



## ***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: 12/17/09

### **Meeting Minutes: December 10, 2009 Medway Town Hall - Sanford Hall**

**Call to Order:** With a quorum, this meeting was called to order by Chairman Palladino at 7:23 p.m.

**Attendees:** Chairman, James Palladino; Vice Chairman, Tom Anderson; Member, James Gillingham; Town Administrator, Suzanne Kennedy; Town Treasurer, Melanie Phillips; Finance Committee Member, Mark Brown; School Committee Member, Deb Trindade; and Administrative Assistant, Michelle Reed.

**Minutes:** A motion was made by Jim Palladino, seconded by Tom Anderson to approve the Capital Improvement Planning Committee meeting minutes of November 12, 2009 as amended. The motion was approved unanimously.

A motion was made by Jim Palladino, seconded by Tom Anderson to approve the Capital Improvement Planning Committee meeting minutes of November 19, 2009. The motion was approved unanimously.

A motion was made by Jim Palladino, seconded by Tom Anderson to approve the Capital Improvement Planning Committee meeting minutes of November 24, 2009. The motion was approved unanimously.

**Capital Improvements Funding Discussion:** Town Treasurer Melanie Phillips presented several different scenarios for funding the prioritized projects. She expects that a portion of the projects will be funded by free cash but will not know exactly how much free cash is available until the town hears back from the Department of Revenue, which is not expected for several weeks. Two of the most likely scenarios would require revising the town's current debt policy, which would require the approval of the Board of Selectmen. The next step is for the CIPC to firm up their prioritized list and send it to Melanie and Suzanne so they can meet with the Board of Selectmen to discuss the debt policy.

**School Committee Update:** School Committee Member Deb Trindade reported that Compass has been selected as the project manager for the Middle School Building project. This recommendation will be presented to the MSBA in January for their approval. If approved, the next step will be to choose a project architect. A Building Sub-Committee was created to work with Compass on the day to day aspects of the project.

**Capital Plan:** The joint meetings with the Board of Selectmen and Finance Committee have been moved from January to March. The joint meeting with the Board of Selectmen will most likely be March 1, 2010. Suzanne will confirm this and report back to the CIPC. The joint meeting with the Finance Committee will be March 10, 2010. At the next CIPC meeting, the Committee will incorporate the individual members write-ups and continue to work on the Capital Plan draft.

**Green Community Grant:** Jim Gillingham is going to get additional information about the grant proposal and report back to the Committee. The CIPC will look at how Medway might be able to take advantage of this grant in the context of capital projects.

**Adjournment:** With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:59 p.m.

Respectfully Submitted,

Michelle M. Reed  
Administrative Assistant