



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: 3/18/2010

Meeting Minutes: February 25, 2010 Sanford 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, Thomas Anderson; Member, James Gillingham; Member, Richard Briggs; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by James Palladino, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of February 4, 2010 and February 10, 2010 as amended. The motion was approved unanimously.

Michelle's Timesheet & Expense Reimbursement: A motion was made by James Palladino, seconded by Rich Briggs, to approve Michelle Reed's timesheet through February 11, 2010 and expense reimbursement for half the cost of an ink cartridge. The motion was approved unanimously.

FY11 Capital Budget: The committee reviewed and revised the FY11 Capital Budget that they will present to the Board of Selectmen on March 1, 2010 and drafted their talking points. The Committee still needs to confirm with Melanie how each project will be funded. They also need clarification on whether the town needs to bond the entire MSBA project even though the town will be reimbursed for half the cost. Jim Palladino will forward a copy of the email that went to the Board of Selectmen to the committee.

FY2011 Capital Budget: A motion was made by Thomas Anderson, seconded by Jim Gillingham, to approve the FY11 Capital Budget as amended. The motion was approved unanimously.

5 Year Capital Plan: At the next regular CIPC meeting, the committee will review the 5 year Capital Plan. The following items need to be addressed:

- The 5 Year Capital Plan needs to be revised to match the FY11 Capital Budget as amended.
- The paragraph on the DPW facility needs to be revised to reflect that the committee is not recommending it for FY11.
- Tom is going to revise the Maintenance paragraph.
- The paragraph on the Burke Middle School parking lot needs to be updated.
- Jim Palladino needs to update the table that contains the CIPC's FY11 recommendations.

Next Meeting: The CIPC will meet with the Board of Selectmen on Monday, March 1, 2010 at 7:00 p.m. in Sanford Hall. Michelle will contact the FinCom to confirm the joint meeting on March 10, 2010 to review the FY11 Capital Budget. The next regularly scheduled CIPC meeting will take place on March 11, 2010 at 7:00 p.m. in Sanford Hall.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:03 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant