



## CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

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**Thomas Anderson, Chairman**  
**James Palladino, Vice Chairman**  
**Richard Briggs, Member**  
**James Gillingham, Member**  
**Peter Sigrist, Member**

Approved: 2/16/2012

**Meeting Minutes: February 2, 2012**  
**Room 138-3, Medway High School**

**Call to Order:** With a quorum, this meeting was called to order by Chairman Anderson at 7:10 PM

**Attendees:** Chairman, Tom Anderson; Member, Peter Sigrist; Member, Jim Gillingham; Town Administrator, Suzanne Kennedy; Town Treasurer/Collector, Melanie Phillips; Finance Committee Liaison, Kevin Dickie; and Administrative Assistant, Michelle Reed.

**FY13 Capital Projects and Funding:** Treasurer/Collector Melanie Phillips reported that Medway's bond rating was upgraded to AA stable from AA-. She reported that she just bonded \$5 million of the Middle School repair project and received a 2.019% rate, which was due to the Town's improved rating. Town Administrator Kennedy and Treasurer/Collector Phillips reported that Medway will have about \$2 million in free cash but that they are hoping not to use all of the free cash for capital projects. They discussed bonding the ladder fire truck and the water/sewer projects to preserve some of the free cash and retained earnings in the water and sewer enterprise funds. They will discuss this scenario further with the CIPC and Board of Selectmen at Monday's Board of Selectmen meeting. They said that the Town currently has limited bonding capacity but they expect it to increase in 2016-2017 when some of the current debt falls off. Administrator Kennedy confirmed that the Sanford Street project is moving forward and should be included in the FY13 capital budget. The committee reviewed and revised their FY13 recommendations. They will meet with the Board of Selectmen and Finance Committee next week to review their recommendations.

**Minutes:** A motion was made by Peter Sigrist, seconded by Jim Gillingham, to approve the minutes from the January 12, 2012 meeting. The motion was unanimously approved.

**Next Meetings:**

The next CIPC meeting is February 16, 2012 at 7:00 p.m. in Room 138-3 at the High School. The CIPC will meet with the Board of Selectmen on February 6, 2012 and the Finance Committee on February 8, 2012 to discuss their FY13 capital recommendations.

**Action Items:**

<b>Action</b>	<b>Assigned To</b>	<b>Date</b>
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 Chief Trufant for quote on fire truck and capital year that it is being requested	Rich	ASAP
Need revised quote for police emergency lights – generator was not included as part of original quote	Rich	Ongoing
Forward Jim P.'s email with link to school repair project status to Kevin	Michelle	ASAP
Forward CIPC's draft recommendations to the BOS	Tom	ASAP
Prepare figures for bonding ladder truck and water/sewer projects	Suzanne/Melanie	For 2/6/2012 BOS Meeting
Discuss cash capital account and how it would work with BOS	Committee	February 6
Get new quote for police server virtualization	Peter	ASAP
If fund projects from enterprise funds need to know how will affect tax rate	Suzanne/Melanie	ASAP
Forward location and time of 2/8/2012 FinCom meeting	Kevin	ASAP
Forward draft recommendations to Kevin for FinCom and FY13 capital packet with project descriptions	Tom	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 February 16
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 8:00 p.m.

Respectfully Submitted,

Michelle Reed  
Administrative Assistant