

CAPITAL IMPROVEMENT PLANNING COMMITTEE BYLAW

SECTION 1. The Board of Selectmen shall establish and appoint a committee to be known as the Capital Improvement Planning Committee composed of one member of the Board of Selectmen, one member of the Advisory Committee, one member of the Planning Board, the School Superintendent or his designee and three (3) inhabitants of the Town of Leicester, who shall serve in an "at large" capacity, and who shall serve in a one (1) year term; a two (2) year term and a three (3) year term respectively and thereafter any subsequent appointments of the three (3) inhabitants shall be for a term of three (3) years. No person employed by the Town of Leicester or the Leicester School Department shall be eligible to serve "at large". The Town Accountant and the Town Administrator shall be "ex-officio" members without the right to vote. The committee shall choose its own officers. All appointments shall be on annual basis except where the appointment is made to a term longer than one year.

SECTION 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 of at least five years: and 3) cost over \$10,000. All officers, boards and committees, including the Selectmen and the School Committee, shall by 1 January of each year, give to the committee, on forms prepared by it, information concerning all anticipated, projects requiring Town Meeting action during the ensuing six years. The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the Town. 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's report, or the Committee shall first have submitted a report to the Board of Selectmen explaining the omission.

SECTION 3. The Committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following five fiscal years. The report shall be submitted to the Board of Selectmen for its consideration and approval. The board shall submit its approved Capital Budget to the Annual Town Meeting for adoption by the Town.

SECTION 4. Such Capital Improvement Program, after its adoption, shall permit the expenditure on projects included therein of sums from departmental budgets 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.

SECTION 5. The Committee's report and the Selectmen's recommended Capital budget shall be published and made available in a manner consistent with the distribution of the Finance Committee report. The Committee shall deposit its original report with the Town Clerk.