



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: 3/8/2012

Meeting Minutes: February 16, 2012
Room 138-3, Medway High School

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:02 p.m.

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Member, Peter Sigrist; Member, Jim Gillingham; Member, Rich Briggs; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Jim Palladino, seconded by Jim Gillingham, to approve the minutes from the February 2, 2012 meeting. The motion was unanimously approved.

FY13 Capital Projects Discussion: The committee reviewed and revised their FY13 recommendations and created three different scenarios depending on funding. The committee also discussed additional projects, including purchasing a new excavator and repair to a stretch of sidewalk on Route 109 near Papa Gino's. The committee also reviewed the warrant articles that Tom sent to Allison, which needs to be revised and resubmitted to include the excavator. The committee also reviewed the quotes that they have received for the projects they are recommending. Committee members are going to follow up with the department heads for the quotes that are still needed. Jim Gillingham is going to draft the Annual Report by February 19 and send out to the committee for their review. The Board of Selectmen would also like more specific information on how the money would be used for roads, technology, and park improvements.

MSBA Update: Tom reported that he was nominated as the new Chairman of the Middle School Building Committee (MSBC). He reported that the project is 10% complete and

Phase 1, which includes the entryway, will be finished around April 17. He also reported that there is approximately \$1.6 million in contingency funds and that the committee is discussing doing additional projects due to the Town obtaining a lower than expected interest rate.

Next Meetings:

The next CIPC meeting is March 8, 2012 at 7:00 p.m. in Room 138-3 at the High School.

Action Items:

Action	Assigned To	Date
Revise and send Draft CIPC operational guidelines for committee's review	Jim P.	Ongoing
Add info on purchasing more economical vehicles to 5 year plan	Jim G.	Ongoing
Get new quote for police server virtualization	Peter/Rich	ASAP
Remove sidewalk tractor from project list per Tom Holder	Tom	ASAP
Forward Suzanne's email with info on projects funded by Green Community grant	Tom	ASAP
Draft 5 year report	Jim Gillingham	By March 8
Draft Annual Town Report	Jim Gillingham	By February 19
Obtain quotes	Committee	ASAP
Revise and submit warrant articles	Tom	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:11 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant