

**Bolton Capital Planning Committee  
Charge and Membership**

The Bolton Select Board voted on March 16, 2020 to re-establish an ad hoc Capital Planning Committee (CPC) to draft and annually update a Capital Improvement Program (CIP) for the town, for Select Board and Planning Commission consideration.

Within one year of this date, the CPC shall:

1. Inventory/update the town's capital assets, including town facilities, infrastructure, equipment, and planned capital improvements; and
2. Develop/update a proposed Capital Improvement Plan for the town, in conformance with the adopted Bolton Town Plan, consisting of a one-year capital budget, a five-year (or extended) capital improvement program, and supporting policies and documentation,

to be considered for adoption by the Select Board, in accordance with state law (24 V.S.A. §§ 4430, 4443).

The CPC shall meet as needed thereafter, to review and update capital asset inventories and projects for inclusion in the CIP, track capital expenditures in relation to the town's grand list, operating budget, debt service, and reserve funds, and provide recommendations for capital expenditures and reserve fund allocations for Select Board consideration in association with the preparation of annual budgets.

Committee membership may consist of up to nine members, appointed by the Select Board on an annual basis, to include past and present members of the Select Board, a Planning Commission representative, and any other town residents with relevant skills or experience who are interested in serving on the committee.

In meeting its charge the committee shall:

- Serve in an advisory capacity and report directly to the Select Board on a regular basis
- Annually elect a Chair, Vice Chair and Clerk. Meetings of the CPC shall be called by the Chair.
- Consult with town staff, officials, boards and commissions, including the Planning Commission.
- Meet as needed to conduct its business in accordance with Vermont's Open Meeting Law. All meetings of the committee shall be held at the town office or another town facility, and shall be noticed in advance and open to the public. All committee meeting agendas, minutes and documents available in draft form for public review shall be posted on the town's website.
- Establish and maintain public records of committee meetings, inventory information, drafts and supporting documentation on file at the town office.

As hereby approved by the Bolton Select Board on May 4, 2020, effective until May 4, 2022.

For the Bolton Select Board:



Mica Cassara, Chair