

Exhibit A

Town of Wellesley Town-Wide Capital Planning Committee (The Committee)

This document outlines the structure, responsibilities, and evaluation process used by the Town of Wellesley's Town-Wide Capital Planning Committee to review, prioritize and recommend major capital projects for long-term municipal planning and budgeting, and to develop an annual Town-Wide Capital Plan.

I. General Description of the Committee's Role

II. Mission Statement

III. Duties and Responsibilities

1. Review and Evaluate Proposed Capital Projects
2. Develop and Update the Ten-Year Town-Wide Capital Plan (TWCP)
3. Provide Recommendations to the Select Board
4. Ensure Public and Stakeholder Engagement
5. Incorporation of the TWCP into the Town-Wide Financial Plan (TWFP)

IV. Criteria Used to Evaluate Projects

1. Benefit to the Community
2. Strategic Alignment
3. Urgency/Need
4. Cost and Budget Impact
5. Risk Assessment
6. Feasibility – Technical Financial and Logistical Viability
7. Environmental Sustainability
8. Compliance with Regulations
9. Long-Term Operational Costs
10. Board and Staff Capacity

V. Project Scoring and Weighting of Criteria

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I. General Description of the Committee's Role

The Committee plays a crucial role in evaluating and prioritizing major capital projects for the Town. This includes assessing proposed building, civil/site, land purchases, and other significant infrastructure projects. The goal is to provide recommendations to the Select Board for inclusion in the Town's Ten-Year Town-Wide Capital Plan (TWCP) and Town-Wide Financial Plan (TWFP).

The Committee evaluates projects based on their alignment with the Town's long-term goals, fiscal sustainability, and community impact, to ensure that resources are allocated in accordance with the stated evaluation criteria.

The Committee aims to increase public awareness of the major capital projects that will be considered for inclusion in the Capital Plan each year, so that the public may comment on these projects during public meetings at each phase of a major capital project (master plan, feasibility study, design, and construction).

The Town-Wide Ten-Year Capital Plan (TWCP) differs from the Cash-Capital Budget/Plan that each department prepares each year. The cash-capital budgets generally include projects under \$1,000,000, and many non-construction projects such as purchasing vehicles, equipment, and fixtures/furnishings/equipment. Separating the larger capital projects from department specific cash-capital projects allows appropriate focus on the larger, more costly projects. A ten-year window (rather than 5-year) is used for the TWCP as many major projects have schedules/durations of at least 8 to 10 years when the various project phases described in the above paragraph are considered together.

Throughout this document, "including" shall mean without limitation, unless otherwise stated.

II. Mission Statement

The mission of the Committee is to systematically assess and recommend capital projects that reflect the Town's strategic needs while prioritizing fiscal responsibility. The Committee will bring forward a recommendation that maintains the Town's assets and infrastructure in a fiscally sustainable manner. The Committee shall provide a comprehensive, transparent, and data-driven approach to capital planning, ensuring that proposed projects align with the Town's long-term goals.

III. Duties and Responsibilities

1. Review and Evaluate Proposed Capital Projects:

- a. Consider proposed building, civil/site, and other infrastructure projects, as well as land purchases with initial or projected costs of \$1,000,000 over the duration of

the project, or as may be recommended to the Committee for consideration by the Executive Director due to the nature or complexity of the project.

- b. Assess the alignment of projects with the Town's financial policies, strategic goals and planning documents, community needs, and fiscal health.

2. Develop and Update the Ten-Year Town-Wide Capital Plan (TWCP):

- a. Establish an initial ten-year TWCP beginning with FY27, that includes prioritized projects.
- b. Annually review and adjust the TWCP to reflect changes in project priorities, funding availability, Town needs, and other relevant factors.
- c. Annually review and assess unspent capital funding for possible reallocation.

