



TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-3699

Telephone (508) 240-3700 – Fax (508) 240-3703

<http://www.town.orleans.ma.us>

SELECT BOARD

TOWN
ADMINISTRATOR

CHARGE TO THE LONG-RANGE CAPITAL PLANNING COMMITTEE

The Select Board hereby establishes a standing committee to be known as the Long-Range Capital Planning Committee, hereinafter called the Committee.

The Committee shall be comprised of seven (7) members appointed for 3-year overlapping terms. Membership will include the Town Administrator/Manager and Director of Municipal Finance who will serve as co-chairs of the Committee; five members appointed at large who possess the knowledge, experience and interest in capital planning; and two ex-officio members to include the Director of Planning and Community Development and a member of the Finance Committee.

The Committee shall conduct a detailed examination of the long-term capital needs of the Town as defined in Chapter 8, Section 5 of the Charter.

The Committee shall assist the Town Administrator/Manager in the development of the Five-Year Capital Improvements Plan for presentation to the Select Board and Finance Committee by January 15 annually under Section 5-1 of the Charter.

The Committee shall develop a Long-Range Capital Plan with the goal of identifying potential projects extending out fifteen (15) years beyond the fifth year of the Capital Improvements Plan so that the planning horizon is twenty (20) years. Further, the Plan as developed should be easily understood by residents.

The Committee shall prioritize and time the implementation of each project into the Long-Range Capital Plan, taking into account the Town's existing and projected debt service schedules that extend out for terms of up to twenty years. The Committee will also include any anticipated operating and maintenance cost forecast associated with each of these projects that can be expected to affect the Town's operating budgets.

The Committee shall work with the Town's staff and, if appropriate, with other Town committees to develop pro-forma project plans and cost estimates for each of the anticipated projects. These plans shall incorporate adaptive resiliency requirements into the scope for each project to promote the use of green energy, conservation techniques and address the impacts of climate change utilizing available technologies. Projects in the Long-term Capital Budget that are prioritized and are expected to start during the five first years of the Long-Range Capital Plan will be integrated into the Five-Year Capital Improvements Plan (CIP) required for the Town's annual budget.

The Committee shall report periodically to the Select Board on the evolution of the plan. In January each year it will produce the five-year input to the Annual Budget process and formally report on the Long-Range Capital Plan, and report on the state of planning for the maintenance of and investment in the Town's existing capital assets.

Date Approved: August 3, 2016

Date Revised: December 14, 2022