



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: 5/12/2011

Meeting Minutes: April 28, 2011 **High School Library**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:08 p.m.

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

Minutes: A motion was made by Peter Sigrist, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of April 14, 2011. The motion was approved unanimously.

Michelle Reed's Timesheet: A motion was made by Jim Palladino, seconded by Jim Gillingham, to approve Michelle Reed's timesheet as presented in the amount of \$65.60. The motion was approved unanimously.

FY12 Prioritized List: Chairman Crowley told Tom that there may be some extra free cash available for FY12 capital projects. They agreed that the funds should be put towards road repairs due to the harsh winter. This would be in addition to all of the CIPC's FY12 recommendations. Tom will follow-up with Dennis on the final figure for FY12 capital projects. The committee needs to amend their warrants and revise the FY12 capital budget once they receive the figure from Chairman Crowley.

5 Year Capital Plan: The committee reviewed and revised the draft 5 year capital plan and assigned action items.

Schedule: The next CIPC meeting will be held on Thursday, May 12 at 7:00 p.m. The Annual Town Meeting is scheduled for Monday, June 13 at 7:30 p.m.

Action Items:

Action	Assigned To	Date
Follow-up with Dennis Crowley for final FY12 capital project figure	Tom	ASAP
Email the group the latest draft of the 5 year plan for their review	Tom	ASAP
Review 5 year plan and make sure all figures match	All committee members	ASAP
Review draft 5 year plan and send Tom edits	All committee members	ASAP
Draft paragraph on vehicles and equipment for 5 year plan	Jim Palladino	ASAP
Ask Suzanne for updates on previously funded capital projects and update the Projects Approved in Prior Years section of the 5 year plan	Tom	ASAP
Add executive paragraph to the 5 year plan	Tom	ASAP
Send Tom additional info on Route 109 project to add to 5 year plan	Jim Palladino	ASAP
Follow-up with Melanie on ambulance funding and get back to Dennis	Jim Palladino	ASAP
Follow-up with Suzanne on deadline for submission and if warrants can be revised or whether need to do from floor	Tom	ASAP
Post meeting and email Location	Michelle	ASAP
Follow-up with Allison on Peter's term and update website	Michelle	ASAP
Follow-up with Board of Selectmen on new term (current term expires 6/30/11)	Jim Gillingham	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:42 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant