



**Town of Fairhaven
Massachusetts
Office of the Selectmen**

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**Robert Espindola, Chairman
Geoffrey Haworth
Charles K. Murphy**

DATE: May 29, 2014

CONTACT: Selectmen's Office
40 Center Street
Fairhaven, MA 02719
(508) 979-4023 ext. 2

SELECTMEN SEEK CANDIDATES FOR CAPITAL PLANNING COMMITTEE

FAIRHAVEN, MA -- On May 3, 2014, Annual Town Meeting authorized the establishment of a Capital Planning Committee and directed the Board of Selectmen to appoint seven citizens to serve as members on the Capital Planning Committee. ATM Article 26: Capital Planning Committee established Chapter 40 in Fairhaven's by-laws, which codifies the constitution of a Town Capital Improvement Program.

The voting members shall serve terms of three years. Initially, two voting members shall serve for one year, two for two years, and three for three years, and they may be re-appointed. In addition to the seven voting members, the Capital Planning Committee may consist of three or more non-voting ex-officio members. At this time, the Board of Selectmen are seeking citizens willing to volunteer on the Committee as voting members.

Voting members must be:

1. One member of the Board of Public Works (or a BPW appointee)
2. One member of the School Committee (or a School Committee appointee)
3. A resident of Fairhaven who represents the business, financial or banking community
4. A resident of Fairhaven with experience in the management of construction activities
5. A resident of Fairhaven knowledgeable about the Town's needs in the areas of open space and recreation facilities or activities
6. The Town Administrator/Executive Secretary
7. Such other non-voting ex officio members as the Selectmen deem appropriate from time to time

Letters of interest should be addressed to the Board of Selectmen and submitted as follows:

Via Mail: Capital Planning Committee
Attention: Anne Kakley
40 Center Street
Fairhaven, MA 02719

Via Email: selectmen@Fairhaven-MA.gov

Submissions are due by Friday, June 6, 2014 by 4:00 p.m.

Please see Attachment A for the full Capital Planning Committee article, as accepted by Town Meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert J. Espindola". The signature is written in a cursive, flowing style with some ink bleed-through or texture.

Robert Espindola
Chairman

Chapter 40 - CAPITAL PLANNING:

S __-1. Capital Improvement Program

There shall be established a Capital Improvement Program for land purchases, construction and renovation of buildings, major equipment and machinery purchases, road and drainage reconstruction, and the construction and reconstruction of special facilities such as local school projects, sewer and water mains, and water treatment and sewage disposal facilities.

S __-2. Capital Planning Committee

The Selectmen shall appoint a Capital Planning Committee (“Committee”) consisting of seven voting members, and three or more non-voting ex officio members, to assist and advise the Town Administrator in preparing a five-year Capital Improvement Plan. The voting members shall serve terms of three years. Initially two voting members shall serve for one year, two for two years, and three for three years, and they may be re-appointed. The Committee shall be comprised as follows:

A. Voting Members:

- 1) One member of the Board of Public Works or an appointee thereof.
- 2) A person who is a member of the Fairhaven local School Committee or an appointee thereof;
- 3) A resident of Fairhaven who represents the business, financial, or banking community;
- 4) A resident of Fairhaven with experience in the management of construction activities;
- 5) A resident of Fairhaven knowledgeable about the Town's needs in the areas of open space and recreation facilities or activities;
- 6) The Finance Director / Treasurer/Collector
- 7) The Town Administrator or Executive Secretary and
- 8) Such other non-voting ex officio members as the Selectmen deem appropriate from time-to-time.

S__-3.Duties of the Committee

The Committee shall:

- a) Study proposed capital projects, improvements, and equipment purchases that have a useful life of at least five years and cost over \$20,000 per item;
- b) Work with Town departments and officers to compile an inventory of the Town's facilities, equipment, machinery and other capital assets;
- c) Consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the Town of Fairhaven;
- d) Prepare an annual report recommending a Capital Improvement Budget for the next fiscal year and a Capital Improvement Program Plan, including capital improvements for the next five years. The report shall be submitted to the Board of Selectmen on or before December 31st of each year for consideration and approval;

- e) Present the Capital Improvement Plan to the Annual Town Meeting for its approval of fiscal year expenditures;
- f) Monitor the execution of projects authorized;
- g) Explain and defend to the Town Meeting any deviation which the Committee proposes from the Capital Improvement Plan

S__-4. Report of Anticipated Capital Outlays to the Committee

By October 15th of each year, each department, board, committee and commission shall provide to the Committee information concerning all anticipated capital outlays requiring Town Meeting appropriation for the ensuing five year period.

S__-5. Public Hearing on the Capital Improvement Plan

After the annual presentation of the Capital Improvement Plan by the Committee to the Selectmen, the Board of Selectmen shall, within 30 days of the receipt of the plan, hold a public hearing to present the plan for public comment,

S__-6. Appropriation for Capital Improvements

No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement has been considered in the Committee's Capital Improvement Plan, or the Committee has submitted a report to the Board of Selectmen explaining the omission of the proposed capital improvement from its Plan.

S__-7. Expenditures in Preparation for Capital Improvements

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 prior years, or for preliminary planning for projects to be undertaken more than five years in the future. Notwithstanding the provisions of this section, the Town may appropriate and expend funds for the purchase of land regardless of when improvements to, or use of, the land by the Town is anticipated.