3. Provide Recommendations to the Select Board:

- a. Recommend which projects should be included in the TWCP based on Project Evaluation Reports. Provide specific feedback as to why projects should be delayed based upon readiness, availability of resources, or other assessed criteria.
- b. Make recommendations regarding funding strategies (cash-capital, inside the levy, debt exclusion, Community Preservation Act funds, revolving accounts, gifts etc.) based upon the financial parameters the Select Board sets in consultation with the Executive Director and the Chief Financial Officer, and make any necessary adjustments to ensure projects align with the Town's financial capacity and Select Board Financial Policies.
- c. Make recommendations regarding placeholder dates and budgetary amounts in the TWCP for all phases of the project including master plan, feasibility study, design and construction.

4. Ensure Public and Stakeholder Engagement:

- a. Hold regular meetings (from September to February and otherwise as needed) to review progress, make adjustments and solicit input from key stakeholders.
- b. Present an updated TWCP at the Annual Town Meeting.

5. Incorporation of the TWCP in the Town-Wide Financial Plan (TWFP):

- a. The Advisory Committee is charged with considering all matters included in the warrant for Town Meeting and publishing a written report of its recommendations. The Select Board is charged with the preparation of the capital budget program, preparation and maintenance of the TWFP, and presenting the capital budget program and TWFP to Town Meeting. The Advisory Committee may request the Select Board to present the TWFP to Advisory Committee. The proposed TWCP will be incorporated into the TWFP, and the Advisory Committee may comment on the TWFP either in the Report to Town Meeting or orally at Town Meeting.

IV. Criteria Used to Evaluate Projects

The Committee shall apply its professional judgment and may consider the following non-exhaustive factors, recognizing that not all will apply in every case and that qualitative trade-offs are expected. These factors are intended to inform discussion and advice to the Select Board; they are not binding rules.

1. Benefit to the Community

- a. How will the project benefit the Town and its residents? This may include improvements in public safety, accessibility, sustainability, resident services, school learning environment and overall quality of life.

2. Strategic Alignment

- a. How well does the project align with the Town's long-term goals and priorities, including those set forth in the Unified Plan or its successor documents, Financial Policies, established budget guidelines, sustainability and resiliency plans?

3. Urgency/Need - How does the project align with the Town's established guidelines for capital prioritization:

- a. Federal, State or local Mandate
- b. Impact on Service to the Public
 - i. Service addresses an immediate public health, safety, accreditation, or maintenance need
 - ii. Service would be improved and addresses a public health, safety, accreditation or maintenance need
 - iii. Service is greatly improved
- c. Urgency of Maintenance/Replacement Need
 - i. Service or replacement is currently interrupted
 - ii. Project/expense/replacement requested will result in full restoration of service
 - iii. Project/expense/replacement is the most cost-effective method of providing or maintaining service
 - iv. Service is not currently interrupted, but the likelihood is that it will be in the next five years if the project/expense/replacement is not funded
 - v. Costs will increase (beyond inflation) if the project/purchase/ replacement is delayed
 - vi. Project/expense/replacement is being requested to meet existing replacement schedule
- d. Proportion of project/expense funded previously
 - i. Request will complete project
 - ii. Request will move project to Feasibility
 - iii. Request will move project to Schematic Design
 - iv. Request will move project to Construction
- e. Proposed capital expenditure meets a goal or initiative of the Unified Plan

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- f. Proposed capital expenditure meets a goal or initiative of the Municipal Vulnerability Study
- g. Proposed capital expenditure meets a goal or initiative of the department, board, or committee

4. Cost and Budget Impact

- a. The basis for determining costs included in the plan will generally be square foot cost data, unless more detailed/reliable cost information is available from previously performed studies or design. Escalation values will be applied to projects to account for anticipated inflation by future implementation dates, using available information.
- b. What is the estimated total cost of the project at each phase of development from Master Plan to Construction?
- c. Is there an alternative capital improvement project that would extend the service life of an asset while maintaining the current service level? Consider major expenditures that would avoid or defer future costly replacement.
- d. What is the estimated debt-impact for significant (debt-funded) projects, and the corresponding estimated tax impact to Wellesley property owners?
- e. What are possible “swing space” needs for temporary construction space, options, and associated costs?
- f. Alternative “operational” solutions that could avoid major capital projects must be considered and discussed.
- g. If funding opportunity arises, the Committee will assess the potential impact on the prioritization of the Capital Plan.

