



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: 12/2/2010

Meeting Minutes: November 18, 2010 **High School Library**

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

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Member, Rich Briggs; Member, Jim Gillingham; 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 October 25, 2010 and October 28, 2010 and the Executive Session meeting minutes of September 9, 2010. The motion was approved unanimously.

Michelle's Timesheet and Supply Request: A motion was made Jim Palladino, seconded by Rich Briggs, to approve Michelle's timesheet in the amount of \$160.72 and supply request in the amount of \$8.85. The motion was approved unanimously.

MSBA Update: The Middle School repair project was approved at the November 15, 2010 Town Meeting.

Town-Wide Facility Management Committee Update: Chairman Anderson met with the Town-Wide Facility Management Committee to discuss the role of the Capital Improvement Planning Committee. The committee wanted to know if the CIPC was aware of any existing maintenance issues related to the Town's facilities and equipment. Chairman Anderson said the CIPC would compile a list of maintenance issues they were aware of and also a list of capital projects where the quotes were insufficient or incorrect. The Town-Wide Facility Management Committee plans to propose creating a town-wide facility manager position. The CIPC discussed this matter and also plans to endorse this idea in their 5 year plan.

CIPC Vacancy: Jim Palladino left a message and sent an email to one of the candidates but has not heard back. He is going to reach out to another resident who showed interest.

Preliminary FY12 Capital Project Ranking Discussion: The committee reviewed their preliminary rankings and discussed the projects. They removed the projects that would be considered enterprise projects and also any projects that would not qualify as a capital expense. The committee also discussed the possibility of funding some of the requests through grants, including the request for replacement ballistic vests. Chairman Anderson will follow-up with Frank Faist to see if the HVAC controls at the library and Town Hall heating improvements can be funded through Green Community grants.

For the next meeting, members were asked to review the preliminary priority list and make any revisions they thought were necessary and also break the projects into three funding categories: Enterprise Fund, bonded, free cash. Members were encouraged to contact department heads if they had any additional questions or needed clarification on any of the projects. The committee plans to review the list again at the December 2 meeting and also have a preliminary funding discussion with the Town Administrator and Town Treasurer/Collector.

Next Meeting: The next committee meeting is December 2, 2010 at 7:00 p.m. The committee 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 8:25 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant