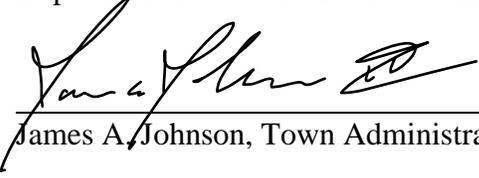




**TOWN OF WALPOLE**  
COMMONWEALTH OF MASSACHUSETTS

Walpole Town Hall  
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Phone (508) 660-7289  
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Email: JJohnson@walpole-ma.gov

To: Department Heads and Boards/Committees

From:   
James A. Johnson, Town Administrator

Date: January 29, 2016

Re: **Capital Meeting Schedule**

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The Capital Budget Committee is going to start meeting in February to begin to review all of the Capital Budget Requests. The scheduled meeting dates and times are as follows:

**6:30 PM Tuesday, February 2, 2016 Walpole Town Hall Room 116**

6:30 PM Capital Budget Overview and Update from Administration

7:00 PM DPW Related Requests - DPW Director, Town Engineer, Highway Superintendent, Vehicle Maintenance Superintendent and Water and Sewer Superintendent

**7:00 PM Wednesday, February 10, 2016 Walpole Town Hall Room 116**

7:00 PM Walpole Fire Department – Fire related requests

7:20 PM Walpole Police Department – Police related requests

7:40 PM Emergency Management Director – Emergency related requests

**7:00 PM Tuesday, February 16, 2016 Walpole Town Hall Room 116**

7:00 PM Record Management Request - Finance Director

7:20 PM COA Passenger Van – COA Director

7:40 PM Ponds Request - Ponds Committee Members

**7:00 PM Tuesday, February 23, 2016 Walpole Town Hall Room 116**

7:00 PM - School Department – School Department Capital Requests

7:20 PM – DPW – Building Maintenance Superintendent

7:30 PM - Recommendation Discussion

**7:00 PM Tuesday, March 1, 2016 Walpole Town Hall Room 116**

Recommendation Discussion/Finalize Recommendations

**7:00 PM Tuesday, March 8, 2016 Walpole Town Hall Room 116 (if necessary)**

Recommendation Discussion/Finalize Recommendations

**7:30 PM Monday March 14, 2016 Walpole Town Hall Room 112**

Recommendation presentation to Finance Committee

If you have any questions, or need further information, please do not hesitate to contact me.