

Capital Outlay Committee

Thursday, July 24, 2003

Attendees:

Ed Melanson
Kathy Lovell
Tom Poppey
Robert Markel

Absent:

Terri Monjar
Jack McFeely
Norm Gentry

Meeting came to order 8:00 pm; Meeting was concluded 9:07 pm

Agenda:

1. Debrief from spring town meeting
2. COC Recruitment & Advisory Board Representation
3. Capital funding warrant article (due August 22, 2003)
4. Department/Committee liaison structure
5. COC meeting schedule

Town Meeting Debrief

The FY 2004 capital budget was approved at the spring town meeting without significant resistance. There were no other notable items from the spring meeting as it relates to capital spending.

Funding Level Determination

The topic of establishing a warrant article to support capital funding has been on the agenda for the COC for quite some time. The group agreed to work towards drafting a warrant article possibly for the fall meeting that would mandate capital funding as a fixed percentage of the annual operating budget. Bob recommended researching into the Arlington, MA bylaws as a model Norfolk. Kathy will own the task of researching and drafting an article for review by the team. Additionally, the committee should begin laying the framework for support of the annual capital funding; possible key constituents were briefly discussed.

COC Recruitment & Advisory Board Representation

Nancy Seitz had informed the COC that she would be resigning her position from the COC as she will be moving out of Norfolk. The COC wishes Nancy good luck and thanks her for her contributions to the COC over the past years.

The team agreed to focus on bring the committee to the target representation to:

- 5 independent town members
- 2 Advisory Board members
- 1 Board of Selectman ex officio
- 1 town administrator

Bob agreed to raise the opportunity at a future Board of Selectman meeting that will be broadcast on local television. Also, Ed will contact the Advisory Board to identify possible participants on the COC.

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Liaison Feedback

The team discussed the positive & negative aspects of the liaison process along with a confirmation to continue forward with the structure. Currently, each COC member is assigned a series of departments and/or committees they are responsible for contacting and including in the capital budgeting process. The team agreed to continue this structure going forward until the annual capital planning process is refined; Bob also noted that assigning a liaison is paramount to understanding the specific needs of each department and committee. Review of the liaison assignment list will be conducted at a future COC meeting.

With regard to the annual capital planning process, the current process is to carry forward all capital requests that are unfunded for a specific. The team briefly discussion modifications to the current process and agreed to begin the capital planning cycle for fiscal year 2005 at an upcoming COC meeting.

The COC is focused on enhancing the annual capital budgeting process that is funded by cash but recognizes there will often be situations where debt funding is required. A future objective of the COC will to begin addressing and managing the debt funding capital process in addition to the cyclical cash funded capital requests.

Meeting Schedule

The team agreed to reconvene meetings every 2 weeks on Thursday at 6:00 pm. This schedule will commence Thursday, August 7th. Ed will follow up with the town hall to request the meeting room.

Miscellaneous Business

- Confirmation of state funding of prison mitigation funds; usage undetermined at this time

Action Items:

Draft warrant article for annual capital funding - Kathy
Schedule meetings with town hall – Ed
Announce COC positions at next BOS meeting – Bob
Contact Advisory Board for COC representation – Ed

Develop strategy around capturing alternative funding sources – future agenda item
Develop process for capital request presentation by departments/committees – future action item
Communication of capital budgeting process to departments/committees (contacts & calendar) – TBD

Possible agenda topics for 8/7:

1. Review of budgeting procedures manual (to be finalized by Bob Market)
2. Commence planning process for fiscal year 2005 capital schedule
3. Discussion of possible capital funding candidate s from prison mitigation funds
4. Review of COC department/committee liaison assignments