

Capital Facilities Committee

	<u>Year</u>	<u># of</u>			<u>Committee/Membership</u>	<u>Non-voting</u>	<u>Other Non-voting</u>	<u>Basic Charge - Recommendations on Capital Expenditures</u>			<u>*Facilities Maint.</u>
<u>Town</u>	<u>Established</u>	<u>Members</u>	<u>Name of Committee</u>	<u>Appointed By</u>	<u>Representation</u>	<u>Staff Support</u>	<u>Advisors</u>	<u>Purpose</u>	<u>Time Horizon</u>	<u>Amount</u>	<u>Included</u>
Ayer	2000	7	Ayer Capital Planning Committee	BOS	1 from BOS, 1 from Advisory Committee, 5 or fewer citizens (to be an odd number)	Town Administrator, Treasurer, Accountant, Ass't. Assessor, Development Director		Town meeting annually	5 years	Non-exempt/regular less than \$200,000; exempt/debt exclusion more than \$200,000 (may need override).	yes
Bedford	1974	9	Capital Expenditure Committee	Chairs of BOS, School & Finance Committees	6 at large members; 3 ex-officio members 1 ea. from BOS, School & Finance Comm. (No town employees)			Town meeting annually	6 years (next fiscal yr. & ensuing 5 yrs.)	\$5,000	yes
Bellingham	1997	5	Capital Improvements Committee	BOS - 2, Finance Committee - 3	2 at large; 3 - Finance Comm. members			Town meeting annually	New plan to include 5 yr. & 10 yr. plans.	Above \$50,000	no (will be in new plan)
Hopkinton	1995	5	Capital Improvements Program Committee	BOS, 2; Town Moderator, 3.	5 registered voters (No town employees/officials)	Board & Comm. Members	State officials	Town meeting annually	5 years + 10/15 year prospect. plans every 2 yrs.	\$25,000 & above	yes
Lexington	1949	5	Capital Expenditure Committee	Town Moderator	5 voters (No town employees/officials except special appointed committees)			Town meeting annually	5 years	\$50,000	yes
Milton	1998	7	Capital Improvements Planning Committee	BOS	1 ea. BOS, Warrant Comm., Planning Board, School Comm., Town Accountant, 2 citizens			Town meeting annually	6 years	Determined by individual item	no
Natick	2005 (On ATM warrant for 4/12/05)	7 voters	Major Capital Project Review Committee	Chairs of BOS, School Comm., Planning Board, Finance Comm. & Town Moderator	1 ea. contractor, architect, CPA, attorney & 1 voter and 2 engineers plus 2 proponents of the project (with full voting power). (No town employee or board/comm. members)			Make recommendations to awarding authorities & submit report for annual Town Mtg.	Not indicated	\$100,000	yes (Includes land, buildings, roads, water & sewer.)
Needham	1996	6 voters	Permanent Public Building Committee	Chairs of BOS, School Comm., Library Trustees, Park and Rec. Comm. & Town Moderator	1 ea. contractor, architect, CPA and 2 engineers and 1 voter. With no/little building construction involved, jurisdiction may go to a User Agency - a town elected/appointed board, committee or commission who will pick 2 other people to serve with full voting rights.	Board of Health, Comm. on Disabilities; other advisory committees appointed by User Agency		Awarding Authority for all projects & submit reports for Annual Town Mtgs.	Does not function as planning group but oversees expenses. Feasibility is determined by a Steering Comm.	\$100,000	yes
Northbridge	1992	7	Building, Planning and Construction Committee	BOS - 3, Town Moderator - 4	Should include an engineer or architect, attorney, & a person in construction. Others must be registered voters.			Oversee all work & submit reports to town meeting.	Ongoing review ea. yr. but no specified time horizon.	Not indicated	yes
Plymouth	1987	7	Building, Planning & Construction Committee	BOS	1 ea. Planning Board, School Comm., regist. engineer/architect, practicing atty., construction industry person, 2 other persons.	Town agencies		Supervise all work & submit reports to annual town mtgs.	6 years	\$15,000	yes
Scituate	1973	5	Capital Improvement Committee	Town Moderator, Town Administrator, 1 School Comm. member				Town meeting annually (Also has a Financial Forecasting Comm.)	6 years	\$25,000	yes
Southboro	2002	5	Capital Improvements Comm. (recent RFP)	BOS	4 with engineering, facilities planning, building contracting & construction background and 1 other citizen.	Town Administrator, Town Planner, Facilities Manager		Town meeting - 2005	15 yr. Municipal Facilities Plan	Amount not specified.	yes
Sudbury	1998	7	Capital Improvement Planning Committee	Town Manager - 3, BOS- 3, Finance Comm. - 1	Town residents (No town employees or committee/board members)	Finance Director as an ex-officio		Town meeting annually	6 years	Single yr. \$10,000; multi-yr. \$100,000	yes if cost is over \$10,000.
Wellesley	1987	5 residents	Permanent Building Committee (Light Plant/Housing Authority bldgs. excluded)	Town Moderator	Attorney, architect, engineer, person in construction; temp. appointee for school projects with right to vote. (No town employee or board/comm. member except Town Mtg. Member)	Temp. appointee(s) by board proposing project with no right to vote.		Supervises all bonded-debt projects & reports to town mtgs. Proposing board supervises projects within its maint. budget & project costing less than \$25,000 for single bldg.	As needed (no extensive advance planning)	Amount not specified.	yes except as noted
*Facilities maintenance includes renovation and additions to existing facilities and the building of new facilities.											
The Capital Facilities Committees were established with written Capital Plans which spelled out functions, time horizon, an amount deemed a capital expenditure and so forth.											
Most of the towns now submit their capital expenditure requests as part of their annual budgetary process (spreadsheets) with a time horizon of 5-6 years (9 towns). Hopkinton also reviews expenditures for the ensuing 10-15 years every 2 years.											
Southboro did an RFP recently for the Capital Improvements Committee for submittal at the 2005 Annual Town Meeting. This was for a fifteen-year Municipal Facilities Plan (reuse/new construction of buildings).											
However, there is no ongoing schedule for writing updated plans for a specific time period with most of the towns.											
Scituate also established in 2003 a Financial Forecasting Committee which produces a five-year financial forecast and plan (currently 2005-2010) which integrates the five-year capital plan from the Capital Planning Committee. The Committee prepares quarterly updates of its projections for the BOS as well as a report for the annual town meeting.											