

ACCEPTED 12/1



Capital Planning Committee

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TOWN OF WESTMINSTER

To: Town Clerk

From: Capital Planning Committee

RE: Capital Planning Committee meeting minutes for October 20, 2021

Members present: Keith Harding, Jim DeLisle, Steve Rocheleau, and Lisa Rocheleau. Gary McDonald

Ex officio: Stephanie Lahtinen and Melody Smith

In Attendance (and Zoom) Brad Forrest, Missy Banks, Pete Normandin, Josh Hall, Ralph Leblanc and Jamie Rheault,

- Keith Harding called the meeting to order at 6:04 PM
- Two Selectman Heather Billings and Sam Albert requested to rush a parks and Rec article through this meeting
- The committee asked several questions relating to buildout costs, topography of the site, and conditions of a state grant funding source. Many of these questions could not be answered. Chairman, Keith Harding, would not call for a vote based upon incomplete information available to the committee.
- Jim Deslisle made a motion to accept the minutes of the September meeting and Keith Harding seconded the motion. Accepted by unanimous consent.
- Jim DeLisle made a motion to recommend the following allocations of free cash: Steve Rocheleau seconded the motion and it was approved unanimously.
 - \$1.6 million dollars from Free cash to Pension Stabilization fund
 - \$100,000 from Free cash to Technology stabilization fund
 - \$400,000 from Free cash to Capital Equipment stabilization fund
 - \$200,000 from free cash to Building maintenance stabilization fund
 - \$100,000 from Free cash to Road Maintenance stabilization fund
- A motion to adjourn was made by Steve Rocheleau at 7:55 and seconded by Lisa Rocheleau. Approved by unanimous consent.

Submitted: Gary McDonald

The purpose of the Capital Planning Committee is to study capital (tangible assets and projects) spending requests with a dollar value greater than \$15,000. The committee is charged with preparing annual capital spending recommendations to be submitted to the board of selectmen and advisory board and to be published in the advisory board booklet. The committee is also charged with developing a long-range capital plan of at least five years.