

**CAPITAL OUTLAY COMMITTEE RECOMMENDATIONS**  
**FISCAL YEAR 2005 – ANNUAL CAPITAL BUDGET**  
**Dated - March 29, 2004**

The Capital Outlay Committee (COC) is tasked with reviewing all capital requests for the Town and making recommendations for funding specific items or projects to the advisory Board (AB) and Board of Selectmen (BOS) for further consideration and ultimately, for consideration by the citizens of Norfolk during our Town Meeting. Members of the Capital Outlay Committee are:

- Ed Melanson, Chair
- Thomas Poppey, Secretary
- Kathy Lovell
- Arlie Sterling, Advisory Board
- Jim Tomaszewski, Advisory Board
- Robert Markel, Town Administrator
- Jack McFeeley, Board of Selectmen

Capital recommendations are discussed at the Spring Town Meeting along with all other financial items. When necessary, capital items of an emergency nature or other time-sensitive conditions are discussed during our Fall Town Meeting.

This year the COC received 70 omnibus capital requests totaling \$3,298,388. The detailed list of items is included as an attachment to this memorandum. These requests represent an increase of roughly 170% from the previous year, and continue a trend of double digit increases in capital requests. The trend is largely driven by vehicle requests that remain unfunded from prior years and continue to be submitted for annual capital funding. The COC is currently looking into longer term debt funding to address those items determined not be eligible for annual cash capital funding.

As with previous years, the COC has screened each of the requests to eliminate annual capital items that should be funded through other means such as the operating budget, debt funding or a grant. This year the COC eliminated 20 items totaling \$1,285,750. These items are not included in the individual department totals below.

As in past years, the COC has recommended funding several items that are operating or maintenance expense items. The COC strongly believes that these items should come from the various departments' operating budgets, or from a general maintenance fund. The COC recognizes that in each of these cases, the department submitting the request had no other option for funding their critical item. While the COC remain sympathetic to the needs of the various departments, many of the requested capital items do not qualify under the current criteria as capital eligible. Therefore, the COC would recommend increased discipline in the operating budget process to eliminate requests for capital items that clearly do not qualify. This increased discipline will need to be encouraged by the Board of Selectman and Advisory Board. The alternative is to have the BOS and AB decide that the COC adopt a broader mandate to generally fund items that are not included in the operating budget.

Fiscal Year 2005 capital funding recommendations are shown in the following table:

Item	Department	Project or Acquisition Description	FY 2005 Funded
1	Building Department	Exterior painting of Town Hall*	\$ 55,000
2	Building Department	NSTAR electrical improvements	\$ 14,538
3	Fire	Ventilation fan	\$ 1,500
4	Highway - Building	Complete building expansion	\$ 21,407
5	Highway - Vehicles	4x4 1-ton dump truck	\$ 46,700
6	IT	Computer Phase In	\$ 15,068
7	IT	Police Mobile Laptops	\$ 26,369
8	KP Schools	Annual Capital Request	\$ 3,861
9	Norfolk Schools	Installation of building perimeter safety equipment for the H. Olive Day School	\$ 39,000
10	Norfolk Schools	Replacement of carpeting at H. Olive Day School*	\$ 50,655
11	Police	Bullet proof vest replacement	\$ 3,560
12	Police	Replace cruiser #2	\$ 30,000
13	Police	Replace cruiser #1	\$ 30,000
14	Police/Fire Station	Site and building feasibility study	\$ 20,000
15	Recreation	Backstop for Pond Street complex	\$ 8,000
16	Recreation	Pond Street complex master plan study	\$ 3,300
17	Town Clerk	Retro fit voting machines	\$ 5,000
18	Town Clerk	Refurbish town seal*	\$ 1,000
19	Town Clerk	Touch screen voting machines	\$ 7,000
			<b>\$381,958</b>

*\*It is important to note that of the \$381,958 recommended, it is in the opinion of the COC that \$106,655 of the requests are not annual capital eligible but there appears to be no other funding source at this time.*

**Building Department**

Requested: \$69,538, funding recommendation: \$69,538.

Explanation – We recommend funding two items for the Building Department. The first is technically an operating expense item to repaint Town Hall. The hall was painted as part of the original construction finished in 1995. The building is showing signs of wear and the exterior paint is in poor condition. The Town has not established a building maintenance fund to address painting (which will occur every 8 to 10 years), and COC was the only option for funding this item. The second item is for electrical improvements to the Freeman-Centennial School, the Police/Fire station, and the Highway Department buildings. NStar electrical improvements are expected to decrease operating costs, and therefore pay for themselves within 2 ½ years.

**Fire Department**

Requested: \$16,500, funding recommendation: \$1,500.

Explanation – The committee recommends the purchase of a replacement ventilation fan. The current equipment is 13 years old.

**Highway Department – Building/Grounds/Solid Waste/Vehicle**

Requested: \$1,439,487, funding recommendation: \$68,107.

Explanation – The COC has lumped all the highway department requests (Building, Equipment, Grounds, Solid Waste) into a single category. This year highway has adjusted their funding requests based on the total number of major capital purchases needed to replace aging/failing vehicles. Our discussion of these items will be addressed under separate cover. The COC recommends funding the completion of the highway building addition project. The original building expansion project was to increase the vehicle repair area to comply with the physical size of the vehicles being maintained by the Town. Due to unforeseen conditions related to permitting, the project funding did not address all necessary improvements. The completion of the building expansion will address air quality issues created by not constructing all interior walls as originally planned, and for finishing a storage/copy/computer room. The purchase of the one-ton pickup truck has been identified as most critical and will enable the department to continue its effective program of cycling vehicles through the town departments.

**IT Expenditures**

Requested: \$41,437, funding recommendation: \$41,437.

Explanation – The COC recommends funding \$15,068 for the second phase of computer replacements. This is a continuation of a five-year process begun last year. In future years the COC anticipates the Town creating an operating budget for IT that would include funding to replace aging computer equipment annually and \$2,600 for a laser printer for the finance department. The COC also recommends funding \$26,369 for computer laptops, software, and necessary accessories for installation in our police cruisers.

**Elementary Schools**

Requested: \$93,655, funding recommendation: \$89,655.

Explanation – The COC recommends funding \$39,000 for purchase and installation of security systems at the HOD and FC schools. The security systems would complement existing building alarm systems by providing card-key access to select doors at each facility. Additionally, the improvements would include a security camera and recording device at the main entrances, remote door actuation for the main door at both facilities, and remote door actuation at the entry door to the Superintendent's offices. Finally, the system will also include a keypad entry station on one door at each facility to facilitate access by SACC parents using a individual and unique code. This is the first step towards securing our schools to prevent access by unauthorized persons during normal school hours, while still providing a mechanism for teachers and authorized staff to conduct normal operations with minimal inconvenience.

The COC also recommends funding \$50,655 for the carpet replacement program at HOD. This item addresses defective carpet installation that was never resolved as part of the original HOD construction. The carpet throughout the school has buckled creating a trip hazard in most rooms and areas of the school. This hazard has reached a point where the schools were recently cited by the building inspector.

**Police Department**

Requested: \$123,660, funding recommendation: \$63,560.

Explanation – The COC recommends funding four items for the Police Department this year. Two years ago COC concluded that police cruisers should be in the operating budget. To provide time for the department to adjust their operating budget needs, the COC recommended funding two cruisers in FY03, one cruiser in FY04, and no cruisers from capital starting in FY2005.

Recently COC was informed that the Police Department operating budget would not include funds for cruisers this year. While this is in direct conflict with our previous recommendation and the agreement reached with both the BOS and AB, the COC has included funds for two cruisers this year at \$60,000. This figure is based on the data the COC presented last year - the Town of Plainville funded a cruiser at their Town Meeting for \$27,000, while the City of Arlington funds cruisers every year in their budget and they carry a number of \$30,000.

The COC also recommends funding of \$3,560 for bullet-proof vest replacement. The Police department, along with several other Police organizations across the country, purchased bullet-proof vests that have been deemed defective by the manufacturer. These funds represent the difference in cost for credits received versus actual replacement cost.

#### **Registrar of Voters/Town Clerk**

Requested: \$18,200, funding recommendation: \$13,000.

Explanation – The Town Clerk has requested funds for three items. The COC recommends funding \$1,000 for replacement of the Town Seal, \$5,000 for retrofitting our existing voting machines to current standards, and \$7,000 for purchase of new touch-screen voting machines mandated for use starting with the November 2004 elections.

#### **KP Schools**

Requested: \$3,861, funding recommendation: \$3,861.

Explanation – Historically, KP capital funding has come out of the Town's capital budget. As requested last year, COC would like to have the AB and BOS consider putting KP Schools capital funding as a separate warrant article in the future. This funding request is for field maintenance items, and represents Norfolk's share.

#### **Road Safety**

Requested: \$50,000, funding recommendation: \$0.

Explanation – The COC does not recommend funding any road safety capital initiatives this year due to the lack of specificity on the request and the relative importance of the request in context of the overall capital requirements.

#### **Recreation**

Requested: \$124,300, funding recommendation: \$11,300.

Explanation – The COC recommends the installation of a backstop on one of the soccer fields at Pond Street complex. This request will address a safety issue by prohibiting balls from entering Pond Street/Route 115. Additionally, the COC recommends the completion of a master plan study for the complex that will act as a basis for future enhancement of the facility.

#### **Police/Fire Station**

Requested: \$32,000, funding recommendation: \$20,000.

Explanation – The COC has recommended funding \$20,000 to conduct a feasibility study related to the public safety building. The current structure is aged and does not sufficiently meet current requirements of the Police and Fire departments. The study will detail the options available to the town for the future of our public safety departments. Additionally, there are significant renovation requests in the queue for the current structure including a new septic system, general maintenance such as painting & carpeting, and repair of the parking lot. Given the increasing need for an up to date public safety complex coupled with the maintenance needs of the current structure, it is in the opinion of the COC that a feasibility study is warranted.