



## Capital Planning Committee

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TOWN OF WESTMINSTER

To: Town Clerk  
From: Capital Planning Committee  
RE: Capital Planning Committee meeting minutes for April 7, 2021

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

Ex officio: Mark Hawke and Melody Smith

Meeting called to order at 6:05 PM in the selectmen's chambers at the Westminster Town Hall

- Jim DeLisle made a motion to approve the minutes and Steve Rocheleau seconded the motion.
- Next meetings scheduled to May 12, June 9 and July 7
- The Historical Commission presented a plan for the Westminster Farmers' Cooperative Building: 62 Leominster Street (see attachment)
- Public Safety Building discussion update from Keith and Jim
- Financial Policies edit review discussion.
- We will pick up on page 8 at the next meeting
- A motion was called to adjourn by Jim DeLisle at 8:04 and seconded by Lisa Rocheleau

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.

Submitted: Keith Harding