

**TOWN OF DENNIS  
CAPITAL OUTLAY COMMITTEE  
MEMBERSHIP AND CHARGE**

The Board of Selectmen shall appoint a committee to be known as the Capital Outlay Committee.

The Board of Selectmen shall appoint seven (7) registered voters of the Town and shall be appointed for three-year (3) overlapping terms. The members shall not be a Town paid employee. The Committee shall also include a non-voting member of the Board of Selectmen, Finance Committee and School Committee. The Town Accountant, Treasurer/Collector, Town Administrator or his designee, shall be ex-officio members without any voting rights.

The committee shall review and evaluate proposed capital projects, improvements and equipment that have a useful life of at least five (5) years, a cost over \$10,000 or be a component of a regular maintenance or replacement program.

By November 15<sup>th</sup> 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. The Capital Plan shall specify a detailed program of capital expenditures by fiscal year. The committee will work in concert with the Town Administrator for the financing plan. This will include a maintenance plan for all Town buildings. It shall summarize in more general terms the major improvements anticipated during the five-year period. The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the Town. The report shall be submitted to the Board of Selectmen on or before January 15<sup>th</sup> of each year for consideration and approval. The plan for the ensuing fiscal year shall be known as the Capital Budget.

The Board of Selectmen, through its Capital Outlay Committee, shall monitor the efforts and progress of the departments as it relates to the Capital Plan. Quarterly reports to the Committee by the department managers should indicate changes in the targeted completion dates, identify serious problems and document the financial status of each project. Those reports may be based on project updates provided by the responsible departments on a quarterly or other regular basis.

Nothing in this policy shall be construed as preempting or diminishing the statutory prerogatives of the Town Administrator or the Board of Selectmen.

Revised: Board of Selectmen 2/10/04, 07/12/2011

As stated in Article VII, Removal of Appointed Officers  
[Adopted 10-26-1999, STM, Art. 16]

Failure to attend meetings.

Where not inconsistent with Massachusetts General Laws, any appointed official who is a member of a multi-member board, committee or commission may be removed by the appointing authority after a public hearing for failure to attend more than three consecutive meetings. Failure to attend, if not adequately explained to the satisfaction of the appointing authority, shall be considered cause for removal.