

Norfolk Capital Outlay Committee

Thursday, January 8, 2004

Attendees:

Ed Melanson
Kathy Lovell
Tom Poppey
Robert Markel
Jim Tomaszewski
Arlie Sterling
Jack McFeeley

Absent:

Terri Monjar

Meeting came to order 6:24 pm; Meeting was concluded 8:00 pm

Agenda:

1. Department Capital Presentations
 - a. Norfolk Schools
 - b. Town Clerk
 - c. Fire Department

Department Presentations

Norfolk Schools

- Norfolk schools submit capital requests including the replacement of carpeting presenting a safety hazard (\$55,750) and installation of building perimeter safety equipment for H. Olive Day School (\$17,000).
- The school committee has researched the potential causes of the carpet buckling and has discounted moisture (improper barrier) as a cause; the prevailing thought is improper installation.
- Carpet replacement was a calculated estimate based on most recently installed prices plus a 10% appreciation markup; carpet tiles would be the proposed type.
- Expectation of the school committee is to include future carpet replacement needs as part of their operating budget; the current scenario is perceived as a one-time unique situation.

Town Clerk

- The town clerk submit capital requests including:
 - Refurbish town seal - \$2,000 (quote); high priority
 - Electronic mail slitter - ~~\$400~~ to \$1,200 (estimate); medium priority
 - Shelving for vault - \$4,000 (quote); will double capacity of the vault; low priority
 - Touch screen voting machine - \$5,000 to \$7,000; town waiting on Commonwealth to determine which machine type; required by federal law; high priority
 - Retro fit voting machines - \$5,000; allows to minimize manual counting of rejected ballots; medium priority

Fire Department

- The fire department submit capital requests including:
 - Engine 1 - \$330,000; 1976 vehicle; Engine 2 is a 1991 model; Engine 1 carries critical equipment; vehicle maintenance budget is \$7,500; 50% allocated to Engine 1; high priority
 - Breathing Apparatus (SCBA) - \$63,350; 13 units included; final installment in a 3 year program; high priority
 - Office Copier - \$8,000; medium priority
 - Firefighter Training Material - \$8,400; medium priority
 - Ice/Cold Water Rescue Equipment - \$7,000; medium priority
 - Ventilation Fan - \$1,500; current fans about 13 years old; medium priority

Action Items:

1. Complete and post meeting minutes to COC website – Poppey
2. Notify Road Safety to present capital requests on 1/29 at 7:00 – Melanson
3. Distribute FY 2004 Recommendation for reference purposes – Poppey
4. Distribute draft of FY 2005 capital request list – Poppey