

# Westminster Capital Planning Committee

Meeting minutes for May 23, 2017

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TOWN OF WESTMINSTER

Meeting was called to order 6:03 pm, Selectmen's Office Room 205, Westminster Town Hall.

Members present: Jim DeLisle, Keith Harding, Steve Rocheleau, John Fairbanks, Lisa Rocheleau

Ex Officio Members present: Karen Murphy, Melody Gallant

Reviewed meeting minutes from March 7 and April 20, approved and submitted. March 27 minutes need to be completed.

Capital Planning Board Officers voted for coming year. Keith Harding Chair, John Fairbanks Vice Chair, Steven Rocheleau Secretary. Unanimous approval.

Melody reported that the state has an assistance program for review of town policies, Zack Blake from DOR recommended applying for Capital Plan review. General feedback from DOR stated Free Cash is typical 3-5% of annual budget and 50% should be allocated to stabilization funds.

Total reserves estimated at 8-10% of annual budget.

Lisa found some policies online for comparable communities, but with the range of operations and how they report, it makes it difficult to compare financial data between each other.

John Fairbanks suggested inviting the 5 Westminster School Committee members along with Superintendent and Administrator to the Capital Planning meeting to get more involvement in the process.

Capital Planning Bylaw states purchases lasting 3 years or longer and \$15,000 or more cost need to come before Capital Planning. Question raised if that limit should be increased as that has been set for many years. Change would require modification to Bylaw.

Next three meetings set for June 27, July 25 and August 15<sup>th</sup>. Keith will send invitations for DPW review at one meeting, School Committee at one meeting, Police, Fire and Technology at one meeting.

Meeting adjourned 7:35 pm

Submitted: Steven Rocheleau