

APPENDIX B CIP GOVERNING REGULATIONS

Charter of the Town of Barnstable – Section 6-5. Capital Improvements Plan

- (a) Preparation. The Town Manager shall, in conjunction with any committee established for such purpose, annually submit a capital improvement program to the Town Council at least thirty days prior to the date for submission of the operating budget; unless some other time is provided by ordinance.
- (b) Contents. The capital improvement plan shall include: (1) a clear summary of its contents; (2) an itemization of all capital improvements, including those of the school department, proposed to be undertaken during the next five fiscal years with supporting data; (3) cost estimates, methods of financing, and recommended time schedules; and, (4) the estimated annual cost of the operating and maintaining the facilities included.
- (c) Public Hearing. The Town Council shall publish in a newspaper of general circulation in the Town a summary of the capital improvement plan and a notice stating: (1) the times and places where entire copies of the capital improvement plan are available for inspection by the public; and, (2) the date, time, and place not less than fourteen days after such publication, when a public hearing on said plan will be held by the Town Council.
- (d) Adoption. At any time after the public hearing but before the first day of the last month of the current fiscal year, the Town Council shall by resolution adopt the capital improvement plan with or without amendment, provided that each amendment must be voted separately and then any increase in the capital improvement plan, as submitted, must clearly identify the method of financing proposed to accomplish this increase.

Chapter 241: Administrative Code

§241-18. Comprehensive Financial Advisory Committee.

- A. Term of office. There shall be a Comprehensive Financial Advisory Committee, consisting of nine members. The terms shall be for three years so arranged so an equal number shall expire each year.
[Amended 10-22-1998 by Order No. 99-023, Amended 11-06-2006 by Order No. 07-041]
- B. Authorities and responsibilities.
 - (1) The Comprehensive Financial Advisory Committee provides financial advice to the Town Council on the yearly operating budget for all Town agencies, includes the school budget as adopted by the School Committee.
 - (2) The Comprehensive Financial Advisory Committee provides financial advice to the Town Council and to the Town Manager on matters of long-range financial planning.
 - (3) The Comprehensive Financial Advisory Committee is responsible for advising the Town Manager on the annual preparation of the Town's capital improvement plan. It prepares a report to the Town Council on said annual capital improvement program and participates in public hearings called for review of this program.
- C. Interrelationships.
 - (1) Town Council: The Comprehensive Financial Advisory Committee interacts with the Town Council.
 - (2) Town Manager: The Comprehensive Financial Advisory Committee interacts with the Manager for the purpose of providing advice and exchanging information in matters of operational budgeting, capital budgeting, and long-term financial forecasting.