

**Bolton Capital Planning Committee**  
**September 1, 2015**  
**5:30 PM - 7:00 PM**  
**Bolton Town Offices**

1. Introductions
2. CIP Committee Charge
3. Overview of the Capital Budgeting process
  - Statutes, purpose, connection to the town plan, one-year budget, 5+ year improvement plan
  - Definition of capital expense (facility, equipment, project)
  - Policies--capital expenditures, reserve funds, debt service
  - Capital inventories, replacement schedules
  - Capital projects -- draft list of
  - Schedule -- FY16/17 Budget, FY17-23+ Improvement Program
4. Public Comment
5. Next Steps
  - Meeting Schedule
  - Conducting Facility, Equipment, Capital Project Inventories