



## CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

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

Approved: 4/22/2010

### **Meeting Minutes: April 12, 2010** **Medway High School Library**

**Call to Order:** With a quorum, this meeting was called to order by Chairman Palladino at 7:04 p.m.

**Attendees:** Chairman, James Palladino; Vice Chairman, Thomas Anderson; Member, Jim Gillingham; Selectman, Glenn Trindade; School Committee Member, Deb Trindade; Financial Committee Member, Mark Brown; and Administrative Assistant, Michelle Reed.

**Meeting with the Board of Selectmen:** The CIPC met with the Board of Selectmen on April 8, 2010 to review their FY11 recommendations and provide the BOS with additional information on several capital projects. The BOS agreed with the CIPC's recommendations for FY11 and gave the CIPC an additional \$360,000 to spend on capital projects in FY11. The BOS asked the CIPC to meet as a committee, review the remaining projects, and come back to them with their recommendations for how to spend the additional \$360,000.

**New Project Requests:** Several new projects were brought to the CIPC's attention.

- **Center Street Parking Lot** - The Center Street parking lot has drainage issues that are causing serious damage to the parking lot. Tom Holder gave the CIPC several different options for fixing the parking lot. Tom's recommendation is to remove the pavement, add drainage, and repave the parking lot. The cost of this option is \$60,000 and with regular maintenance this would last about 20 years. Tom said if cost was an issue, he recommends removing the pavement and putting down gravel as a short-term fix. This option would cost \$5,000.
- **Town Clerk Record Retention** - The Town Clerk is requesting secure file cabinets to store documents that are required by law to be held in a secure area. The cost for the cabinets is \$10,000. The CIPC did not receive a formal request for this project. The CIPC wants to look at

a long-term solution for record retention for Medway, which would include the police station. At one point, there was discussion about using the basement of the Burke School as a storage area.

**FY11 Capital Budget:** The CIPC reviewed the list of capital projects that they are recommending for FY11 as well as all other capital project requests that have been submitted. During this process, they decided they need a solid quote on the Town Hall heating project before they can consider funding it. The CIPC decided to appropriate an additional \$260,000 to roads and sidewalks, an additional \$50,000 to GIS, an additional \$20,000 to interior and exterior doors at the elementary schools & Middle school, an additional \$10,000 to playground equipment, and \$20,000 for a heating unit at the Town Hall.

Jim Palladino said he would update the FY11 spreadsheet and the FY11 report and send it to Suzanne prior to Wednesday's Financial Committee meeting. He will also let Suzanne know that she should remove Various Maintenance Projects and High Speed Printer from the master list.

A motion was made by Thomas Anderson, seconded by Jim Gillingham, to appropriate an additional \$260,000 to roads and sidewalks, an additional \$50,000 to GIS, an additional \$20,000 to interior and exterior doors at the elementary schools & Middle school, an additional \$10,000 to playground equipment, and \$20,000 for a heating unit at the Town Hall. The motion was approved unanimously.

**Next Meeting:** The next CIPC is Thursday, April 22, 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 8:06 p.m.

Respectfully Submitted,

Michelle M. Reed  
Administrative Assistant