finance Committee and other Town committees and boards which propose building and renovation projects, the Capital Planning Advisory Committee shall advise on establishment of general criteria for significant Capital expenditures, including equipment and buildings, and offer recommendations on developing guidelines for communication regarding these projects between and among interested committees and the public. The Capital Planning Advisory Committee shall advise the Town Manger in overseeing the planning and design for construction, reconstruction, major alteration, renovation, enlargement, major maintenance, demolition, and removal of all Town buildings and recreation structures and playing fields and courts, including any significant installation, renovation or upgrade of service equipment and major systems.

More specifically the Committee shall:

1. In consultation with the Town Manager and Department Heads, inventory assets, assess ongoing space needs, and conduct periodic review and audit of the physical condition of all municipal buildings, service equipment, recreational structures, fields, and courts, and major technology and communication systems.
2. Advise the Town Manager in the development of the Annual Five (5) Year Capital Budget, including the sequencing of significant equipment replacement, building construction projects, and/or maintenance project(s) to be undertaken by the Town in the ensuing five (5) fiscal years.
3. After reviewing the rolling 5-year Capital Management Plan, and prior to November 15 of each calendar year, prepare and present to the Town Manager, Select Board and Finance Committee, a recommendation of major construction and/or maintenance project(s) to be undertaken by the Town in the ensuing fiscal year.
4. Seek comments from and coordinate activities with appropriate Town officials, including but not limited to the Town Manager, Director of Public Works, Police Chief, Fire Chief, Building Commissioner and other Town boards and committees, including but not limited to the Board of Library Commissioners, Planning Board, Zoning Board of Appeals, Conservation Commission, Park Commission, Historical Commission, Board of Health, Finance Committee, Council on Aging, Water Commission, Sewer Commission, Cable Advisory Committee and Community Preservation Committee.
5. Review and report the financial requirements of all projects under the control of the Town.
6. Create and publish a report/memo at the close out of each Capital project summarizing the process and any deviations from the plan. A comparison of projected to actual spending must be part of this report.

#### **D. Conduct**

All meetings are to be held in a public location, properly posted and open to the public in accordance with the Massachusetts Open Meeting Law. Minutes of each meeting shall be prepared and approved by the Committee within thirty (30) days of any meeting and distributed to the Town Clerk

#### **E. Membership**

**Committee Members:** The Committee shall consist of five (5) voting members made up of five (5) registered voters of the Town of Groton.

**F. Review Charge**

The Committee shall review the Charge periodically and make proposed recommendations to the Select Board that they believe are the in the best interest of the purpose of the Committee.

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**Appointing Authority**

Select Board

**Legal Authority**

Local:           Appointed under authority of Section 3-2 of the Town of Groton Charter.