5. Risk Assessment

- a. What are the risks associated with proceeding and not proceeding with the project (e.g., regulatory, equipment/system failures, higher capital costs and community and environmental impacts)?

6. Feasibility – Technical, Financial and Logistical Viability

- a. Is the project feasible from a technical, financial and logistical perspective? Is the technical expertise required for successful completion readily available (has it been done elsewhere or is it a “prototype” project with increased risk)?

7. Environmental Sustainability

- a. How does the project promote or align with sustainable practices, including environmental, energy efficiency, and resilience? Does it align with the Climate Action Plan and Green Communities Electrification Plan?
- b. Assess alignment of projects with the Town’s guidelines and strategic plans, including the Municipal Sustainable Building Guidelines, the Decarbonization Roadmap, the Sustainable Mobility Plan, and the Hazard Mitigation Plan. In assessing the alignment and compliance with these plans, operational efficiencies

and return on investment, including life-cycle cost analyses, must be considered and discussed.

8. Compliance with Regulations

- a. Are there any unique or extraordinary local, state, and federal regulatory requirements that could impact the project. What regulations will apply to the project and at what cost?

9. Long-Term Operational Costs and staffing

- a. What are the projected ongoing operational, custodial and maintenance costs once the project is completed?
- b. Has a staffing plan for ongoing maintenance been identified and agreed to by stakeholders?
- c. What is the funding source for ongoing operational costs (operational budget, revolving funds, other?)

10. Board and Staff Capacity

- a. Do boards (Permanent Building Committee, Board of Public Works) and staff (Facilities Management Department, Department of Public Works Engineering) have the capacity and availability (i.e. bandwidth) to manage the project?

V. Project Scoring and Weighting of Criteria

When appropriate, numerical metrics can be applied to help differentiate projects that appear to have equal prioritization. If the Committee determines scoring would be helpful in the deliberation process, projects should be scored using a weighted system based on the importance of the criteria. A sample scoring methodology might be as follows:

Criteria	Weight	Score Range (1/10)
Benefit to the Community	15%	1-10
Strategic Alignment	15%	1-10
Urgency/Need	15%	1-10
Cost and Budget Impact	20%	1-10
Risk Assessment	10%	1-10
Feasibility and technical Viability	5%	1-10
Environmental Sustainability	5%	1-10
Compliance with Regulations	5%	1-10
Long Term Operational Costs and Staffing	5%	1-10
Board and Staff Capacity	5%	1-10
Total	100%	

Projects should be rated, on an as needed basis, according to these criteria, with the final score used where necessary to assist in prioritizing projects for the TWCP. Projects that have potentially critically limiting challenges/issues should identify such issues as “deal breakers”, regardless of the scoring.

VI. Format for Presenting Projects

The first time the project is requested to be added to the TWCP, the proponent is responsible for preparing a standardized [project proposal](#) form, stating clearly and concisely why the project is needed. The form should address the criteria listed above to facilitate comparable evaluation among projects. The standardized format will include:

1. Project Title
2. Project Proponent (Department, Board or Committee)
3. Project Description, including descriptions as Building, Site or Other
4. Project Need and Benefits (brief statement to be prepared by Project Proponent)
5. Projected Timeline (start dates)

This format ensures transparency and consistency in the evaluation and presentation of projects.

The projects should also be presented graphically in a table (like the current Major Project Financing Schedule), over a ten-year period or longer if required (i.e. Middle School Replacement). Projects in the Table should be broken out by Building, Site or Other. An excerpted sample is shown below and attached at the end of this document.

