



## CAPITAL IMPROVEMENT PROGRAM 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: 7/22/2010

**Meeting Minutes: May 13, 2010**  
**Town Hall**

**Call to Order:** With a quorum, this meeting was called to order by Chairman Palladino at 7:02 p.m.

**Attendees:** Chairman, James Palladino; Vice Chairman, Tom Anderson; Member, Jim Gillingham; 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 April 22, 2010 as amended. The motion was approved unanimously.

**Michelle's Timesheet:** A motion was made by Thomas Anderson, seconded by Jim Gillingham, to approve Michelle Reed's timesheet through April 23, 2010. The motion was approved unanimously.

**Inflow & Infiltration Study:** Tom Anderson met with Tom Holder to discuss the inflow and infiltration study that the DPW requested funding for in FY11. The study is going to focus on the Chicken Brook Run branch of the sewer system. This area was chosen because the amount of water that flows through this section on a rainy day is more than double a dry day. They believe this section has significant leaks.

**5 Year Capital Plan:** The committee reviewed and revised the 5 Year Capital Plan. The 5 Year Capital Plan will be posted on the committee's webpage on the Town website prior to the Annual Town Meeting on June 14. The committee discussed the following items:

- They would like a status on the DPW facility feasibility study.
- The chart under Department Needs was updated. Several of the projects were removed, several of the figures were changed to match the committee's FY11 recommendations, and the Town Hall furniture and secure file cabinet projects were added.

- The paragraph on the inflow and infiltration study was updated to include specific information about which area of the sewer system is going to be studied.
- The paragraph on the Center Street parking lot was updated to explain that the funds for this project are included in the road repair funds and the distribution of these funds is at the DPW's discretion.
- Jim Palladino is going to follow-up with Suzanne for a status on the facility study.

A motion was made by Tom Anderson, seconded by Jim Gillingham, to accept the Capital Improvement Planning Committee's 5 Year Capital Plan as amended. The motion was approved unanimously.

**Action Item:** Jim Palladino is going to follow-up with Suzanne to see what the CIPC's role is at the Annual Town Meeting.

**Adjournment:** With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:04 p.m.

Respectfully Submitted,

Michelle M. Reed  
Administrative Assistant