



## 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: 3/24/2011

### **Meeting Minutes: February 24, 2011** **Sanford Hall**

**Call to Order:** With a quorum, this meeting was called to order by Chairman Anderson at 7:17 p.m.

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

**Minutes:** A motion was made by Jim Gillingham, seconded by Peter Sigrist, to approve the Capital Improvement Planning Committee meeting minutes of February 10, 2011. The motion was approved unanimously.

**Update from February 22 Board of Selectmen's Meeting:** The CIPC reviewed their draft FY12 prioritized project list with the Board of Selectmen. The Selectmen said they would get back to the CIPC with the amount that is available for capital projects in FY12. They would like additional information on the water main replacement project, including whether the water main replacement on Rt. 109 needs to happen before the road repair and a timeline for the road repair project. They would also like the cost of water main replacements to be broken into two separate projects because there is not enough money in the enterprise fund to support the cost of the entire project.

**Project Quotes:** The committee needs to obtain a revised quote for the water main replacement project per the Board of Selectmen's request and a quote for the flashing project at the Memorial School.

**5-Year Plan:** The committee reviewed the project list and discussed the Town's limited bonding capacity for the next several years and how this will effect capital projects. They looked at what

capital projects could be completed with the debt service that becomes available. Tom will follow-up with Melanie to clarify some information on her debt service comparison spreadsheet. The committee also discussed establishing an asset database and reviewing the list of municipal vehicles and their useful life to determine when they need to be replaced. Committee members were asked to review the 5 year plan before the next meeting and send Tom their comments.

**CIPC Member Terms:** Tom will follow-up with Allison on this matter. Need to confirm the duration of each member's term.

**Meeting Schedule:** The CIPC will meet on March 24 instead of March 10. Tom will follow-up with the Finance Committee to see if they still want to meet with the CIPC on March 9 or wait until the Board of Selectmen has determined if there is any free cash available for capital projects in FY12.

**Adjournment:** With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:50 p.m.

Respectfully Submitted,

Michelle Reed  
Administrative Assistant