VII. The Committee

1. **Membership** - The Committee will include members as follows:

Voting Members:

- Two Select Board Members (TWCP Chair)
- One Board of Public Works Member
- One School Committee Member
- Citizen Representative (appointed by the Select Board)

Ex Officio, non-voting:

- Executive Director
- Chief Financial Officer (CFO)
- Facilities Director
- Department of Public Works (DPW) Director
- School Superintendent or Assistant Superintendent for Finance and Operations
- Sustainability Director
- One or more Temporary Members as set out in the Appointments section below

Each member will bring specialized knowledge from the organization which they represent to ensure thorough evaluation and informed decision-making regarding proposed capital projects. The Citizen Representative will preferably have a background in the construction or finance industries. The Advisory Committee may appoint a liaison to act as a conduit of information to

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and from the TWCP, as other Advisory Committee liaisons do with other Town boards, committees and commissions.

2. Quorum and Voting

- a. A quorum shall consist of 3 voting members. No official business may be transacted, and no motion shall be voted upon, without a quorum present.
- b. Once a quorum has been established, the affirmative vote of a simple majority of the members present and voting shall be required to pass any motion or resolution. A simple majority is defined as more than fifty percent (50%) of the votes cast.
- c. Abstentions will not be counted as a vote for or against a motion.

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3. Appointments

- a. Appointments should be made as early in the fiscal year as possible with notice of the first meeting dates, so that the Committee may begin their work in a timely manner.
- b. The Citizen Representative will be appointed by the Select Board and must be a Wellesley resident and will have a specialized background in finance or construction.
- c. The members of the Select Board, the Board of Public Works, and the School Committee will be appointed by their respective boards.
- d. The Committee may appoint, as a temporary additional non-voting member, one individual who is a member or representative of the entity for which a project is being designed or constructed as a project proponent to advise the Committee during its consideration of that entity's proposed project and only on that project for the period during which the Committee is exercising its functions with respect to such project.

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4. Term

- a. The Select Board, Board of Public Works, and School Committee Designee will have a one-year term which may be extended annually by the respective board.
- b. The Citizens Representative will have a three-year term commencing on June 1, unless a vacancy is being filled.

5. Ex Officio Support Staff

- a. Support staff for the Committee will be the Chief Financial Officer (CFO).

VIII. Documentation of Committee Decisions and Commentary

The following process will be used to document Committee decisions and commentary:

1. **Agendas and Meeting Minutes** - All Committee meetings will have posted agendas and will be documented with minutes in accordance with the Town bylaws.
2. **Evaluation Reports** - For each project, the Committee will generate an [evaluation report](#) that includes the scoring breakdown if used, discussion points, and rationale for prioritizing or deferring a project. If there are significant concerns or unanswered

questions regarding a project, the Committee may choose to take no action on the project until such issues are addressed to the satisfaction of the Committee and the Select Board.

3. **Formal Recommendations** - A final summary report of recommended projects will be prepared for presentations to the Select Board, Advisory Committee, and the Annual Town Meeting. This will include a summary of the scoring breakdown if used, ranked projects, and key discussion points
4. **Public Access** - All meeting minutes, reports, and recommendations will be made publicly available on the Town's website to ensure transparency and community engagement. Meetings will be televised whenever practicable, and recorded for later viewing through Wellesley Media, in accordance with the Town's Recording of Meetings Regulations.

IX. Proposed Committee Meeting Schedule

The Committee will meet during working hours with a proposed meeting schedule as set out below between September and March as follows, with additional meetings as may be deemed necessary by the Committee:

1. **September** – Kick off meeting:
 - a. Orient new members – review bylaws, procedures, financial policies, mission statement and charge.
 - b. Administrative matters – set meeting schedule, elect vice chair and secretary.
 - c. Review existing plan – 3-year look-back for release of funds, status of incomplete projects, discuss known emerging large projects, review recent feasibility studies or visioning studies/committees.
 - d. Identify questions raised for staff follow up.
2. **November** – Review New Project Submittals & Prepare Draft TWCP:
 - a. Review and evaluate new project submittals. Identify which projects the Committee feels are simple enough and do not need to go through the full evaluation process, and which projects the Committee would like to take through the complete evaluation process.
 - b. Identify questions raised for staff follow up.
 - c. CFO to recap Cash Capital and Free Cash funding potential, suggest funding methods and potential debt exclusions.
 - d. Establish preliminary draft TWCP.
3. **Early January** – discuss draft TWCP, CFO to identify changes to initial suggested funding methods, elicit final comments, identify questions raised for staff follow up.
4. **Mid-January** - presentation of draft TWCP and recommendations to Select Board, identify questions raised for staff follow up.
5. **February** – Present TWCP including TWCP to the Advisory Committee.
6. **March** – Present to Town Meeting.

X. Conclusion

The Committee will provide a structured and methodical approach to evaluating and prioritizing capital projects, ensuring that the Town's infrastructure needs are met in a financially responsible, systematic and comprehensive manner, and that the public is fully informed of the process and the work of the Committee. The Committee's efforts will help guide the Town in

making strategic, long-term decisions that align with the community's needs and vision for growth. This Committee will begin work in July 2026 to prepare for the initial meeting in September 2026 and evaluate project proposals being brought to Town Meeting following the Special Town Meeting of Fall 2026.

This document outlines the creation and scope of responsibilities for the Committee. It provides clear guidelines on how projects will be evaluated and ensures that the process remains transparent, well-documented, and aligned with the Town's priorities.

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XI. Appendices

Appendix 1 - *Project Proposal Form*

Appendix 2 - *Project Evaluation Report*

Appendix 3 - *Summary Report*

Appendix 4 - *Town-Wide Capital Plan: Major Projects Over 10-Years*

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Appendix 1

Town of Wellesley, Massachusetts
Town-Wide Capital Planning Committee
Project Proposal Form

Boards/committees/commissions acting as *Project Proponents* must complete this form as the first step to be considered by the Committee for inclusion in the Plan. This form need only be completed once, unless the scope or cost have changed significantly since the initial inclusion in the plan, as determined by the Committee.

Date:	
Fiscal Year:	
Project Name/Title:	
Proponent Board/Committee/Commission:	
Department:	
Project Phase (master plan, feasibility, design, construction, N/A):	
Expected Project Start Date:	
Project Description:	

Commented [CA3]: Expand to include criteria so proponent can present how they feel the project meets the criteria. This will be leveraged by the committee in evaluation process.

Project Need and Benefits

In the space below, the Project Proponent can provide information to support its request to have the project included in the TWCP:

Appendix 2

Town of Wellesley, Massachusetts
Town-Wide Capital Planning Committee
Project Evaluation Report

This report is used by the Committee to evaluate proposed capital projects. Criteria described below shall be used by the Committee in determining the score for each criterion as applicable.

<i>Date:</i>	
<i>Project Name:</i>	
<i>Proposing Board/Committee/Commission:</i>	
<i>Department:</i>	
<i>Project Phase (master plan, feasibility, design, construction, N/A):</i>	
<i>Fiscal Year:</i>	

Criteria Used to Evaluate Projects

1. Benefit to the Community

- a. Explain the benefits such as improvements in public safety, accessibility, sustainability, resident services, school environment, and quality of life.

2. Strategic Alignment

- a. How well does the project align with the Town's long-term goals and priorities, including Climate Action Plan, Unified Plan, financial Policies, and established budget guidelines?

3. Urgency/Need

- a. How does the project align with the Town's established guidelines for capital prioritization:
 - i. Federal, State or local Mandate
 - ii. Impact on Service to the Public (public health, safety, accreditation, maintenance needs)
 - iii. Urgency of Maintenance/Replacement Need (likelihood of failure, cost implications)
 - iv. Proportion of project/expense funded previously (completion stage)
 - v. Alignment with Unified Plan, Municipal Vulnerability Study, department initiatives

4. Cost and Budget Impact

- a. Provide total estimated cost by phase, potential alternative solutions, debt impact, tax implications, swing space needs, and operational alternatives.

5. Risk Assessment

- a. Identify potential risks (environmental, regulatory, equipment/system failures, higher capital costs, community impacts).

6. Feasibility – Technical, Financial and Logistical Viability

- a. Assess technical, financial and logistical feasibility, availability of required expertise.

7. Environmental Sustainability

- a. Alignment with sustainable practices and plans such as the Climate Action Plan, Green Communities Electrification Plan, Decarbonization Roadmap, Sustainable Mobility Plan, and Hazard Mitigation Plan.

8. Compliance with Regulations

- a. List unique local, state, and federal regulatory requirements impacting the project.

9. Long-Term Operational Costs and Staffing

- a. Provide projected ongoing operational, custodial and maintenance costs, staffing plans, and funding sources.

10. Board and Staff Capacity

- a. Assess whether boards and staff have the capacity to manage the project.

Project Scoring and Weighting of Criteria

When appropriate, numerical metrics can be applied to help differentiate projects. If scoring is used, apply a weighted system as follows:

<u>Criteria</u>	<u>Weight</u>	<u>Score Range (1/10)</u>
Benefit to the Community	15%	1-10
Strategic Alignment	15%	1-10
Urgency/Need	15%	1-10
Cost and Budget Impact	20%	1-10
Risk Assessment	10%	1-10
Feasibility and technical Viability	5%	1-10
Environmental Sustainability	5%	1-10
Compliance with Regulations	5%	1-10
Long Term Operational Costs and Staffing	5%	1-10
Board and Staff Capacity	5%	1-10
Total	100%	

Committee Discussion

In the space below (or as an attachment), discuss the scoring breakdown if used, discussion points, and rationale for prioritizing or deferring a project. If there are significant concerns or unanswered questions regarding a project, the Committee may choose to take no action on the project until such issues are addressed to the satisfaction of the Committee and the Select Board:



Appendix 3

Town of Wellesley, Massachusetts Town-Wide Capital Planning Committee *Summary Report*

This FY27 *Summary Report*, includes a **table** with all projects recommended for inclusion in the Town-Wide Capital Plan (TWCP), by the Committee over the next ten years.

The table delineates projects into three categories: Buildings, Site and Other. Projects are further itemized by phase, estimated costs and estimated tax impacts. Initially assumed funding sources (inside levy, debt exclusion, CPC or other) are also indicated. In some cases, scoring provided by the Committee using established criteria is used in the table as a way to further assess projects that may have similar needs/prioritizations.

Equally important as the estimated cost/budget is the placeholder dates assumed for when the projects would start and require funding.

Summary

The *Project Evaluation Report* prepared for each project by the Committee should be reviewed for more detailed information on each project. Similarly, the *Project Proposal Form*, prepared the Board/Committee designated as the Project Proponent, should be reviewed to understand the Proponent's basis for requesting the project, the need and expected benefits.

Project Name	Proponent	Committee Scoring (if applicable)	Project Description	Discussion (Hyperlink to Evaluation Report)

Appendix 4

Town of Wellesley, Massachusetts
Town-Wide Capital Planning Committee
Town-Wide Capital Plan: Major Projects Over 10-Years

Town-Wide Capital Plan: Major Projects Over 10-Years																						
October 21, 2025			FY2027		FY2028		FY2029		FY2030		FY2031		FY2032		FY2033		FY2034		FY2035		FY2036	
Project	Total Estimated Project Cost	Estimated Tax Impact	Spring		Fall		Spring		Fall		Spring		Fall		Spring		Fall		Spring		Fall	
			2026	2026	2027	2027	2028	2028	2029	2029	2030	2030	2031	2031	2032	2032	2033	2033	2034	2034	2035	2035
			Building Projects																			
Building Project No. 1			Start (in MP)																			
			Design																			
			Construction																			
			Start																			
Building Project No. 2			Design																			
			Construction																			
			Start																			
Building Project No. 3			Design																			
			Construction																			
			Start																			
Building Project No. 4			Design																			
			Construction																			
			Start																			
Building Project No. 5			Design																			
			Construction																			
			Start																			
Building Project No. 6			Design																			
			Construction																			
			Start																			
Building Project No. 7			Design																			
			Construction																			
			Start																			
Total Buildings =																						
Site Projects																						
Site Project 1			Start																			
			Design																			
			Construction																			
Other Projects																						
Other Project 1			Start																			
			Design																			
			Construction																			
TOTALS (Millions) =																						
Inside the Levy =																						
Debt Exclusion =																						
CPC Funded =			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Amounts shown in millions																						
DE = Debt Exclusion																						
ITL = Inside The Levy																						
CPC = Community Preservation Committee																						

EXHIBIT B

Current Bylaws, Policies and Budget Process

Excerpts of Town Bylaws:

General Provisions

- 6.16. Capital Budgets. At least 90 days before the Annual Town Meeting, each Board shall submit to the Select Board estimates of the amounts proposed and anticipated by the Board for capital projects annually for a period of five years. An explanatory statement shall accompany each estimate and provide such additional information about the proposed or anticipated capital project as may be requested by the Select Board. (Amended ATM 2004.)

Town Meeting

- 8.12. Warrant Articles. The Select Board may insert subjects in the warrant on their own initiative, and shall also insert in the warrant all subjects requested of them in writing by:
 - a. Any Board;
 - b. Any Official;
 - c. Ten or more registered voters, for an Annual Town Meeting;
 - d. 100 or more registered voters, for a Special Town Meeting; and
 - e. Those persons or Boards authorized by G.L. c. 40A, § 5 to initiate adoption of or changes in Zoning Bylaws. Advisory Committee - 11.12. Notice of Request for Capital Projects. The information required to be submitted to the Permanent Building Committee in accordance with Section 14.6. shall be submitted at the same time to the Advisory Committee.

Advisory Committee

- 11.11. Requests for Annual Appropriations. Any Board, Official or Officer intending to request an Annual Appropriation at the Annual Town Meeting shall furnish to the Committee detailed estimates, with appropriate explanations, of the amounts necessary for the proper administration of their respective offices or departments for the ensuing fiscal year at least 90 days before the commencement of the Annual Town Meeting. The Advisory Committee may authorize a late filing of such information. The request shall also include estimates of amounts necessary for capital improvements. There shall also be included estimates of all probable items of income which may be received by the requesting Board, Official or Officer during the ensuing fiscal year in connection with the administration of their Board, departments or offices.
- 11.12. Notice of Request for Capital Projects. The information required to be submitted to the Permanent Building Committee in accordance with Section 14.6. shall be submitted at the same time to the Advisory Committee.
- 11.14. Request for Town-Wide Financial Reports. The Advisory Committee shall request that the Select Board present to them, at a meeting of the Advisory Committee to be held prior to the date of the Advisory Committee's Public Hearing on the Warrant for the Annual Town Meeting, both (i) the Five Year Capital Budget Program for the Town as

required by Section 19.5.2.e., and (ii) the Town-Wide Financial Plan as required by Section 19.16.2.e.

Permanent Building Committee

- 14.6. Financial Requirements and Notification. Any entity that intends to propose a project to Town Meeting shall provide information regarding the project goals and the financial requirements of the project to the Committee at least 120 days in advance of the Town Meeting at which funding of any kind for the project will be requested. This information shall be simultaneously submitted to the Advisory Committee in accordance with Section 11.12. The Committee shall determine whether the sums requested are reasonable with respect to the financial requirements of the project and shall report to Town Meeting thereon.

Select Board

- 19.5 Capital Budgeting and Investments.
 - 19.5.1. "Capital Project" Defined. For the purposes of this section, a "Capital Project" means:
 - a. A project, estimated to cost in excess of \$100,000, for the construction, reconstruction, replacement, major repair or renovation, extension, or other improvement of a public building, highway, sidewalk, storm drain, sewerage installation, incinerator, bridge, playground, park or like public works, including any work done by any public utility operated by the Town or for a facility, structure, or utility appurtenant to any of them; or
 - b. A purchase of land, equipment, buildings or structures, estimated to cost in excess of \$100,000; or
 - c. The preparation of plans, specifications or working drawings (estimated to cost in excess of \$10,000) for any project described in subsections (a) and (b).
 - 19.5.2. Report of Capital Projects. (Revised and amended ATM 2004.) The Select Board shall annually coordinate the preparation and maintenance of the Town's Long-Range Capital Budget Program as follows:
 - a. The Select Board shall work with other boards in coordinating the timing of proposed and anticipated capital projects, taking into account the relative need for and cost of such projects, the effect the expenditures might have on the financial position of the Town, and alternative methods of financing.
 - b. On the basis of the information submitted by each Board pursuant to the provisions of Section 6.16. as may be modified with the consent of such Board, the Select Board shall compile and present to Annual Town Meeting a Five-Year Capital Budget Program for the Town identifying proposed and anticipated capital projects and their timing. The Program shall show expected use of borrowing for such projects, any expected so-called Proposition 2½ debt exclusion overrides in connection with such borrowing, and the

impact of such borrowing on the Town's outstanding debt and its real estate property tax rates in upcoming years.

- c. The Select Board shall recommend to any Annual or Special Town Meeting a method of financing for each capital project proposed to be submitted for approval at such Town Meeting. The Select Board's recommendation shall state, for each proposed project, the proposed use of borrowing for the project, whether any so-called Proposition 2½ debt exclusion override is proposed in connection with such borrowing, and the impact of such borrowing on the Town's outstanding debt and its real estate property tax rates in upcoming years.
- d. The Select Board shall prepare the Five-Year Capital Budget Program sufficiently in advance of the Annual Town Meeting to permit the publication of the Program in the Reports to the Annual Town Meeting, pursuant to Section 11.8, together with any comments of the Advisory Committee on the Program. Before any appropriation article is considered, the Select Board shall deliver an oral report to the Annual Town Meeting on the substance of the Program; the oral report may include recommendations or comments as the Select Board deem appropriate. Any Board may provide an oral report at Annual Town Meeting on aspects of proposed or anticipated capital projects that relate to their areas of jurisdiction. Following the oral report on the Program, there shall be an opportunity for comments from the Advisory Committee and from Town Meeting Members.
- e. At the request of the Advisory Committee pursuant to Section 11.14., the Select Board shall make a presentation to the Advisory Committee of the Five-Year Capital Budget Program. The Select Board may supplement their written presentation to the Advisory Committee with such recommendations or comments as they deem appropriate. The Select Board may subsequently update or amend the Program before it is published in the Reports to the Annual Town Meeting or presented at the Annual Town Meeting.
- f. All Town Boards and Officers shall fully cooperate and participate, at the request of the Select Board, in preparing and maintaining the Five Year Capital Budget Program and in presenting aspects of proposed or anticipated capital projects that relate to their areas of jurisdiction."

19.31. Executive Director of General Government Services. [excerpt]

b. Overseeing and being responsible to the Select Board in their responsibilities for the Town's finances, including without limitation the annual Town-Wide Financial Plan and Five Year Capital Budget program required under these bylaws, and the investment of Town funds.

Facilities Management Department

- 24.2. General Duties. The Facilities Management Department shall be responsible for the maintenance, custodial services and capital planning for all Town-owned buildings including school buildings pursuant to G.L. c. 71, § 68, and library

buildings and all other buildings, except those buildings or portions thereof under the jurisdiction of the Municipal Light Plant, or occupied by the Water and Sewer Departments.

Financial Policies

- [Capital Financing Policy](#)
- [Financial Reserves Policy](#)

Budget Prep Manual and Budget Forms:

- [Budget Prep Manual](#) – see page 9
- [Capital Plan Forms](#)
- [Select Board Department Capital Request Forms](#)

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