



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: 12/16/2010

Meeting Minutes: December 2, 2010 **High School Library**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:11 p.m.

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Member, Rich Briggs; Town Administrator, Suzanne Kennedy; Town Treasurer/Collector, Melanie Phillips; 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 November 18, 2010 and the Executive Session meeting minutes of October 25, 2010. The motion was approved unanimously.

Preliminary FY12 Capital Project Ranking Discussion: The committee reviewed their preliminary rankings, discussed the projects, and possible funding sources. Chairman Anderson reported that he forwarded Frank Faist information on the HVAC controls at the library and Town Hall heating improvements. The Energy Committee is going to try to apply for a Green Community grant to fund these projects.

The committee will meet with the Board of Selectmen on December 6, 2010 to discuss their preliminary rankings and possible funding sources. After this meeting, the CIPC will review and reprioritize their preliminary rankings and follow-up with department heads for further information and solid quotes where needed.

Preliminary Funding Discussion with Treasurer/Collector: The committee reviewed their preliminary rankings with the Treasurer and Town Administrator and discussed the Town's bonding capacity. The Treasurer prepared a debt service comparison by fiscal year that the

committee reviewed. The Treasurer reported that there is little bonding capacity for capital projects over the next several years due to the Middle school repair project. Capital projects will need to be funded primarily through free cash.

CIPC Vacancy: Jim Palladino spoke with one of the residents who expressed an interest in serving on the committee. He is going to forward his updated resume to Jim and Jim will forward it to the Board of Selectmen for their review.

Meeting Schedule: The committee will meet with the Board of Selectmen on December 6, 2010 to discuss their preliminary FY12 rankings. They will also meet on December 9, 2010 at 7:00 p.m. in Sanford Hall. Michelle will send out the dates of the upcoming FinCom meetings.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:35 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant