

CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE

The Capital Improvements Program (CIP) Committee is an advisory committee, established under the Planning Board, that develops a roadmap for capital spending to minimize the impact on taxes and ensure capital spending follows the Master Plan.

The CIP Committee is responsible for planning the capital needs of the town for at least ten years ahead and reviewing the accuracy of the projections on a yearly basis. The CIP Committee works diligently to review and update its recommendations, those of the Town Administrator and Town Department Managers.

The annual report represents the CIP Committee's effort to provide the Planning Board and the Town of Bristol with a road map to future capital spending which sets priorities and attempts to avoid the wide swings in capital spending which have occurred in past years. The Committee is a significant tool in helping to bring about changes envisioned in the Master Plan in an orderly way.

Ultimate funding decisions are subject to the budgeting process involving the Budget Committee and final approval by the voters at Town Meeting. Inclusion of any given project in the CIP does not constitute an endorsement by the CIP Committee or the Planning Board. The CIP does attempt to set priorities and to coordinate major expenditures with the hope of stabilizing the impact of capital projects on the tax rate. The report includes recommendations for funding, such as the use of capital reserve accounts, issuance of bonds, receipt of grant money, etc.

Currently, the CIP Committee defines a capital project as a tangible project or asset having a cost of \$10,000 or more and a useful life of three years or more.

The CIP is an ongoing process. A worksheet and narrative is prepared and, once approved, posted to the Town website and shared in the Town Report.

Please note that most of the capital expenditures of the Water & Sewer Department are directly offset by the revenue generated or Reserve Funds established from user fees and therefore not included in the worksheet. However, the CIP Committee agreed that it would be beneficial to list anticipated projects in the descriptive narrative.

The school budget is a separate entity and therefore is not part of the CIP process.