



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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

Approved: 2/24/2011

Meeting Minutes: February 10, 2011 **Sanford Hall**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:07 p.m.

Attendees: Chairman, Tom Anderson; Member, Jim Gillingham; Member, Peter Sigrist; Member, Richard Briggs; and Administrative Assistant, Michelle Reed.

Michelle's Timesheet: A motion was made by Rich Briggs, seconded by Peter Sigrist, to approve Michelle's timesheet in the amount of \$62.32. The motion was approved unanimously.

Minutes: A motion was made by Peter Sigrist, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of January 6, 2011 and January 20, 2011. The motion was approved unanimously.

Update from February 7 Board of Selectmen's Meeting: The CIPC agenda item was moved to a future Board of Selectmen's meeting. Michelle will follow-up with Allison to confirm the date. The committee discussed the possibility that there will be no free cash available this year for capital projects due to the amount of snow removal that was required this winter and state budget cuts.

Warrant for Annual Town Meeting: The committee revised the prioritized project list relative to free cash. Bathroom partition replacement at the McGovern School was removed because it was already completed and walkway repairs at the Memorial School was also removed. The committee added replacing the flashing at the Memorial School to the list. The committee then drafted the warrants relative to capital projects for the Annual Town Meeting.

5-Year Plan: The committee reviewed the project list and discussed the Town's limited bonding capacity for the next several years. Tom will revise the project list and circulate to the committee for their review. Due to the limited amount of funds that will be available, some projects will need to be moved to future years.

School Building Committee Update: Tom reported that the residents voted to approve the project funding in January and they are moving forward with the planning and design phase. A project manager has been hired and they expect construction to begin this fall.

Meeting Schedule: Michelle will confirm the dates that the CIPC will meet with the Finance Committee and the Board of Selectmen.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:10 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant