

Capital Facilities Planning Committee

Mission & Charge

The Capital Facilities Planning Committee has responsibility for establishing, managing and overseeing an effective, coordinated, town-wide comprehensive facilities planning and site selection process with the goal of laying out a financially-sustainable program for the construction of major new or renovated capital projects, looking forward over a 20-year horizon.

The Committee shall work with other town boards, departments, commissions and committees to identify the town's capital infrastructure needs and plan for them accordingly.

Applying specific, consistent criteria, the Committee shall consider: the relative need, timing, and cost of projects; whether what is being proposed will be adequate for the foreseeable future; and develop, with the Finance Committee, a long-term capital funding plan taking in to account the effect such expenditures will have on the financial position of the town.

Term & Composition

The Committee of five shall comprise five registered voters each of whom shall be appointed for a term of at least four years and the terms of no more than two of which shall expire in any one year – one to be appointed by the Planning Board, one to be appointed by the Finance Committee, one to be appointed by the Moderator, and two to be appointed by the Board of Selectmen. Ideally, appointees should have direct knowledge and experience in facilities planning and funding with preference given to individuals with a substantial background in planning, financing, project management, construction, municipal accounting, and law. During the term of his/her appointment, no member may serve on any other board, commission or committee, nor otherwise serve as a town official, whether elected or appointed, that could propose major capital projects or on one that controls parcels of town-owned land.

Scope (perhaps by rules/regulation?):

- 1) \$500,000 dollar threshold before projects are considered by the Capital Facilities Planning Committee (dollar amount will likely increase over time with inflation)
- 2) The relevant User Agency/Town Board/Function will determine the functional need for a project and will define the general objectives and particular needs to be met
- 3) Which entity will conduct feasibility studies and timing of same? Need to manage expenditures on those as well.
- 4) Consider site uses/reuses and viable combinations of reuse and new construction to meet identified needs

Recommend That Permanent Municipal Building Committee:

- *Oversee and be responsible for all work in connection with a proposed capital project including site planning, preliminary architectural planning [Note: have they done this to date?], final designs, architectural plans and drawings, and construction supervision*
- *Establish conventions for building design (e.g., design into a project the ability to expand and contract useable space, as needed, over time; attention to minimizing utility usage by design; choice of building materials for ease of maintenance and longevity, etc.)*
- *Establish requirements/standards for on-going maintenance including establishing a schedule for and overseeing routine surveys of buildings/facilities to evaluate condition of structure and primary systems [Note: haven't done this to date]*
- *Establish a cost-effective system of budgeting for the repair, replacement, and enhancement of the Town's then-existing buildings [Note: haven't done this to date]*