



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax: (508) 533-3281

Thomas Anderson, Chairman
James Palladino, Vice Chairman
Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Meeting Minutes: January 20, 2011 **High School Library**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:05 p.m.

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Jim Gillingham; Peter Sigrist; and Richard Briggs.

Minutes: A vote of minutes was deferred to the 2/10/11 meeting.

Upcoming Schedule:

February 7: CIPC attends the Board of Selectmen's Meeting

February 10: CIPC Meeting

February 11: Warrant Article is due to Town Administration

February 24: CIPC Meeting

March 4: Annual report is due to Town Administration

Actions:

Committee members were asked to request updated quotations for all recommended projects.

Tom Anderson took the action to update the 5-Year Plan and distribute a draft to the committee.

Jim Gillingham took the action to write the warrant article and distribute a draft to the committee.

Jim Palladino took the action to write the annual report and distribute a draft to Richard Briggs for his input then submit a draft to the committee.

5-Year Plan: Tom Anderson has updated the 5-Year Plan. Committee members were asked to review the document and submit their feedback to Tom.

Conflict of Interest Law: Chairman Tom Anderson handed all CIPC members a copy of the Summary of the Conflict of Interest Law for Municipal Employees. Members are required to read and sign the document and submit to the Town Clerk.

Reference documentation:

Summary of the Conflict of Interest Law for Municipal Employees
CIPC 5-Year Plan

Action for the Next Meeting:

Update CIPC Committee Member Department Liaison Assignments

Adjournment: With no further business before this Committee, a motion was made by Jim Gillingham and seconded by Peter Sigrist to adjourn. The committee voted unanimously to adjourn at 8:05 p.m.

Respectfully Submitted,

Jim Palladino
CIPC Vice Chairman