



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: 9/30/2010

Meeting Minutes: September 9, 2010 **Sanford Hall**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:00 p.m.

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

Minutes: A motion was made by Jim Palladino, seconded by Rich Briggs, to approve the Capital Improvement Planning Committee meeting minutes of August 19, 2010 as amended. The motion was approved unanimously.

Treasurer/Collector: Treasurer/Collector Melanie Phillips attended the meeting. She said she expected the Town to have about a \$1 million bonding capacity for FY12 but will update the committee later in the fiscal year.

FY11 Priorities: Vice Chair Palladino explained that department heads already have their priorities set for the coming year. Committee members should feel free to talk with the department heads about the recommendations that were in the 5 year plan but the department heads are under no obligation to submit requests for these recommendations.

Department Liaisons:

Jim Gillingham: Jim will follow-up with the Council on Aging. As of right now, the only group he expects to receive a request from is the Planning and Economic Development Board relative to the GIS system.

Jim Palladino: Jim plans to reach out to the Assessor, Town Clerk, and Rich Boucher. The Treasurer/Collector does not expect to submit any requests at this point.

Rich Briggs: Rich has reached out to the Fire Chief but has not heard back. He spoke with the Police Chief and expects to meet with him in the coming weeks.

Tom Anderson: Tom reached out to the schools but due to the start of the school year has not been able to talk to them yet. He is meeting with the Library this week. Tom will follow-up with Bruce to see how he is doing with his list.

MSBA Update: Tom reported that the Middle School Building Committee has received a quote from the consultants for all of the work that needs to be done. The quote is well above the \$10 million that the committee expected. The Town will be responsible for half of the cost of the project. The increased cost is partially due to the fact that the building will need to comply with the American Disabilities Act. A sub-committee is looking at the quote and prioritizing the items. They are hoping to pare it down and meet with the MSBA at the end of the month. Once the MSBA approves the list, the Town has 120 days to have the residents of Medway approve the project. This will require a vote at Town Meeting. There is a possibility that the project will require a debt exclusion.

September 7 Board of Selectmen's Meeting: Tom attended the September 7 Board of Selectmen's meeting. He provided the committee with a summary of the meeting, including an update on some of the projects the CIPC funded for FY11.

The committee set up a rotation for the next several Board of Selectmen's meetings. Jim Gillingham plans to attend the September 20th meeting, Rich Briggs plans to attend the October 5th meeting, and Jim Palladino plans to attend the October 18th meeting. The committee members were encouraged to bring a copy of the 5 Year Capital Plan with them to the meetings in case any questions arise. All CIPC members are welcome to attend any and all Board of Selectmen's meetings.

CIPC Member Expectations: Attendance is a key requirement for being on the committee. If any member misses 50% of the meetings in a calendar year or 4 consecutive meetings, the other committee members can vote to remove that member from the committee. The committee reviewed Chapter 5, Section 5 "Loss of Office, Excessive Absence" of the Town's Charter.

At 8:00 p.m., a motion was made by Jim Gillingham, seconded by Jim Palladino, for the committee to go into Executive Session with the intent of not returning to public session. The motion was approved unanimously.

Respectfully Submitted,

Michelle Reed
Administrative Assistant