

Westminster Capital Planning Committee

Meeting minutes for January 6th 2015

Meeting was called to order 6:08 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: Melody Gallant, Karen Murphy

- 1 Minutes of 11-16-14 reviewed and accepted for approval
- 2 School Committee cancelled at last minute, not in attendance for meeting. Reported that they do not have any update on their capital plan at this time. Keith will send note to School Committee informing if they do not send specific request for capital items for Town of Westminster, they will not be represented on the Capital Plan.
- 3 Capital Plan Booklet reviewed. DPW section fairly complete, need more feedback in particular from Technology, Fire and Police to complete.
- 4 For RT 140 project. Recommend that \$157,000 to be reallocated from funds not spent on South Street project and \$48,000 from Road Stabilization. Will request funding total of \$615,000 of which \$458,000 to be funded by borrowing. Debt payback from Road Stabilization.
- 5 John requested adding column of encumbrances on stabilization funds so we are fully aware of future obligations on the balances.
- 6 Softright Software discussion for upgrade to accounting software. Initial quotes around \$170,000, will be added to potential future needs to begin process of prioritizing and ranking need of project while more bids are requested to confirm cost.
- 7 Informed of breakdown issues on generator at Police Station, may require expedited repair or replacement.
- 8 Other upcoming concerns. Enterprise Funds; debt levels to be defined. Minimum balances in accounts to be defined. School Committee; needs to define capital requests. Annual review of check list, on February agenda.

Next meetings scheduled for February 12th, 2015 at 6:00pm, and March 11th, 2015 at 6:00pm

Meeting adjourned 7:45pm

Submitted: Steven Rocheleau