



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: 2/25/2010

Meeting Minutes: February 4, 2010 Medway High School Library

Call to Order: With a quorum, this meeting was called to order by Chairman Palladino at 7:08 p.m.

Attendees: Chairman, James Palladino; Vice Chairman, Thomas Anderson; Member, James Gillingham; Member, Richard Briggs, Town Administrator, Suzanne Kennedy; Town Accountant, Carol Pratt; 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 28, 2010 as amended. The motion was approved unanimously.

FY11 Capital Budget & Town Warrant: The recommendations for FY11 that will appear in the warrant are due on February 12. The CIPC will meet on Wednesday, February 10 to vote on their final recommendations. In the warrant, the CIPC needs to state from which source they recommend funding each project, bond, free cash, or enterprise fund.

- It was decided that the DPW facility and paving project at the Burke-Memorial school will not be recommended for FY11 because the cost of both projects are unknown. These projects will be recommended for future years and will be included in the 5 year plan.
- It was decided that more money should be put towards road and sidewalk maintenance for FY11.
- Carol is going to speak with Melanie about the Solid Waste project and whether this project should be bonded.
- Suzanne said that the Metropolitan Area Planning Council (MAPC) has identified the drainage issues in the Brentwood development as a priority. She said there is a possibility that the town will receive money from the MAPC to mitigate these issues.

- The sewer enterprise fund is a new fund and does not have enough retained earnings to fund the Inflow and Infiltration study. This project will need to be bonded.
- The WAN project can be taken off the CIPC's list. Rich Boucher is submitting a warrant article.
- It was suggested that department managers should be invited to a future CIPC meeting to meet the committee members, review the capital project request process, and hear about what types of projects have been funded in the past.

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.

- A record retention program is already underway at the Town Hall. The CIPC will mention the importance of this project in the 5 year plan and the need to continue it in future years and expand it to the police station.
- The CIPC plans to send the 5 Year Capital Plan to the Board of Selectmen at the end of February so they have time to review it prior to the March 1 meeting. Tom will work on the cover memo for the plan that will discuss the Committee's reasoning and some background on this year's process.

Capital Maintenance Account: The CIPC will discuss the possibility of establishing a capital maintenance account with the Board of Selectmen on March 1. The goal would be to use this account for routine maintenance throughout the year. This would eliminate the need for departments to submit requests for routine maintenance as capital projects or go to the Finance Committee for emergency funds for routine maintenance. The logistics about how the account would be administered and be accounted for in the budget still needs to be discussed. Town Accountant, Carol Pratt, said she would get back to the CIPC about where maintenance funds currently show up in the budget.

Next Meeting: The CIPC meeting on Thursday, February 11, 2010 was moved to Wednesday, February 10, 2010 due to a quorum issue. The meeting will be held at the Medway High School library at 7:00 p.m.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:37 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant