

Westminster Capital Planning Committee

Meeting minutes for October 27, 2015

Meeting was called to order 6:10 pm, Selectmen's Office Room 205, Westminster Town Hall.

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

Ex officio members present: Karen Murphy

Ex officio members not present: Melody Gallant

Review minutes from 9/22/15 meetings, motion made and vote accepted document.

Fall Town Meeting Articles requiring Capital Planning Committee vote:

DPW article requesting \$20,000.00 increase to road maintenance budget to cover additional expense for Bathrick Road, engineering for water runoff management. Motion made to oppose increase, vote taken to oppose increase passed unanimously, 5-0. Suggested funding source from Road Stabilization.

Generator for Public Safety Building. Current unit failing. Police Dept. wants to re-appropriate unused funds from a prior cruiser purchase that was not made due to replacement by insurance funds. Motion to transfer \$35,000.00 from existing article to fund the generator. Vote unanimous, 5-0 to approve transfer.

Discussion of funding for Software/Support package from Akuity for data backup both onsite and "cloud" technology. Approximate cost \$16,000.00, vote delayed due to insufficient/incomplete detail on the proposal.

Capital Planning Bylaw review per copy submitted 10/27/15, copy attached.

Section 15-4, final sentence modified to: "A capital improvement requested by a department, board or commission at an Annual Town Meeting, or at any Special Town Meeting should be reviewed and a recommendation made to such Annual or Special Town Meeting with respect to such proposed capital improvement."

Section 15-5, the final sentence needs clarification to reference of "Board". Modify to read "The Board of Selectmen shall submit its approved Capital Improvement Budget for the next fiscal year to the Annual Town Meeting for adoption by the town."

Motion made to accept document with two modifications as noted, vote unanimous to approve, 5-0.

Discussion of Capital Planning Annual Review Checklist. Data for review of section 4, Capital Plan/Stabilization Funds section not available tonight, discussion tabled. Section 5, Process, section needs to be reviewed, Keith will draft a letter that will be circulated to department heads showing current 5 year plan, with opportunity for department head to confirm receipt and acknowledge or contend the current plan, suggested that lack of reply infers acceptance of plan as submitted.

Next meeting agenda : Free Cash Allocation

Next meeting set for November 9, 2015, 6:00PM

Meeting adjourned 7:20 pm

Submitted: Steven Rocheleau

COPY SUBMITTED
10/27/15

Capital Planning Committee

(Established by Bylaw, May 4, 2002 Annual Town Meeting, Article 43)

§ 15-1. The Board of Selectmen shall establish and appoint a committee to be known as the Capital Planning Committee, composed of one member of the Board of Selectmen, one member of the Advisory Board, and three citizens at large. The Town Accountant, Treasurer/Collector and Town ~~Coordinator~~ Administrator shall be ex-officio, non-voting members of the Committee. The Committee shall choose its own officers.

§ 15-2. The Committee shall study proposed capital projects and improvements involving major tangible assets and projects which have both: 1) have a useful life of at least three years; and 2) have a dollar value of \$15,000 or greater.

§ 15-3. The Committee shall develop policies and procedures, as necessary, to establish and maintain a capital improvements program.

§ 15-4. All officers, boards and committees shall each year, on or before the date specified by the Committee, give to the Committee on the forms prepared by it, information concerning all anticipated capital requests requiring Town Meeting action during the ensuing five years. The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the town. ~~No appropriation shall be voted for a capital improvement requested by a department, board or commission at an Annual Town Meeting, or at any Special town Meeting unless the Committee has first made a recommendation to such Annual or Special Town Meeting with respect to such proposed capital improvement.~~

§ 15-5. The Committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and Capital Improvement Program including recommended capital improvements for the following four fiscal years after that. The report shall be submitted to the Board of Selectmen for its consideration ~~and approval~~. The Board shall submit its approved Capital Improvement Budget for the next fiscal year to the Annual Town Meeting for adoption by the town.

§ 15-76. ^{of selectmen} The Committee's report ~~and the Selectmen's recommended Capital Budget~~ shall be published and made available in a manner consistent with the distribution of the Advisory Board report. The Committee shall file its ~~original report~~ for the next fiscal year with the Town Clerk.

(Last Revised 2/26/2008 STM)