

Capital Planning Committee Calendar 2017-18
Town of Berlin, Massachusetts

September 2017	Startup meeting, review guidelines.
October 2017	Compile Inventory of existing town assets.
November 1, 2017	All officers, department heads, boards, committees and inter/intra-municipal entities shall give to the Capital Planning Committee capital requests for the next five years (FY 2019-2024).
Nov. & Dec. 2017	Semi-monthly meetings to review requests and if necessary confer with others in order to evaluate and prioritize submitted items.
Jan. 2018	Meet to prepare 5 year Capital Improvement Program (CIP)
January 31, 2018	Capital Planning Committee submits 5 year Capital Improvement Plan to Board of Selectmen and Finance Committee
Mar. 2018	Capital Planning Committee will hold an annual meeting with the Board of Selectmen and the Finance Committee to facilitate the funding recommendations and other consideration of the capital items at Town Meeting.(1)
May 7, 2018	Attend Annual Town Meeting and be available to respond to questions relating to capital related warrant articles.

(1) Note, as per section 4 of 2017 ATM Art. 35, The Board of Selectmen shall not place on the warrant any capital or extraordinary expense without prior review by the Capital Planning Committee unless the Board of Selectmen deems the item to be of an emergency nature subject to the standards similar to those applying to reserve fund transfers.