

**Capital Outlay Committee
Town of Norfolk
Thursday Nov. 2, 2006**

Attendees: :

Arlie Sterling
Jim Rayner
John Birmingham
Frank O'Neil
Jim Wingarner

Absent:

Shawn McCormick
Andrew Addison

Also in attendance:

Jack Hathaway
Butch Vito

Meeting came to order 7:15 pm; Meeting concluded 8:40 pm

Introduction of new members

Reviewed COC mission and budget process

Reviewed status of last years capital expenditures

Reviewed update of VRP schedule

Butch indicated solid waste capital exp were paid out of transfer station budget & water division paid out of the water div of DPW

Butch agreed to provide us with figures for the water div capital

Jack agreed to provide the committee with capital expenditures for the last 5 years (though the town clerk)

Jack expressed the need to have no email debates or electronic meetings due to the open meeting laws - we have to post our meetings with the town clerk at least 48 hours before having them

Jack said he will issue the members town issued email accounts so they will be different from our personal accounts

Jack outlined the capital time line

- Departments present budget by the end of November

- Selectmen go though budget with department heads in December

- Budgets forwarded to AB & COC usually in January

- COC & AB meet with dept heads in Jan / Feb

- COC makes its recommendation to the AB

We requested 5 year plans from each department

Funds available for capital are unknown at this time - many mitigating factors - new growth (400k normal - will go down) - local aid (unknown) - prison mitigation (normally 192k - not set in stone) - snow & ice (affects free cash

Reviewed last years VRP purchases

- DPW - 2 dump trucks

 - 1 sweeper

 - berm machine

 - L-90 loader

 - walker mower

- Police - 2 cruisers

 - 1 Expedition

- Fire - brush truck

Next meeting Nov 20th - DPW

- Lechate & vehicles

Following meeting Dec 14th

- Norfolk schools

