

# Memo

To: Ed Melanson  
From: Terri Monjar  
Date: February 19, 2003  
Re: Minutes from February 13, 2002 Meeting

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Attendees	Kathy Lovell Ed Melanson Terri Monjar Nancy Seitz
Missing	Norm Gentry Bob Markel Jack McFeeley Tom Poppey

#### Topics Discussed:

- Welcomed new member, Kathy Lovell.
- Nancy reviewed revised Highway Dept requests with the Committee.
- Discussed impact of Town Meeting on Capital Outlay Committee. Determined no resulting impact.
- Discussed need for meeting minutes. Terri volunteered to capture whenever present. If she is not present, then at the beginning of the meeting Ed will ask for another volunteer.
- Reviewed Annual Capital Item Requests and Discussed several items which we recommend to defer or to move to the operating budgets. We then reviewed the requests and made a first cut at priorities. The result was we got down to approx \$430,000 in needs. More review and refinement will occur at the next meeting. Ed will be sending the details to Tom to be included in the next draft of the spreadsheet.
- Reviewed budget schedule. Recommendation of Annual Capital Items due to the Advisory Board on Thursday, Mar 6. They meet at 8:00.

#### Action Items:

- Terri to contact Council on Aging to discuss if we allotted \$5K - \$6K would it be used for some of the landscaping or to buy a new refrig or freezer. Could a cheaper refrig/freezer be purchased?

- Request Bob Markel to speak with the KP Middle School contacts to discuss why some requests from the annual allotment list seem to be for middle school items that appear should be covered or no longer needed as a result of the new building project.
- Request Bob Market to speak with Chris to discuss moving all fax and copier requests to the IT budget with a reflection which department they support. Also discussed costs seemed significantly high for most of those items.
- Ed to request Meeting Room for Capital Outlay Meeting on February 27 for additional Capital Outlay meeting to review requests. Thus, the next COC meeting is February 27. The final meeting before recommendations go to the Advisory Board is March 6. That means we'll be meeting two weeks in a row.