



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: 2/2/2012

Meeting Minutes: January 12, 2012 **Senior Center**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:01 PM

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Member, Peter Sigrist; Member, Richard Briggs; Member, Jim Gillingham; Town Administrator, Suzanne Kennedy; School Committee Liaison, Diane Borgatti; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Peter Sigrist, seconded by Rich Briggs, to approve the minutes from the December 15, 2011 meeting. The motion was unanimously approved.

MSBA Update: Tom reported that the Middle School Building Committee is meeting with the Massachusetts School Building Authority (MSBA) this week. He also reported that the drain pipe was successfully replaced over the school break.

FY13 Capital Projects and Funding: The committee discussed the FY13 projects requests and created an initial ranking to present to the Board of Selectmen on February 6, 2012. The committee plans to speak with Town Treasurer/Collector Melanie Phillips at the next CIPC meeting to discuss the Town's current and long-term bonding capacity. The committee said they would prefer to bond long-term projects and spread the payments over the life of the project instead of using free cash. The committee also agreed that it is a priority to put some money in to the Town's parks and recreational areas. In addition, the committee discussed the following items:

- Additional Sanford Hall renovations and the need for revised quotes.

- The possibility of creating a cash capital account and establishing procedures for requesting these funds.
- Separating the Sanford Bridge repair request from roads and sidewalks.
- Whether the HVAC project at the Library will be paid for by the Green Community grant.
- If the proposed enterprise projects will affect the tax rate.

February 6, 2012 Board of Selectmen Presentation: The CIPC will meet with the Board of Selectmen on February 6, 2012 to present their preliminary list of capital projects that they are recommending for FY13. They will also discuss additional projects that could be funded through the enterprise accounts. The committee plans to highlight the importance of a new DPS facility, the Town’s bonding capacity, the need to replace a portion of the Town’s vehicles annually, logistics of a cash capital account, and the need to put money into the Town’s parks and recreational areas.

Next Meetings:

The next CIPC meeting is February 2, 2012. The CIPC will meet with the Board of Selectmen on February 6, 2012 and the Finance Committee on February 8, 2012.

Action Items:

Action	Assigned To	Date
Draft CIPC operational guidelines for committee’s review	Jim P.	Ongoing
Add info on purchasing more economical vehicles to 5 year plan	Jim P.	Ongoing
F/U with Suzanne for status on library projects that were funded through the Green Community grant	Tom	ASAP
F/U with Chief Trufant for quote on fire truck and capital year that it is being requested	Tom	Ongoing
Forward Jim P.’s email with link to school repair project status	Michelle	ASAP
Get revised quotes for Sanford Hall renovations	Suzanne	ASAP
Invite Melanie to next meeting to discuss available bonding and long-term bonding capacity	Suzanne	ASAP
Discuss cash capital account and how it would work with	Committee	February 6

BOS		
Clarification on \$75k quote for Town Hall generator – does this include installation	Suzanne	ASAP
Clarification on why police server virtualization was increased	Peter	ASAP
Clarify whether project #1314 will be funded by Energy grant	Suzanne	ASAP
Get status from Tom Holder on Sanford Street Bridge and whether it is going forward this year or should move further down list	Suzanne	ASAP
How will enterprise projects effect tax rate	Suzanne/Melanie	ASAP
Draft 5 year report	Jim Gillingham	By February 9
Draft Annual Town Report	Committee	By February 29

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:30 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant