

Chapter 38

CAPITAL IMPROVEMENTS

§ 38-1. Capital Outlay Expenditure Committee.

§ 38-2. Capital improvement program.

§ 38-3. Annual report.

§ 38-4. Expenditures.

§ 38-5. Report to Town Meeting.

GENERAL REFERENCES

Financial affairs -- See Ch. 71.

§ 38-1. Capital Outlay Expenditure Committee.

- A. The town shall establish a committee to be known as the "Capital Improvements Committee" to assist and advise the Town Manager in presenting, a five-year capital improvements program as set forth in ~~4h~~ of the Plymouth Home Rule Charter.

- B. Said Committee shall be composed of seven citizens of the town. The Committee shall consist of one member appointed annually by the Chairperson of the Board of Selectmen either from among the members of the Board of Selectmen or as their designee, one member who shall be appointed annually as a representative of the Advisory and Finance Committee by its Chairperson, one member who shall be appointed annually as a representative of the Plymouth School Committee by its Chairperson and three at-large members who do not hold elective positions in the town, two of whom shall be appointed by the Board of Selectmen and one of whom shall be appointed by the Town Meeting Moderator. A fourth at-large member shall be a Town Meeting member appointed annually by the Moderator. At-large members shall be from different precincts and their terms of office shall be four years. The Committee shall choose its own officers.

§ 38-2. Capital improvement program.

Capital projects and improvements involving major nonrecurring tangible assets and projects which are purchased or undertaken at intervals of not less than five years, have a useful life of at least five years, and cost over \$25,000 shall be submitted by departments, boards, commissions, ~~and~~ committees, and petitioners to the Committee for evaluation and review. Information concerning all anticipated capital projects requiring Town Meeting appropriation during the ensuing five years will be submitted to the Procurement Officer by November 1 of each year on forms provided

The projects to be undertaken in the next fiscal year shall be prioritized by the Committee. During its evaluation, the Committee shall consider the relative need, impact, timing, and cost of these expenditures. Projects not funded in the next fiscal year will remain on the Five-Year Plan. The requestors shall also

submit a 6-20 year plan of all capital items with a \$2.5 million or higher cost. These short and long term projections will assist the Finance Director in fiscal planning.

All asset or project requests shall be submitted by November 1 for the Annual Town Meeting. Any emergencies that require Town Meeting appropriation at other times of year shall be processed in the same manner. Although demand and/or financing availability may cause these requests to have a more immediate need, the requests shall be evaluated in relation to the existing fiscal year Capital Improvement Plan.

§ 38-3. Annual report.

The Committee shall rank all requests for assets and projects and prepare a prioritized Capital Improvement Plan for the next fiscal year. The report shall be submitted to the Town Manager for funding, consideration, approval, and recommendation as required by the Plymouth Home Rule Charter.

The Town Manager shall submit the recommended capital improvement report to the Board of Selectmen for its consideration in accordance with the Plymouth Home Rule Charter. The recommended Capital Improvement Plan shall be presented in a single article separately listing the projects to be undertaken.

§ 38-4. Expenditures.

After its adoption, the capital improvement budget shall permit the expenditure of sums from departmental budgets on projects included therein for surveys, architectural or engineering advice, options or appraisals, but no such expenditure shall be incurred on projects which have not been so approved 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.

§ 38-5. Report to Town Meeting.

No appropriation shall be voted for a capital improvement unless the proposed capital improvement is considered in the Committee's annual report or unless the Committee shall first have submitted a special report to the Town Meeting. The Committee's report and the Selectmen's recommended capital improvement budget shall be published and made available in a manner consistent with the distribution of the operating budget.

A True Copy

Attest:



Kelly A. McElreath
Town Clerk