



Capital Planning Committee

To: Town Clerk
From: Capital Planning Committee
RE: Capital Planning Committee meeting minutes for January 10, 2021

Members present: Keith Harding, Jim DeLisle, Steve Rocheleau, and Lisa Rocheleau. Gary McDonald

Meeting called to order at 6:02 PM in the selectmen's chambers at the Westminster Town Hall.

- Jim DeLisle moved to accept minutes of January 13, 2021 meeting, seconded by Lisa Rocheleau and approved by unanimous consent.
- Discussed keeping the Public safety building request at \$400,000 to be limited to roof, windows, and siding.

Lisa Rocheleau made a motion to adjourn at 6:37, seconded by Steve Rocheleau and approved by unanimous consent.

Submitted: Gary McDonald

The purpose of the Capital Planning Committee is to study capital (tangible assets and projects) spending requests with a dollar value greater than \$15,000. The committee is charged with preparing annual capital spending recommendations to be submitted to the board of selectmen and advisory board and to be published in the advisory board booklet. The committee is also charged with developing a long-range capital plan of at least five years.

Submitted: Keith Harding

Westminster Capital Planning Committee

Meeting minutes for December 9, 2020

Meeting was called to order 6:0 pm, Selectmen's Office Room 205, Westminster Town Hall and Zoom

Members present: Jim DeLisle, Steve Rocheleau, Keith Harding, Ex Officio Members present: Lisa Rocheleau, Melody Gallant, Mark Hawke

Visitors: Ash/West School Committee, Ashburnham Capital Planning members

Review of School Committee 5 Year Capital Plan

Ashburnham scheduled to approve their portion of Capital Plan funding January 2021.

Fire Alarm upgrade at Oakmont in process, part of 3 year staged upgrade.

Meetinghouse gym floor replacement needs revised quote, original vendor out of business.

Side walk repair at WES, on target for this spring.

Looking to add in year 5 wireless upgrade and paving at Meetinghouse.

Report from Superintendent, no major expansion projects on the horizon, stable enrollment levels.

Discussion of School debt being separate from Town debt level, and means to track when school debt is retired that the payment amount drops from budget expense and not added back to operating budget.

Update on Public Safety Building Search Committee. Schools like the Police close, but feel Upton Building may be too close, concerns over loss of lawn area (used daily by students), parking concerns, traffic flow congestion particularly with pickup/drop off times. Town will continue to evaluate options that may mitigate these concerns.

Repairs to current Public Safety Building estimated around \$400,000 are imminent regardless of new building project. Repairs have been put off, but likely required before new building would be completed.

Note from DPW. Estimated \$50,000 for tree removal not previously planned for. Requesting quotes for roof replacement at DPW building(s).

Will request meetings with Technology, Library, Cemetery,

Next meetings scheduled Jan 13, 2021

Meeting adjourned 7:57 pm

Submitted: Steven Rocheleau