



## CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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

Approved: 11/18/2010

**Meeting Minutes: October 28, 2010**  
**Sanford Hall**

**Call to Order:** With a quorum, this meeting was called to order by Chairman Anderson at 7:24 p.m.

**Attendees:** Chairman, Tom Anderson; Vice Chair, Jim Palladino; Member, Rich Briggs; Town Administrator, Suzanne Kennedy; Chairman of the Board of Selectmen, Dennis Crowley; Chairman of the Energy Committee, Frank Faist; School Committee Member, Diane Borgatti; and Administrative Assistant, Michelle Reed.

**Minutes:** A motion was made by Rich Briggs, seconded by Jim Palladino, to approve the Capital Improvement Planning Committee meeting minutes of October 7, 2010 as amended. The motion was approved unanimously.

**Energy Committee Update:** Chairman Frank Faist reported that the Energy Committee held a public forum on the Stretch Code on Tuesday night in conjunction with the Planning and Economic Development Board. Chairman Faist explained that Medway is pursuing Green Community designation through the DOER. There are five criteria that the Town must meet to become a Green Community and adopting the Stretch Code is one of them. He explained that the Stretch Code is an amendment to building code and would require new construction to be built 25%-30% more energy efficient than the current regulations. This will increase new construction costs by about \$8,000-\$10,000. There will be an article for vote at the November 15 Town Meeting on Medway's adoption of the Stretch Code. If Medway receives the Green Community designation, it will have access to a pool of grant funds that are only available to Green Communities in Massachusetts. There are currently 35 Green Communities in Massachusetts and this past year the pool of funds was \$8 million. They expect the number of Green Communities and the available funds to increase for next year.

Discussion included how some of the other criteria, including adopting a fuel efficient vehicle policy, might impact requests to the CIPC . The CIPC also agreed to have an item added to their capital request application about whether the request might be funded through Green Community funds.

**FY12 IT Capital Requests:** Director of IT Rich Boucher provided the committee with additional information on his FY12 capital requests. He explained that the 3<sup>rd</sup> and final phase of the WAN project is his first priority. He also explained that the cost of technology equipment increased because it includes the necessary infrastructure as well. He said so far they have replaced 500 desktops throughout the town and schools with last year's funds. Administrator Kennedy is going to follow-up with Treasurer/Collector Melanie Phillips about whether the new website is a capital expense.

**FY12 Capital Budget Discussion:** Chairman of the Board of Selectmen Dennis Crowley and Town Administrator Suzanne Kennedy had a preliminary discussion with the committee about the FY12 capital budget. Chairman Crowley said that the Board of Selectmen is looking at preliminary revenue and expense figures and hope to have the free cash number by next week. The CIPC is going to meet with the Board of Selectmen on December 6 to discuss their preliminary rankings for the FY12 capital requests. Chairman Crowley asked that the committee also include in their presentation whether the project should be bonded or funded from free cash. Administrator Kennedy is going to ask Treasurer/Collector Melanie Phillips to attend the November 18 CIPC Meeting to discuss the Town's bonding capacity.

**MSBA Update:** School Committee member Diane Borgatti reported that they held public tours at the Middle School last night and plan to do it again during the second week in November. There will be information available on the Middle School repair project at the November 15 Town Meeting. If the Town approves moving ahead with the project on November 15, there will be an election in January.

**CIPC Vacancy:** The committee reviewed resumes of residents who previously expressed an interest in serving on the committee. Jim Palladino is going to reach out to the residents and see if they are still interested in serving on the committee.

**Next Meeting:** The committee will meet on November 18, 2010 at 7:00 p.m. in the High School library. The CIPC will meet with the Board of Selectmen on December 6, 2010 to discuss their preliminary FY12 rankings.

**Adjournment:** With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:50 p.m.

Respectfully Submitted,

Michelle Reed  
Administrative Assistant