



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax: (508) 533-3281

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

Approved: 2/25/2010

Meeting Minutes: February 10, 2010 **Mickey Cassidy's Restaurant**

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, Bruce Hamblin; Member, Richard Briggs; and Administrative Assistant, Michelle Reed.

FY11 Capital Budget & Warrant: The committee reviewed and revised the FY11 Capital Budget and report for the warrant. The CIPC plans to submit their report for the warrant on February 12. The CIPC will have time to revise their report, if necessary, after their meeting with the Board of Selectmen on March 1. The following items still need to be addressed:

- The CIPC needs to give Suzanne the spreadsheet that shows what was requested by department managers for FY11 and the spreadsheet that shows what is being recommended by the CIPC for FY11 so she can make the necessary changes to her database.
- Confirm the number of capital project requests that were submitted for FY11 and the total cost of these projects.
- Confirm the total cost of the projects the CIPC is recommending for FY11.
- Add information about the solid waste project, including the need for paving and ramps.
- Confirm the amount of money that will be saved in operating costs if the new telecommunications system is implemented.
- Confirm with Melanie how each project will be funded (bond, free cash, enterprise fund, or other source) and include in report.
- The time management software request was made by the Treasurer. This request should not be under the Information Technology section.

FY2011 Capital Budget: A motion was made by Thomas Anderson, seconded by Richard Briggs, to submit the FY11 Capital Budget to the warrant as amended. The motion was approved unanimously.

5 Year Capital Plan: At the next meeting, the CIPC will review and revise the 5 Year Capital Plan. This plan will be presented to the Board of Selectmen on March 1 along with the FY11 Capital Budget. The 5 year plan will be available on the CIPC webpage after it is reviewed by the Board of Selectmen.

- The CIPC is not recommending the initial phase of the DPW facility project for FY11 but the project will be included in the 5 Year Capital Plan. There are concerns about the cost of this project and the effect it will have on the town's debt service if this project and the MSBA project are completed simultaneously. The CIPC wants to see what the results of the preliminary needs study are and evaluate the project at that point. The CIPC hopes that the preliminary needs study will address the following:
 - What the needs of the DPW are;
 - An evaluation of the current location;
 - An evaluation of other possible locations in Medway;
 - Possible remediation that will be needed if the new facility is built on the current site and/or remediation of the current site if the facility is moved.
- The 5 year plan needs to be available to the public. Where should the plan be posted in addition to the CIPC webpage?
- Need clarification on whether the town needs to bond the entire MSBA project even though the town will be reimbursed for half the cost. The CIPC would like to know how this will affect the debt service capacity?

Facility Study: The CIPC needs additional information on the Facility Committee that was recently formed and whether a CIPC member can join the committee. They also need to clarify if the CIPC is still responsible for completing the facility study.

Next Meeting: The next CIPC meeting will be Thursday, February 25, 2010 at 7:00 p.m. Jim will speak with Suzanne about inviting the department managers to an upcoming CIPC meeting or having a CIPC member attend a staff meeting to review the capital project request process. Bruce is going to get additional information on the police car refurbishing project he heard about and bring to back to the CIPC to discuss.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:58 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant