



CAPITAL IMPROVEMENT PROGRAM COMMITTEE

Town of Medway

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James Palladino, Chairman
Thomas Anderson, Vice Chairman
Richard Briggs, Member
James Gillingham, Member
Bruce Hamblin, Member

Approved: 12/10/2009

Meeting Minutes: November 24, 2009 Medway Town Hall

Call to Order: With a quorum, this meeting was called to order by Chairman Palladino at 7:00 p.m.

Attendees: Chairman, James Palladino; Vice Chairman, Tom Anderson; Member, Richard Briggs; Member, Bruce Hamblin; Member, James Gillingham; Town Administrator, Suzanne Kennedy; and Administrative Assistant, Michelle Reed.

Logistics: Michelle will email the future CIPC meeting dates to Suzanne Kennedy, Carol Pratt, Debra Trindade, and Mark Brown. She will also speak with Liz Langley and Dave D'Amico about getting access to the CIPC page on the town website so she can post future meeting dates and the meeting minutes.

Capital Plan: The CIPC will present the 5 Year Capital Plan and the Capital Budget to the Board of Selectmen on February 16, 2010. Suzanne clarified that the Capital Budget is the first year of the Capital Plan. The CIPC will need to schedule a meeting with the Finance Committee for January to review the Capital Plan and the Capital Budget.

Project Prioritization Discussion: The Committee created a preliminary prioritized project list for FY11 for Melanie Phillips' review. It was agreed that each CIPC member will send their write-ups for the top prioritized projects to Tom.

- Rich is going to follow-up with Alan Tingley to make sure that project #1006 (Police/Fire Radio System Upgrade) and project #1106 (Replace Radio System) are duplicates.
- Bruce is going to collect additional information about his two proposed projects, emergency kiosks and the emergency activated traffic signal, and draft paragraphs about them for consideration in future years.

- Bruce is going to call Dave D'Amico to discuss project #809 (Replace High Band Radio System). There was no supporting documentation for this project.
- Project #1109 (Fiber Metro Area Network-WAN) will most likely be funded through the Comcast settlement so it was excluded from the discussion.
- It was agreed that all MSBA related projects will be excluded from the discussion because the CIPC does not have sufficient cost information and they may be funded by the MSBA. The only possible exception is replacing the Middle School gymnasium floor because it is a hazard and a source of revenue for the town. Tom is going to follow-up with Dave Verdolino about obtaining an additional estimate. There will be a paragraph in the proposal about the importance of these projects and why they were not considered for FY11.
- The proposal will also include an explanation about why the cost of project #914A (Install Vinyl Siding on Second Story of Police Station) increased from \$25k to \$42k.
- Bruce is going to contact the DPW to discuss project #817 (Replace Playground Equipment) and whether the cost is accurate or needs to be increased.
- Project #909 (Replace Exterior Doors) was determined to be a priority, however, this will not include replacing the doors at the Middle School because they may be covered by the MSBA.

Reminder: The mandatory ethics training needs to be completed by December 28.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:55 p.m.