



## 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**

Approved: 4/28/2011

**Meeting Minutes: April 14, 2011**  
**Sanford Hall**

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

**Attendees:** Chairman, Thomas Anderson; Vice Chairman, Jim Palladino; Member, Peter Sigrist; 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 March 24, 2011. The motion was approved unanimously.

**FY12 Prioritized List:** Tom spoke with Chairman Crowley about the CIPC's FY12 prioritized list. Chairman Crowley said he is meeting with Dr. Evans to discuss a possible capital project at one of the schools. Chairman Crowley requested possible funding options for a new ambulance from the Town Treasurer.

**5 Year Capital Plan:** The committee reviewed and revised the draft 5 year capital plan. The committee also reviewed the section Jim Palladino drafted on the NPDES permit. The committee discussed what additional information should be included in the report. Tom Anderson will email the latest draft to the committee before the next meeting for their review.

**Schedule:** The next CIPC meeting will be held on Thursday, April 28 at 7:00 p.m.

**Action Items:**

<b>Action</b>	<b>Assigned To</b>	<b>Date</b>
Follow-up with Dennis Crowley and Melanie on ambulance enterprise balance	Jim Palladino	Before April 28 meeting
Follow-up with Dennis Crowley on his meeting with Dr. Evans and status of school project funding	Tom	Before April 28 meeting
Revise paragraph on rate increase/enterprise funding under master plan section of the 5 year plan	Tom	Before April 28 Meeting
Review 5 year plan and make sure all figures match	All committee members	Before April 28 Meeting
Review draft 5 year plan and send Tom edits	All committee members	Before April 28 meeting
Confirm receipt of all quotes	Michelle	Before April 28 Meeting
Create vehicle and equipment list for committee to review	Jim Palladino	Before April 28 Meeting
Email the group the latest draft of the 5 year plan for their review	Tom	Before April 28 Meeting
Ask Suzanne for updates on previously funded capital projects and update the Projects Approved in Prior Years section of the 5 year plan	Tom	Before April 28 Meeting
Add executive paragraph to the 5 year plan	Tom	Before April 28 Meeting

**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