

TOWN OF MILTON PLANNING BOARD

Capital Improvements Program Charge & Process Policy

1.) Purpose and Intent

A need has been identified to plan for the orderly planning, implementation and financing of a capital improvements program in a manner which meets the needs of the Town and minimizes fluctuations of the tax rate and the impact thereof upon its taxpayers. In order to address that need, there is hereby established an annual Capital Improvements Program and procedure for said program.

2.) Authority

This document is adopted by the Planning Board pursuant to Warrant [Article 17, March 10, 2015](#) Town Meeting authorizing the Planning Board to undertake a CIP process, issue directives to competent authority for project submittals and pertinent information and to prepare an annual CIP report which has the sole purpose of recommendation of capital planning to the Select Board. The Board shall operate under the framework of RSA 674:5, 6, 7 and 8 that set forth herein.

3.) Definitions

Words used in this Policy shall be defined by the common usage under New Hampshire Statute unless otherwise defined herein. Wherever the masculine gender is used it shall include the feminine and vice-versa. Shall is mandatory; may is permissive or discretionary.

4.) Powers and Duties

a. Annual Program

The Board shall, in the year beginning on January 1, 2016 and then annually thereafter, prepare and submit to the Select Board, for their review and consideration, a report recommending a Capital Improvement Program (hereafter the "Program") for a period of no less than the coming six (6) fiscal years, including a Capital Improvement Budget for the next fiscal year, and the financing thereof. The purpose and effect of the Program shall be to aid the Select Board and the Budget Committee in their financial planning and deliberations on annual budget requests.

The Program shall contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program may encompass both projects being currently undertaken and future projects to be undertaken with federal, state, county and other public funds. The Program shall classify projects according to their urgency and need for realization, shall recommend a time sequence for their implementation, and shall specifically comment on the relationship of the Program and budget to its consistency with the Town's Master Plan.

The Program shall include only those capital projects and improvements (hereafter the "Project")

involving tangible assets and projects which (1) have a useful life of not less than five years and (2) cost over \$10,000 [or such other sum which conforms with Statement #34 of the Governmental Accounting Standards Board (GASB 34) or such future equivalent capitalization schedules. It shall be an evasion of this Policy to propose to finance an item meeting the foregoing definitions through normal operations or otherwise without first or, it shall submit the same to the Board who shall study and report on the same to the Select Board forthwith.

The Program shall be submitted to the Select Board by September 1st of each year together with filing a copy with the Budget Committee, the Office of the Town Clerk, and the NH Office of Energy and Planning. In preparing and submitting its annual Program, the Board shall hold at least one public hearing at least fourteen (14) days prior to submitting said Program and to give public notice of the public hearing with no less than ten (10) days' notice. A copy of the proposed Program shall be available to the public at the time of the notice being published.

In the time period prior to April 1, 2017, the Board shall act diligently to: (a) obtain familiarity with the Town's current physical plant, infrastructure, and capital equipment, (b) review the Town's capital expenditures for the past 10 Fiscal Years, (c) review available documents detailing future capital needs including, but not limited to, the Town Master Plan, the Vehicle Replacement Plans and the like, (d) become familiar with state law with respect to how communities may finance Capital Improvements and establish reserves for the same, (e) review how various communities plan and finance their capital improvements, and (f) prepare and distribute an informative procedures manual to all describing the purpose of the committee and the expectations of it by the Select Board, what qualifies as a "Capital" expenditure, and how requests will be solicited received, reviewed and ranked, and then dealt with through the budgeting process.

b. Conferring with Town Departments and Agencies

In preparing the Program, the Board shall annually confer with the School Board and every municipal department, board, committee, or agency to solicit proposals for projects for the coming time period the subject of the Program. In soliciting such proposals, with at least thirty (30) days prior notice, the Board shall solicit proposals for projects, upon forms designated by it, which describe the proposal, costs, operational benefits, cost increases or efficiency to be realized, relationship to the Master Plan or other objectives, proposed sources of grant or other supplementary financing and such other information as the Board may deem useful to its deliberations.

The Board shall study each proposed capital project, and shall advise the proposing entity concerning the relation of the recommendations of the master plan in relation to the proposed project and the relation of the project to the Capital Improvement Program being prepared. In other matters, the Board shall confer, in a manner it deems appropriate, with the requesting agencies and such other parties as it deems advisable allowing a reasonable time for response. All Town Departments shall cooperate in making a timely response to any such inquiries.

Proposals which may arise unexpectedly outside the annual solicitation process shall, nonetheless, be submitted to the Board for its consideration together with an explanation as to why the proposal could not have been submitted during the normal and ordinary course of said process. The Board shall expeditiously consider and submit to the Select Board its review and recommendation of any such submissions.

c. Action by the Select Board

On or before December 15th following the receipt of the Planning Board's recommended Program, the Board shall be advised by the Board of Selectmen as to what they are submitting for capital funding requests as part of the coming fiscal year budget.

d. Expenditures Authorized or Controlled

The Select Board shall not request an appropriation at a Town Meeting for a capital improvement purchase or project unless the proposed capital improvement or project has been submitted to the Board for its consideration. This provision is not applicable to any capital improvements placed on the Town Meeting warrant by citizen petition or otherwise governed by statute. Each capital request not recommended by the CIPC will appear on the warrant as a stand-alone warrant article.

Such Capital Improvement Program, after its approval by the Select Board, shall permit the expenditure on projects included therein from departmental budgets for preliminary or ancillary matters relating to the project or purchase, such as for surveys, architectural or engineering advice, options or appraisals; but no such expenditure shall be incurred which has not been so approved by the Town through the appropriation of sums in the current fiscal year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.

e. Annual Report Publication and Filing

The Board shall file a copy of its Report and the Select Board's recommended Capital Budget shall be published and made available in a manner consistent with the previously established distribution of the proposed annual Budget. The Board shall file its original Report with the Town Clerk. The Board shall also file an executive summary of its annual CIP activities for inclusion in the Annual Town report.

5.) Severability

The provisions of this Policy shall be severable. If any portion of this Policy is determined by any court of competent jurisdiction to be unenforceable or illegal, then all other portions of this Policy not expressly found to be unenforceable or illegal shall remain fully in effect.

6.) Effective Date

This Policy is effective upon adoption and supersedes all previous orders or policies relative to or in conflict with this matter and the procedures described herein.

Approved and adopted this 7th day of June 2016 by a vote of 5 in favor and 0 opposed.

Certified as to a True and Accurate Vote

Brian Boyers, Chairman
Milton Planning Board

Adopted June 7, 2016