

Williamsburg Capital Planning Committee
Meeting Minutes March 8th 2016 Williamsburg Town Offices-6 PM

Meeting was called to order at 6:10PM

Members Present: Jeffrey Ciuffreda, Melissa Zawadzki, Richard Kisloski

A brief introduction was given of the members present.

Election for the committee:

A motion was made by Melissa Zawadzki, seconded by Richard Kisloski, nominating Jeffrey Ciuffreda as Chair of the Capital Planning Committee. It was unanimously voted to elect Jeffrey Ciuffreda as chair of the committee.

A motion was made by Jeffrey Ciuffreda, seconded by Richard Kisloski, nominating Melissa Zawadzki as Secretary of the Capital Planning Committee. It was unanimously voted to elect Melissa Zawadzki as secretary of the committee.

Discussion/ mission of committee:

Jeff distributed the working document of the committee:

- Town Capital Improvement Document FY15-FY2024
- Capital Facilities Inventory
- Capital Project Request Form
- Capital Equipment Purchase Request Form
- Maintenance Procedure

The documents were discuss and explained to the new member Melissa.

It was noted by Jeff that Old Town Hal was removed as an requested item on this years Town Capital Improvement Document.

A copy of a letter address to the Select Board was submitted to the Committee from the Williamsburg Library Board. No action was taken. The request from the library will be resubmitted to the Capital Committee with the accompanying Capital request forms.

The committee also reviewed Capital Planning and Debt Management Policy, and discuss the use of Free cash as it relates to Capital Planning. The Policy states that free cash is to maintained at a minimum of 5% of the Operating Budget, currently we are exceeding the minimum.

Next Meeting:

Next meeting was scheduled for Monday 21st at 6:30PM

Motion to adjourn made by Richard Kisloski seconded by Melissa Zawadzki and unanimously voted at 6:55 PM

