

Capital Outlay Committee

Thursday, October 2, 2003

Attendees:

Ed Melanson
Robert Markel
Tom Poppey
Jack McFeely

Absent:

Terri Monjar
Kathy Lovell
Norm Gentry

Meeting came to order 6:10 pm; Meeting was concluded 6:50 pm

Agenda:

1. Discuss capital items for fall town meeting
2. Feedback on Budget & Financial Procedures manual
3. COC Liaisons

Capital Items for Fall Town Meeting

Prison mitigation funds potential use for fall town meeting items; MUNIS general ledger software raised as possible alternative; imaging software can be deferred to spring. Phone solicitation could be conducted for alternative packages. Jack raised concern that there needs to be buy in prior to town meeting for viability; Bob agreed to conduct some research.

COC Liaisons

Liaisons will be identified via email.

Other Business

Prioritization of debt funded capital projects. Committee needs to establish a plan to accommodate such projects.

Action Items:

1. Contact Advisory Board for replacement members to COC – Melanson

Possible agenda topics for 10/16:

1. Draft/finalize by-law language