

## Capital Facilities Committee

### I. Mission & Charge

*Goal = effective long-range capital planning.*

*Work with other Town departments and committees to identify the Town's capital infrastructure needs and plan for them accordingly.*

*Consider the relative need, timing, and cost of projects; whether what is being proposed/considered will be adequate for the foreseeable future; and, with the Finance Committee, consider the effect such expenditures will have on the financial position of the Town.*

*Coordinated Town-wide comprehensive facilities planning and site selection process (work with Finance Committee on long-term capital funding plan) aimed at giving the Town the most value for its investment.*

*Analyze such capital needs in a comprehensive manner.*

*Establish and apply specific criteria to: looking at capital facilities needs; planning for needs; and determining priorities among projects.*

*Establish a cost-effective system of budgeting for the repair, replacement, and enhancement of the Town's capital facilities asset base.*

### II. Scope

#### 1) Capital Facilities Construction –

- a. Establish conventions for buildings (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.)

#### 2) Capital Facilities Maintenance –

- a. Establish maintenance requirements/standards
- b. Schedule routine survey of buildings/facilities to evaluate condition of structure and primary systems
- c. Establish maintenance budget (independent of the Finance Committee) for approval by Town Meeting

3) <sup>municipal</sup> Land Use Planning –

- a. Consider site uses/reuses and viable combinations of reuse and new construction to meet identified needs

III. Membership

- 1) Number = 3-7(?) Members *all of whom must be registered voters*
- 2) Expertise = ~~real-estate development~~(?), construction, *commercial general contractor*(?), *engineer (registered professional engineer*?), *architect*(?), *accountant*, finance, *attorney*(?), 1 or 2 at large members(?); ideally members should have direct knowledge and experience in facilities planning and funding
- 3) Members *may not be Town employees and* may not also serve on other boards, committees, or commissions (i.e., *may not otherwise be a Town official either elected or appointed*)
- 4) [The board or committee for which a structure, recreational facility, or building is being planned or constructed shall appoint, as a temporary member, not more than one or two(?) representatives who shall be entitled to participate in the activities of the Capital Facilities Committee and vote(?) only with respect to the particular project for which they are so appointed. Such temporary members shall serve only for the period of time during which the Capital Facilities Committee is exercising its function with respect to such project.]

IV. Term

- 1) At least 4 years, *no more than X of which shall expire in any one year*
- 2) *Elected or appointed? If appointed, who should be the appointing agencies?*

V. Procedure With Regard To Capital Facilities Planning & Construction

- 1) *Should there be a dollar threshold (ex: \$100,000) for capital facilities construction projects before they are managed by the Capital Facilities Committee?*
- 2) *Assume that the relevant User Agency/Town Board/Function will determine the functional need for a project – will define general objectives and particular needs to be met.*
- 3) *Shouldn't it be made clear that the Capital Facilities Committee will take the place of all project-specific committees (both Town and school side) and will have primary project oversight?*

- 4) *Any User Agency/Town Board/Function seeking to construct, reconstruct, alter enlarge, renovate, remodel, or repair a building or other facility under its jurisdiction shall notify or file a project application with the Capital Facilities Committee.*
- 5) *The Capital Facilities Committee shall serve as the Awarding Authority for all projects under its jurisdiction.*
- 6) *The Capital Facilities Committee shall conduct feasibility studies.*
- 7) *The Capital Facilities Committee shall, subject to appropriation, procure designer and consultant services as it deems necessary or as required by law.*
- 8) *The Capital Facilities Committee shall oversee and be responsible for all work in connection with a proposed project including site planning, preliminary architectural planning, final designs, architectural plans and drawings, and construction supervision.*