

Capital Outlay Committee Meeting
Finance Commission Room
June 20, 2023, 6:30pm
MINUTES OF MEETING

COC Members Present: Myev Bodenhofer, Bob Donnelly, Chair, Eric Fleming, Anne Marie Mazzola, Gerry Miller, Ernie Paciorkowski, Sarah Sullivan

Ex-Officio Members Present: Clayton Cheever, Meg LaMay

Absent: Kevin Connolly, Tim McDonough,

Guests present: John Cianciarulo, Mike Rosen, Jeff Sullivan, Norwood Record (remote)

Capital Outlay meeting called to order by Chair Donnelly at 6:30pm

Approval of May 24, 2023, minutes.

Motion to approve made by Mr. Miller, seconded by Ms. Bodenhofer and unanimously approved.

Discussion and recommendation of revisions to Capital Improvement Policy

Mr. Donnelly reviewed changes. Limited discussion occurred. Motion to approve and move onto Board of Selectmen, School Committee, and Finance Commission for approval by Mr. Paciorkowski, seconded by Mr. Miller and approved unanimously.

Status of open projects prior to FY '23

Mr. Rosen presented Town of Norwood 3rd quarter Capital Analysis, showing status of projects. He stated that the general manager's office found that it was useful to review this report with department heads as they may be able to close out some projects.

Chair Donnelly noted that this document will answer our questions about the status of projects and requested that it be made an ongoing quarterly report.

Mr. Paciorkowski asked if money is found not to have been used and if it is free cash, can we earmark to a specific fund for future capital projects?

Ms. LaMay answered that it might be possible. There is a fund that was established a few years ago when there was a premium from a borrowing, it could be possible to use that fund, but she will have to research. Ms.

Bodenhofer asked if there are other projects that have been voted at Town Meeting that are just not going to be done? Should we be looking at older projects with inactivity?

Staff updates on FY'24 CIP Process

As a follow up to a previous question about the Ambulance delivery date – the current anticipated date is June of 2024 – the department chose to move forward with floor models, so the delivery date is 2 years early than anticipated.

The general manager's office is now holding weekly capital meetings with staff – from all departments that request capital items to prepare the capital plan for FY24.

As a start they have reviewed FY23 5-year capital plan, reevaluating priorities, prices, accuracy, and new requirements (i.e., red optic on firearms).

The discussion includes available funding and capacity.

Chair Donnelly asked if Mr. Riccardi had given any updates on the school facility projects. Mr. Rosen believes they have been pushed out for 1 year, in anticipation of the elementary school configuration study.

The committee discussed samples of capital outlay project templates the general manager's office shared and the advantages and disadvantages of both.

Ms. Bodenhofer spoke of the importance of including the cost of debt service.

Mr. Miller asked if the Capital Outlay Committee will get a figure from the Finance Commission of what level of funding is available.

Chair Donnelly stated that it is hard to do sometimes, as projects are a combination of Free Cash and Borrowing.

Schedule Next Meeting

Thursday, August 3rd at 6:30pm Finance Commission Room

Motion to adjourn by Ms. Bodenhofer, seconded by Ms. Mazzola and approved unanimously

Respectfully submitted,

Sarah E. Sullivan