

Westminster Capital Planning Committee

Meeting minutes for October 11, 2016

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

Members present: Keith Harding, Jim DeLisle, Steve Rocheleau, Joe Flanagan

Ex Officio Members present: Melody Gallant, Karen Murphy

Public Safety Building representatives: Sam Albert, Mike McDonald, Kevin Nivala

Public Safety Building needs assessment conversation. Architect was approached to provide a quotation for reconstruction and conceptual design of the current building including research of potential use of land opposite the brook that separates land behind the current building and the American Legion building. Cost for conceptual design bid is estimated at \$25,000 to \$30,000. This would include evaluation of future needs based on Town growth projections. This would be a major reconstruction and expansion project, not building maintenance and repair of current facility.

Sam, Mike and Kevin will evaluate the report of the recently disbanded Public Safety Needs Committee. Capital Planning would prefer directive from Selectmen and/or other relevant boards to approve spending prior to voting on the request.

Reviewed list of Articles with approved funding amount, amount spent to date and expiration dates for work to be completed. Copies attached. Question include Communications allotment of \$75,000 from March 2015, no expenditures made to date. Town Hall air conditioner with \$12,000 allotment balance that expired 6/30/16.

Recognize Capital Planning officer positions for coming year, Keith Harding Chairman, Jim DeLisle Vice Chair, Steven Rocheleau Secretary.

Minutes from meeting on 8/26/2016 and 9/13/2016 reviewed and accepted, copies submitted to Town Clerk.

Discussion about setting Capital Planning total budget to actual percentage of Town Budget, or revenue projection from normal operating budget including local receipts and State aid, but omitting unbudgeted revenues such as landfill revenue.

Next meeting date set November 22, 2016

Meeting adjourned 8:00 pm

Submitted: Steven Rocheleau