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Westminster Capital Planning Committee

Meeting Minutes for January 10, 2017

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TOWN OF WESTMINSTER

The Chairman called the meeting to order 6:05 PM in Meeting Room 205, Westminster Town Hall

Members Present: Keith Harding, Jim DeLisle, John Fairbanks

Members Absent: Lisa Rocheleau, Steven Rocheleau

Ex Officio Members Present: Melody Smith, Karen Murphy (left for another meeting at 6:39 PM)

Melody Smith provided copies of the financial policies section of a Community Compact Grant study for Granville MA; members will read this report and will discuss at the next meeting. Melody also provided a Massachusetts Department of Revenue's Division of Local Services (DOR/DLS) handout, entitled Capital Improvement Plan Guide. She will also send the links to the DLS handout and Community Compact Grant Guide to the committee's membership.

This committee is required to submit a report for CY2016 which will be included in the 2016 Town Report. Jim DeLisle volunteered to create this submission to the Town Report.

The schools capital plan inputs were discussed next. It was agreed that John Fairbanks will meet with Superintendent Dr. Mazzola and Business Administrator Julie Surprenant. The goal is to hold a meeting with the superintendent, school business administrator, both town administrators, and representatives from both town's capital committees in early February to discuss and finalize the school capital improvement plan items and priorities.

The committee briefly discussed the five year technology plan items.

There was a general discussion of the capital funding process and annual prioritization.

And finally, the committee discussed the public safety building capital plan input. There seems to be some confusion as to what the building commissioner and building maintenance supervisor have come up with. This subject will be added to the February meeting agenda, and the Chairman will talk with the Fire and Police Chiefs to discuss the general scope for a feasibility study.

Next meeting dates were set for February 7, 2017 and March 7 2017.

Jim DeLisle made a motion to adjourn; it was seconded by John Fairbanks. The meeting adjourned 8:07 PM

Submitted: John Fairbanks