

Town of Williamsburg
Capital Planning Committee
MINUTES
September 15, 2009

Present: William Sayre, George Mathers, Gordon Allen, Pete Mahieu, Fred Goodhue,
Bob Buchele

Attending: Steve Herzberg

The meeting was called to order at 7:02 pm.

The minutes for 7.21.09 were reviewed. A motion to approve the minutes passed.

The most recent version of the Capital Planning and Debt Management Policy was reviewed. It was determined that this policy will not need to be adopted by town meeting as it is an internal policy. Some minor word changes were proposed and agreed upon. Total debt service policy will be amended to exclude those capital items that were funded by debt exclusion because they are temporary and subject to a separate vote.

Herzberg presented a draft of a Policy on Specifications and Quotes for the Committee. Cost estimates for capital items will be based on "bid-ready" specifications which are approved by the chief procurement officer. Language is also included for major building projects where design services will be needed. Sayre and Herzberg will develop this Policy more fully for the next meeting.

The Committee recommended that Sayre be appointed to the School Building Committee and to represent the Capital Planning Committee.

Election of officers for this Committee was held. The nominations for Sayre as Chair and Goodhue as Vice Chair were made and the motion passed unanimously.

The form letter and related forms for capital requests that the Committee sends out each year to the various departments were reviewed. A general process was discussed that entails that requests from the Highway, Fire, and Police departments are to be submitted to the Select Board for prior approval. Herzberg will forward to Sayre the insurance forms that list the various assets in town along with their evaluations. This will be used in a revamped inventory form to distribute to the departments. A new due date of February 15 was agreed on.

The next meeting is scheduled for October 20, 2009, 7:00 pm.

The meeting was adjourned at 8:55 pm.

William Sayre
Chair