



## **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: 1/14/2010

### **Meeting Minutes: December 17, 2009** **Medway High School Library**

**Call to Order:** With a quorum, this meeting was called to order by Chairman Palladino at 7:06 p.m.

**Attendees:** Chairman, James Palladino; Vice Chairman, Tom Anderson; Member, James Gillingham; Member, Bruce Hamblin; Member, Richard Briggs; Finance Committee Member, Mark Brown; and Administrative Assistant, Michelle Reed.

**Minutes:** A motion was made by Jim Palladino, seconded by Richard Briggs, to approve the Capital Improvement Planning Committee meeting minutes of December 10, 2009. The motion was approved unanimously.

**FY11 Capital Budget Report:** The Committee reviewed and confirmed its FY11 prioritized list. The list will be sent to Melanie and Suzanne so that they can work on a plan for funding. The Capital Budget will include justifications for the projects the CIPC is recommending for FY11 as well as a status on the projects that have been funded in previous years and are in progress. The bulleted items below still need to be drafted and sent to Tom by December 31.

- Town Hall Roof - Jim Palladino
- Replace Police Radio System - Rich will revise the info he sent to Tom previously.
- Construct New DPW Facility - Tom
- Various Roads Projects - Jim P. already drafted. Need to remove the information on the culvert repair.
- Replace Water Maintenance Truck - Jim Gillingham
- Solid Waste - Tom will draft using the info that was sent by Dave D'Amico.
- Exterior Doors at Elementary Schools - Tom

- MSBA - Tom has already drafted information on the MSBA that will be added to the report.

**5 Year Capital Plan:** The Committee reviewed the Town of Arlington's Capital Report and decided on a preliminary outline for its report, including what types of tables and graphs the report should contain. Jim Palladino is going to email Dave D'Amico for a list of town buildings, including the year each was built and their square footage, so this can be included in the report. Jim Palladino will also summarize the Town Master Plan.

Attached is the list of Committee members and the department write-ups they are responsible for. Committee members should email Tom their write-ups by December 31. The write-ups for the five year plan should go into more detail than the ones for the capital budget. They should include information about the department needs for the next five years, not just FY11, and how the CIPC plans to handle all of the departments requests over the next five years. Tom will email the Capital Plan draft out to the Committee via email the first week in January. Everyone should review the draft and come to the January 14, 2010 CIPC Meeting with their edits so they can be discussed and incorporated.

**Meeting Schedule:** The next meeting is scheduled for Thursday, January 14, 2010 in Sanford Hall.

**Adjournment:** With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:26 p.m.

Respectfully Submitted,

Michelle M. Reed  
Administrative Assistant