



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: 4/14/2011

Meeting Minutes: March 24, 2011 **High School Library**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:02 p.m.

Attendees: Chairman, Thomas Anderson; Vice Chairman, Jim Palladino; Member, Jim Gillingham; Member, Peter Sigrist; Member, Rich Briggs; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Jim Palladino, seconded by Peter Sigrist, to approve the Capital Improvement Planning Committee meeting minutes of February 24, 2011 and March 10, 2011. The motion was approved unanimously.

Finance Committee Meeting: The CIPC presented their draft FY12 capital plan to the Finance Committee on March 9, 2011.

Water Resource Management Plan Meeting: The CIPC met with the Board of Selectmen and Betsy Frederick and Dave Peterson from Kleinfelder SEA on March 10, 2011 to discuss the proposed water resource management plan. Jim Palladino provided the committee with a summary of the meeting. The committee discussed the Board of Selectmen's tentative plans to put an article on the warrant for the Annual Town Meeting relative to approving the proposed water resource management plan.

5 Year Capital Plan: The committee reviewed the draft 5 year plan. They decided to include a table that shows what the departments requested and what the committee is recommending. They also plan to include an update on town vehicles and equipment.

Schedule: The next CIPC meeting will be held on Thursday, April 14 at 7:00 p.m. in Sanford Hall.

Action Items:

Action	Assigned To	Date
Follow-up for quote on Memorial flashing project	Tom	Before April 14 meeting
Review draft 5 year plan	All committee members	Before April 14 meeting
Provide update on town vehicles and equipment	Jim Palladino	Before April 14 meeting
Draft paragraph on water study for 5 year plan	Jim Palladino	Before April 14 meeting
Work on master plan section of 5 year plan	Tom Anderson	Before April 14 Meeting
Review 5 year plan and make sure all figures match	All committee members	Before April 14 Meeting
Forward quotes to group	Jim Palladino	ASAP
Forward notes from water resource management meeting	Jim Palladino	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:58 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant