

Norfolk Capital Outlay Committee

Thursday, December 11, 2003

Attendees:

Ed Melanson
Robert Markel
Kathy Lovell
Tom Poppey
Jim Tomazewski

Absent:

Terri Monjar
Jack McFeely
Arlie Sterling

Meeting came to order 6:15 pm; Meeting was concluded 7:40 pm

Agenda:

1. Reviewed capital requests submit to date
2. Determined capital presentation schedule (below)
3. Recap of capital debt funding sub-committee meeting (12/4)

Capital Requests Submit to Date

1. Town clerk
2. Conservation Committee
3. Planning Board
4. Water Department (Self-funded)
5. Building Maintenance
6. Recreation

The committee started to conduct a first pass on whether the requested items would qualify as capital expenditures (annual, equipment, or project). It was rapidly decided that we would invite the various departments and committees that have capital requests to COC meetings in January 2004 to present their requests. The proposed schedule is set forth below:

January 8, 2004

6:30 – 7:00 Norfolk School
7:00 – 7:30 Town Clerk
7:30 – 8:00 Fire

January 15, 2004

6:30 – 7:00 Recreation
7:00 – 7:30 Building Maintenance
7:30 – 8:00 Police

January 22, 2004

6:30 – 7:00 Highway
7:00 – 7:30 Information Technology Coordinator
7:30 – 8:00 King Philip Schools

January 29, 2004

6:30 – 7:00 Open
7:00 – 7:30 Open
7:30 – 8:00 Open

The COC will then compile and submit a recommendation to the BOS and Advisory Board in mid-February. The overall annual capital request list is expected to exceed that of fiscal year 2004 (approximately \$300,000).

Recap of Debt Funded Capital Sub-Committee

- The sub-committee met at 5:00 on 12/4 at town hall.
- Generally the meeting was characterized as positive and will allow for the development of an integrated long-term capital plan for Norfolk. There will be other meetings as appropriate to develop a methodology for receiving, prioritizing, and recommending capital equipment and capital projects to the BOS and Advisory Board.
- Currently, there is approximately \$2 million in debt-funded capital projects which

THE DECEMBER 18th COC MEETING HAS BEEN CANCELLED; THE NEXT COC MEETING WITH BE AT 6:15 ON JANUARY 8th.

Action Items:

1. Distribute capital interview schedule to departments/committees - Markel
2. Forward capital requests from various departments/committees prior to the 1/8 meeting - Markel

HAPPY HOLIDAYS TO ALL!!