

DEFINITION OF ROLES – 5/26/88

1. CIP COMMITTEE

- serves as coordinating unit performing an administrative function for the Board of Selectman
- role is advisory only to the Board of Selectmen
- recommends organizational structure and framework for completing the CIP
- recommends policy statements for effective administration of the CIP
- conducts Workshop Sessions to assist in completing Request Forms
- solicits additional information when necessary
- reviews requests and project priorities
- submits a recommended CIP to the Board of Selectmen
- submits a separate report identifying operating costs associated with CIP projects

2. ROLE OF BOARD OF SELECTMEN:

- reviews organizational structure and framework submitted by the CIP Committee. Amendments to the recommendation of the CIP Committee shall be returned to the Committee for review and comments prior to adoption.
- Submits draft organizational structure and framework to the Board of Finance, Board of Education, and Planning and Zoning Commission for review and comments.
- Submits approved Capital Improvement Program and Annual Capital Budget to the Board of Finance for the preparation of a Financial Plan and to Planning and Zoning Commission with respect to C.G.S. 8-23 and 8-24 and the Coastal Management Regulations.

3. ROLE OF BOARD OF FINANCE:

- adopts internal financial policies and reserve policies for the effective management of a CIP
- develops a Financial Plan to fund the Board of Selectmen's recommended CIP. The Board of Selectmen shall have the responsibility for revising the CIP to conform with the financial policies established by the Board of Finance.

4. ROLE OF PLANNING AND ZONING COMMISSION:

- reviews the CIP with respect to C.G.S. 8-23 and 8-24 and the Coastal Management Regulations

5. ROLE OF THE TOWN MEETING

- the annual Capital Budget, special appropriations for capital projects or expenditures, and the authorization of the issuance of bonds must be approved by Town Meeting action.