

Westminster Capital Planning Committee

Meeting minutes for January 22, 2019

RECEIVED

APR 17 AM 8:08

TOWN OF WESTMINSTER

Meeting was called to order 6:01 pm, Selectmen's Office Room 205, Westminster Town Hall.

Members present: Jim DeLisle, Keith Harding, Steve Rocheleau, Lisa Rocheleau, Gary McDonald. Ex Officio members present: Karen Murphy, Melody Gallant

Visitors Stan Skamryz, Alan Mayo, Dave Monte, John Maxwell

Minutes from October 9 and December 18, 2018 reviewed and approved.

Technology review with Dave and John. FY 2019 status, Exchange migration to cloud bid submitted to Selectmen for contract. Project for the school work is in progress. FY202 removed TV in foyer Meetinghouse, domain controller and library phone confirmed. Increase request for security card system upgrade to include Fire and Town Hall, increase from \$20,000 to \$25,000.

FY2024 replace data storage system \$20,000 estimate

Open article, phone system upgrade still pending contract with Fitchburg use of tower space.

Communication tower at Ellis Road, waiting on Geotech survey for soil results. Still options to consider with inter-relationships of equipment between public safety budgets and potential of new public safety building evaluation.

Review Cemetery Capital Plan with Stan and Alan.

- 1- Paving Woodside Garage \$20,000
- 2- Replace 2008 John Deere backhoe \$100,000 in 2025
- 3- Cemetery Software, 2024 estimate \$20,000
- 4- New Cemetery expansion, Ellis Road \$10,000 request for test borings
- 5- 3-bay Garage, looking into property option across street from Woodside, or possible use of storage trailer
- 6- 1-Ton dump, required in 2022 estimate \$75,000
- 7- SUV for transport- possible repurpose Fire Dept vehicle
- 8- ½-ton pickup, replace 2008 truck purchased in 2014

Melody will look into list of Cemetery trust fund balances.

Board of officers appoint Lisa Rocheleau to serve as Vice Chair until July 2019 election.

Next meetings scheduled Feb 19, 2019, March 19, 2019 and April 16, 2019

Meeting adjourned 8:04 pm

Submitted: Steven Rocheleau