



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: 9/22/11

Meeting Minutes: August 11, 2011 **Sanford Hall**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:07 p.m.

Attendees: Chairman, Thomas Anderson; Member, Peter Sigrist; Member, Jim Gillingham; Member, Rich Briggs; Finance Committee Member, Kevin Dickie; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Peter Sigrist, seconded by Rich Briggs, to approve the Capital Improvement Planning Committee meeting minutes of May 26, 2011. The motion was approved unanimously.

FY13 Capital Request Process: Tom spoke with Administrator Kennedy and she plans to have the FY13 capital requests to the CIPC for their review by September 12. The committee plans to have their initial review and discussion at the September 15 meeting. Administrator Kennedy would like the committee's initial prioritization by October 14.

The members provided updates on their contact with department heads. Peter reported that he met with Rich Boucher and that he is requesting funds to replace aging technology. Rich Briggs received an email from Chief Tingley with several small requests, including the virtualization of the police server. Peter is going to follow-up with Rich Boucher on this request. Jim Gillingham is also going to be the liaison to the Route 109 Design Committee. He will attend the meetings and report back to the CIPC on any matters that may affect the capital budget. All members were asked to follow-up with their respective department heads to discuss FY13 capital needs. The committee also decided that they would like to tour the facilities after they review the FY13 capital requests. Tom will follow-up with Administrator Kennedy to arrange the site visits.

The committee reviewed the capital request process and timeline with Finance Committee member Kevin Dickie. They explained that they make an initial prioritization of the capital requests in the fall and then review and revise the list once they meet with the Board of Selectmen, Administrator Kennedy, and Town Collector/ Treasurer Melanie Phillips to discuss the Town's bonding capacity and certified free cash in the spring. The CIPC will plan to meet with the Finance Committee in March 2012 to review their FY13 capital request prioritization.

MSBA Update: Tom reported that the project has been phased and they are going out for bids this summer. He said that they have relocated some of the classrooms so that the construction area can be isolated. He also explained that the cost of relocating the classrooms was not included in the initial budget so they need to use the contingency funds to pay for the relocations.

Schedule: The next scheduled CIPC meeting is Thursday, September 15 at 7:00 p.m. The committee also decided that the members would take turns attending the Board of Selectmen's meetings. The following is the schedule:

- September 6, 2011 – Tom
- September 19, 2011 – Peter
- October 3, 2011 – Jim Gillingham
- October 17, 2011 – Rich

Action Items:

Action	Assigned To	Date
Obtain updated quotes for new ambulance	Rich Briggs	Prior to September 15 meeting
F/U with Rich Boucher on police server virtualization request	Peter	Prior to September 15 meeting
Talk to Suzanne about scheduling site visits	Tom	ASAP
F/U with department heads on FY13 requests	All members	ASAP
F/U with Route 109 Design Committee as CIPC liaison	Jim Gillingham	ASAP

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