



## CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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

Approved: 10/7/2010

### **Meeting Minutes: September 30, 2010** **Sanford Hall**

**Call to Order:** With a quorum, this meeting was called to order by Chairman Anderson at 7:09 p.m.

**Attendees:** Chairman, Tom Anderson; Member, Jim Gillingham; Member, Richard Briggs; Town Accountant, Carol Pratt; and Administrative Assistant, Michelle Reed.

**Minutes:** A motion was made by Rich Briggs, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of September 9, 2010. The motion was approved unanimously.

#### **Department Liaisons:**

**Tom Anderson:** Tom and Jim Palladino met with the schools. The schools are submitting a significant amount of requests this year, which include repaving the parking lot and changing the traffic pattern at the Middle School, replacing flashing at Memorial, sidewalk repair from the Center Street parking lot, and repaving the Burke parking lot. Some of the requests are maintenance related. There was a discussion about what qualifies as a capital expense and what should be an operating expense. Town Accountant Carol Pratt said that some of the projects could be funded with free cash but it will depend on how much free cash is available.

**Jim Gillingham:** Jim expects Missy Dzikczek to submit requests on behalf of the Council on Aging. He also expects Suzy Affleck-Childs to submit requests on behalf of the Planning and Economic Development Board relative to the GIS system.

**Rich Briggs:** Rich has not heard back from the Fire Chief. He expects Police Chief Tingley to submit requests.

**MSBA Update:** Town Accountant Carol Pratt gave the committee an update on the Middle School project. The MSBA approved the project for \$21 million. The Town will be responsible for about half of the cost of the project. There are some things that are part of the project that are not reimbursable by the MSBA like the work that needs to be done to the administrative wing of the building. The Middle School Building Committee is presenting the details of the project and timeline to the Board of Selectmen on October 18. The Town has 120 days from the date that the MSBA approved the project to get the approval of the residents of Medway. There will be an article at the fall Town Meeting relative to the debt exclusion that is required.

**September 20 Board of Selectmen's Meeting:** Jim Gillingham gave the committee a summary of the September 20 Selectmen's meeting.

**FY12 Capital Project Review Process:** The committee discussed the importance of each committee member initially ranking the projects based on what they think are priorities for FY12 without considering available funding.

**Next Meeting:** The committee added a meeting on October 7, 2010 at 7 p.m. to have an initial review of the FY12 capital requests.

**Adjournment:** With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:37 p.m.

Respectfully Submitted,

Michelle Reed  
Administrative Assistant