

# Capital Outlay Committee

## Thursday, November 13, 2003

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### Attendees:

Ed Melanson  
Robert Markel  
Jack McFeely  
Arlie Sterling  
Kathy Lovell  
Tom Poppey

### Absent:

Terri Monjar

Meeting came to order 6:15 pm; Meeting was concluded 7:50 pm

### Agenda:

1. Email Distribution Lists
2. Department Liaisons
3. Long Term Capital Projects
4. Other Business

### Email Distribution List

The capital outlay committee distribution list Includes:

|                            |                           |
|----------------------------|---------------------------|
| Kathy Lovell               | pklovell2@attbi.com       |
| Tom Poppey                 | tcpoppey@statestreet.com  |
| Jack McFeely               | jackmcf@aol.com           |
| Bob Markel                 | markel@virtualnorfolk.org |
| Terri Monjar               | terrimonjar@comcast.net   |
| Ed Melanson                | MelansonEJ@cdm.com        |
| Arlie Sterling             | sterling@marsoft.com      |
| Jim Tomazewski (spelling?) | jmtoma@comcast            |

### Department Liaisons

- Liaison role includes acting as buffer between COC and departments, solicit input for annual capital requests, act as advocate within COC, and communicate details surrounding capital requests.
- New responsibility will be to schedule COC meeting attendance to present departmental capital requests.
- 2003 – 2004 Liaisons
  - Fire – Poppey
  - Police – Poppey
  - Highway/Transfer Station – Sterling
  - KP Schools – Monjar
  - School – Melanson
- All other departments & committees submit requests through Town Administrator (Bob Markel).
- Contact person for KP Schools – Brian Siriani
- Contact person for Finance – Jack Hathaway
- Contact person for Personal – Dave Wildman
- Contact person for Custodian of Veterans Graves – John Orlando
- Correct spelling on “Cemetery”

**Long Term Capital Projects**

- Begin planning process at a meeting Thursday, December 4<sup>th</sup>, 5:00 at Town Hall
- Assume level funding for analysis purposes
- Current spending is approximately 10% of operating budget; including \$1.7 million for debt funded & \$300K for cash funded
- Team to review the application process and return comments via email
- Meeting to be held on Thursday, December 4<sup>th</sup> @ 5:00

**Other Business**

- The team discussed the feasibility of introducing a warrant to establish a percentage allocated to cash funded capital items; there is no precedent within Massachusetts of such a warrant; the resolution was to continue relationship building with the departments, AB, and BOS to ensure a comprehensive, thoughtful presentation at the annual Town Meeting
  - The COC will not be meeting Thanksgiving Day; we will meet both Thursday, 12/11 and 12/18
  - Next COC Meeting will be Thursday, December 11<sup>th</sup> @ 6:15
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**Action Items:**

1. Distribute COC email contact list - Poppey
2. Provide feedback via email on capital item & capital project application processes - Committee
3. COC liaisons need to begin contacting their respective departments – COC Liaisons