



Capital Planning Committee

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TOWN OF WESTMINSTER

To: Town Clerk
From: Capital Planning Committee
RE: Capital Planning Committee meeting for Feb. 7, 2017

Please post the following:

The Westminster Capital Planning Committee will meet in room 205 of the Town Hall at 6:00pm on Feb. 7, 2017

The Committee's agenda for this meeting shall be the following:

- Discuss scope of public safety building repairs/improvements with representatives from Fire and Police departments
- Discuss annual capital budgeting range as a percentage of revenues. Develop a strategy using best practices presented by Melody as reference.
- Discuss any updated information regarding Oakmont, Overlook, and district capital requests in the school capital plan. (Communicate with Ashburnham Capital Planning)
- Review the 2018 capital requests which will be presented at annual town meeting.
- Discuss potential large projects not listed on the capital plan
- Review capital planning checklist
- New business.

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.

Submitted: Keith Harding