

# Westminster Capital Planning Committee

Meeting minutes for September 13, 2016

Meeting was called to order 6:00 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

First order of business called by Keith Harding was to recognize the many years and the hard work of former member Mike Morin. He will be missed as a friend and dedicated servant to the Town of Westminster.

One suggested new member to the Capital Planning Committee is Lisa Rocheleau, currently Advisory Board member. Keith will inquire if conflict of interest for two Advisory Board members to serve simultaneously, or if you can serve on two boards simultaneously.

Design cost for Senior Center portico addition approved for \$7,750 funded from balance still available in the building project fund. Quotes for the project will be available prior to Fall 2016 Town Meeting. Patio and fence will also be discussed, lack of fence in front of the building is preventing final occupancy permit sign off.

Discussion of target budget limit for Capital Projects at \$725,000 from R/A and stabilization funds. Capital Planning policy based on 3-5% of operating revenue which currently would range from \$609,000 to just over \$1,000,000. Current 5-year plan has each year in excess of the \$725,000 target. Will review in October meeting along with policies and projections.

Also to review: Free Cash allocations. Actual dollar value and percentage for debt and capital spending against the actual budget for 2016. Remaining unspent balances on former articles.

Next meeting date set October 11, 2016

Meeting adjourned 7:27 pm

Submitted: Steven Rocheleau