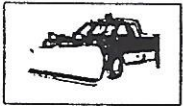


Shutesbury
Bylaw creating a Capital Improvement Planning Committee



Section 1. The Selectboard shall establish and appoint a committee to be known as the Shutesbury Capital Improvement Planning (SCIP) Committee, composed of one member from the Finance Committee, one school representative, the Town Treasurer and two members at large. In the event that the Town Treasurer is not a resident of Shutesbury, the Finance Committee shall have two representatives and the Treasurer will be an ex-officio staff member without the right to vote. The Town Administrator shall be an ex-officio staff member without the right to vote. The committee shall choose its officers.



Section 2. The Committee shall study proposed projects and improvements involving major non-recurring tangible assets and projects which 1) are purchased or undertaken at intervals of not less than three years; or 2) have a useful life of at least three years; or 3) cost over \$5,000. All officers, boards and committees including the Selectboard and School Committee, shall, by February 1 of each year, give 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, committee or commission unless said proposed capital improvement is considered by the Committee's report, or the Committee shall first have submitted a report to the Selectboard 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 Selectboard and Finance Committee for approval. The Committee 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 a prior years. Planning for capital improvements beyond the time frame of the Capital Improvement Program shall be considered as a capital improvement, shall be listed in the Capital Improvement Program as such and shall be approved prior to expenditure of funds.



Section 5. The Committee's approved report, shall be published and made available with the distribution of the Finance Committee report. The Committee shall deposit its original report to the Town clerk.

A TRUE COPY

ATTEST *Lester Bracebridge*