



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: 8/26/2010

Meeting Minutes: July 22, 2010 **Town Hall**

Call to Order: With a quorum, this meeting was called to order by Chairman Palladino at 7:10 p.m.

Attendees: Chairman, James Palladino; Vice Chairman, Tom Anderson; Member, Jim Gillingham; Member, Bruce Hamblin; and Administrative Assistant, Michelle Reed.

CIPC Budget: The committee reviewed the CIPC's FY10 budget and the breakdown of the FY11 budget.

Open Meeting Laws: Each person needs to read the material that Michelle emailed and send Michelle the signed Certificate of Receipt.

Executive Session: Chairman Palladino asked the committee to review the information that was handed out on convening executive sessions.

CIPC Webpage: The committee reviewed what information is currently on the CIPC webpage and what else they would like to see on there. Michelle will add her town email to the website so that residents can contact the committee with questions or concerns.

CIPC Committee Assignments for FY11: The committee reviewed the FY10 assignments and made revisions for FY11. Michelle will upload the FY11 Committee Assignments to the CIPC webpage. Chairman Palladino is going to follow-up with Suzanne to see if the committee needs to assign someone to the Housing Authority and also see if Animal Control falls under the Police department. The committee also discussed their strategy for contacting department heads.

Chairman Palladino reported that Administrator Kennedy is sending out instructions relative to making capital requests to department heads on August 1 via email. Chairman Palladino will forward

Administrator Kennedy's email to the committee when he receives it. The committee decided they should start contacting department heads in August after they receive the instructions to make sure that all capital requests are received in a timely manner.

Minutes: A motion was made by Thomas Anderson, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of May 13, 2010. The motion was approved unanimously.

FY11 Schedule: The committee will continue to meet on Thursdays at 7:00 p.m. in Sanford Hall. Michelle will draft a tentative schedule for FY11 for the committee's review.

Next Meeting: The next meeting will be August 26, 2010 at 7:00 p.m. in Sanford Hall. Town Administrator Suzanne Kennedy and Board of Selectmen Chair Dennis Crowley will join the meeting to help set the committee's priorities for FY11. The committee would also like to discuss the status of the facility study, whether it is possible to submit the capital budget and operating budget simultaneously, and the projects they recommended in their 5 year plan.

August 9, 2010 Special Town Meeting: Chairman Palladino reported that there will be a Special Town Meeting on August 9, 2010. The major issue is a piece of land that the Town would like to purchase on Adams Street for open space purposes.

Town Accountant's Role with CIPC: Chairman Palladino spoke with Town Accountant Carol Pratt and they agreed that she will attend meetings when requested by the CIPC.

Board of Selectmen Meetings: The committee discussed having a member of the CIPC regularly attend Board of Selectmen meetings. Michelle will email the committee the Board of Selectmen's schedule so they can establish a rotation at the August 26 meeting.

Middle School Building Committee Update: Bruce reported that the Middle School Building Committee is still waiting to receive an itemized list of recommended improvements and their cost from the consultant. The committee is still planning to have this on the fall Town Meeting warrant.

FY11 Committee Expectations: The committee discussed its member expectations for the coming year. Members are expected to check their email daily and let the group know if they are not going to be able to meet a deadline. Michelle will circulate an updated contact list via email.

Committee Organization: A motion was made by Jim Gillingham, second by Bruce Hamblin, to appoint Tom Anderson as Chairman and Jim Palladino as Vice Chairman for FY11. The motion was approved unanimously.

Open Space Committee Update: Bruce reported that the Open Space Committee is looking at having a canoe drop site developed on a piece of property that the Town owns on Shaw Street. The project would be funded by the state.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:17 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant