

Process for CIP Updates and Project Funding

The Select Board's Capital Planning policy charges the Town Manager with developing a CIP, and providing annual updates to the Select Board and the Finance Committee by November 1 of each year. This begins a multi-month review process undertaken by the Capital Improvements Committee (CIC).

This process culminates in the CIC's preparation of (per the Town Bylaws) "an annual report recommending a Capital Improvement Budget for the next fiscal year, including any items to be funded in the current fiscal year, and a Capital Improvement Program including recommended capital improvements for the following five fiscal years."

The CIC's report is submitted to the Select Board not later than six weeks prior to the Annual Town Meeting for its consideration and recommendations. The Select Board submits a proposed Capital Budget, together with its recommendations, to the Annual Town Meeting. While capital projects are not routinely proposed at the Fall Special Town Meeting, in the event that there are such proposals, the CIC conducts the same process to review project proposals and CIP updates.

While the CIP is a living document, and is updated on a year-round basis as new information becomes available regarding projects, cost projections, and priorities, an overall updated CIP is posted to the Capital Improvements Committee website (www.wnewbury.org/capital-improvements-committee) at least annually upon its endorsement by the CIC.