



## 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: 8/11/11

**Meeting Minutes: May 26, 2011**  
**Sanford Hall**

**Call to Order:** With a quorum, this meeting was called to order by Chairman Anderson at 7:04 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 May 12, 2011. The motion was approved unanimously.

**5 Year Capital Plan:** The committee reviewed and revised the draft 5 year capital plan. Tom will email the draft to Chairman Crowley for the Board of Selectmen's review. Michelle will post the 5 year plan to the website once it is finalized.

**FY13 Capital Planning:** The purchase of a new ambulance was deferred to the fall town meeting. Rich will follow-up with Chief Trufant for updated quotes. Tom will follow-up with the schools over the summer for their FY13 needs. Tom will also follow-up with Chairman Crowley and Town Administrator Kennedy for any new action items the CIPC should undertake during their FY13 planning. Peter will follow-up with Rich Boucher over the summer on FY13 needs.

**Schedule:** The Annual Town Meeting is scheduled for Monday, June 13 at 7:30 p.m. The CIPC plans to meet June 23, July 21, and August 18.

**Action Items:**

<b>Action</b>	<b>Assigned To</b>	<b>Date</b>
Obtain updated quotes for new ambulance	Rich Briggs	Prior to September meeting
Email 5 year plan to Chairman Crowley for BOS review	Tom	ASAP
Follow-up with Karen Kristy on Jim Gillingham's appointment	Tom	ASAP
Post 5 year plan	Michelle	After BOS feedback
Post FY12 liaison list	Michelle	ASAP
Create talk points for Annual Meeting	Tom	Before June 13
Follow-up with schools on FY13 capital needs	Tom	Prior to September meeting
Follow-up with Rich Boucher on FY13 needs	Peter	Prior to September meeting
Follow-up with Chairman Crowley and TA Kennedy on new action items for CIPC	Tom	Prior to September meeting

**Adjournment:** With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:37 p.m.

Respectfully Submitted,

Michelle Reed  
Administrative Assistant