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Westminster Capital Planning Committee

Meeting minutes for December 18, 2018

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TOWN OF WESTMINSTER

Meeting was called to order 6:05 pm, Selectmen's Office Room 205, Westminster Town Hall.

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

Ex Officio members present: Karen Murphy, Melody Gallant

Minutes from November 20, 2018 reviewed and approved.

Reviewed request for Library Capital Plan 2020. Replacement of carpet had two bids, but different specifications on type of installation. Current high quote approximately \$40,000 which is preferred installation method, will request additional quotes with same specifications.

For 2021 request for replacement of chiller, approximate \$85,000 cost, will submit quotes next year to solidify cost.

Discussion on Overlay Account Surplus. Keith will contact Robin for details of the account and what level should be maintained.

Technology department, will request attendance at January 22, 2019 meeting to solidify information on communication tower.

Discussion about Mel and Keith taking part in Capital Planning Conference. Interesting meeting but hard to draw direct comparisons between other communities as methods of reporting are different. Many towns have 3.5-5% of annual budget allocated to Capital Plan. Westminster is closer to 10% but our plan includes road maintenance where others have that in department budgets.

Gary McDonald expressed interest in joining Capital Planning Committee.

Next meeting scheduled January 22, 2019. Will invite Alan Mayo for Cemetery, Dave Monty for Technology.

Meeting adjourned 7:02 pm

Submitted: Steven Rocheleau