



CAPITAL IMPROVEMENT PLANNING 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: 2/4/2010

Meeting Minutes: January 28, 2010 Medway High School Library

Call to Order: With a quorum, this meeting was called to order by Chairman Palladino at 7:03 p.m.

Attendees: Chairman, James Palladino; Vice Chairman, Thomas Anderson; Member, James Gillingham; Town Administrator, Suzanne Kennedy; Information Systems Director, Rich Boucher; Financial Committee Member, Mark Brown; School Committee Member, Deb Trindade; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Thomas Anderson, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of January 14, 2010. The motion was approved unanimously.

5 Year Capital Plan & FY2011 Capital Budget: The CIPC discussed their concern about the possible increase in debt service over the next couple of years, the 5 year financial projections, which to this point are largely based on assumptions, and their desire to present a realistic 5 Year Capital Plan. It was decided that the CIPC will present the Board of Selectmen with a draft 5 Year Capital Plan and discuss their concerns about the increase in debt service and its impact. It was also stated that the warrant can be amended from the floor of the Town Meeting if necessary.

They reviewed the list of FY11 capital projects and finalized the list for the warrant and for Melanie's review.

- Technology - Rich Boucher said that the schools are in need of new equipment. The computers are old and require constant maintenance and the current equipment is not sufficient to support the curriculum. He said that if his request was funded in total, he could replace all necessary

equipment in the schools and then hopefully fund the annual needs and maintenance through the operating budget.

- DPW Facility - The CIPC wants to stress the importance of funding the initial \$500,000 in FY11, \$5.5 million in FY12, and the remaining \$1.0 million in FY13.
- Inflow and Infiltration Study - It was decided that this study could be funded through the Enterprise fund.
- Exterior Doors at Elementary Schools - The amount for this project was decreased.
- Burke Parking Lot - This project was added to the list for FY11. The rough estimate is \$200,000 but Dave Verdolino is getting bids.
- Playground Equipment - The current playground equipment is out of code. The recommendation is to fund the \$5,000 in FY11.
- Integrated Timekeeping System - Jim Palladino will confirm the request amount for this project. Rich Boucher confirmed that there is remote connectivity to all municipal locations.

FY2011 Capital Project Recommendations: A motion was made by Chairman Palladino, seconded by Thomas Anderson, to submit the FY11 Capital Project Recommendations to the warrant as revised. The motion was approved unanimously.

Cash Capital: The CIPC discussed the possibility of creating a cash capital account in the future that could be used to fund routine maintenance throughout the year. The goal would be to eliminate maintenance as a capital project request. The CIPC will discuss this concept with the Board of Selectmen on March 1 as well as the Financial Committee.

Ethics Training: Michelle will resend the information regarding completing the online portion of the ethics training.

Additional Meeting: The Committee called a meeting for next Thursday, February 4, 2010 at 7:00 p.m. in the Medway High School Library.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:30 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant