



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: 4/5/2012 as amended

Meeting Minutes: March 22, 2012

Room 138-3, Medway High School

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

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Member, Peter Sigrist; Member, Jim Gillingham; Town Administrator, Suzanne Kennedy; Selectman, Dennis Crowley; and Administrative Assistant, Michelle Reed.

FY13 Capital Plan & Project Quotes: The committee reviewed their FY13 recommendations with Administrator Kennedy and Selectman Crowley. The committee discussed three different options depending on the amount of free cash that is allocated to the FY13 capital budget. Selectman Crowley reported that the Board of Selectmen's tentative plan is to go with the committee's first option and fund its recommendations in their entirety. He said that the Board needs to make a formal decision at their next meeting. He also reported that the Board of Selectmen is discussing alternative funding for technology in the future and that they are hoping to move this item out of the capital budget. Administrator Kennedy told the committee that the library's HVAC request may be funded by an energy grant that the Town received. She is awaiting final confirmation from the State and will follow-up with the committee when she hears back.

The committee also reviewed the project quotes that they have received. They are still waiting for several quotes, including the ladder truck. They reviewed the detailed quote for the excavator and several of its accessories. Administrator Kennedy will follow-up with DPS Director Tom Holder for clarification on several items that were discussed.

The committee also discussed their park and field improvements recommendation. The committee agreed to add \$30,000 to the budget to fund a parks and open space recreational use study. The \$30,000 would be in addition to the \$50,000 that they already recommended. The committee originally proposed using the \$50,000 for repairs and upgrades to the Town's playgrounds. Administrator Kennedy will follow-up with DPS Deputy Director Dave D'Amico for additional suggestions on how these funds could be used. The committee also discussed asking the Community Preservation Committee (CPC) to help fund the parks and open space recreational use study if additional funds are needed. Selectman Crowley will follow-up with Chairman of the CPC to further discuss this matter.

Finally, Selectman Crowley reported that the Board of Selectmen is using some of the free cash to create a capital improvement stabilization account. He explained that this account will be very helpful in future years when the Town has less free cash. These funds could also be used for capital projects that were unanticipated or more extensive than originally expected like the Sanford Street bridge.

A motion was made by Jim Gillingham, seconded by Jim Palladino, to approve the committee's FY13 recommendations as amended. The motion was unanimously approved.

5 Year Capital Plan: Jim Gillingham reported that he is waiting on several items, including the updated vehicle list, updated project list, and department write-ups from committee members. He will revise the 5 year plan and send it out to the committee members for their review prior to the April 5, 2012 meeting.

CIPC Guidelines: Vice Chair Palladino will incorporate Chairman Anderson's edits and send the guidelines to the committee for their review. The committee will discuss and revise the guidelines at the April 5, 2012 meeting.

MSBA Update: Chairman Anderson reported that they are 20% of the way through the project and are scheduled to complete the project by January 2013. He reported that the Middle School Building Committee (MSBC) is carefully reviewing the budget to determine whether some of the projects on the wish list can be funded. He also reported that the Town's share increased slightly due to the MSBA excluding some of the items that they previously agreed to.

Meeting Schedule: The committee plans to meet April 5 and April 26.

Action Items:

Action	Assigned To	Date
Follow-up with Mark Cerel about parks and open space plan and funding	Dennis	ASAP
Follow-up with Dave D'Amico on park and field improvements for additional equipment suggestions	Suzanne	ASAP

Follow-up with Tom Holder on backhoe accessories questions	Suzanne	ASAP
Will the HVAC units be covered by the grant or capital budget	Suzanne	ASAP
Follow-up with Tom Holder on compactor question	Suzanne	ASAP
Revise and send draft CIPC guidelines to committee	Jim P.	ASAP
Review CIPC guidelines and bring comments/revisions to April 5 meeting	All committee members	Before April 5 meeting
Follow-up with Jim MacLean for walkway quote, ceiling replacement quote, and emergency generator quote	Tom	ASAP
Follow-up with Tom Holder for walkway quote	Jim P.	ASAP
Follow-up with library for HVAC quote	Tom	ASAP
Follow-up with Bob O'Neil for ladder truck quote	Rich	ASAP
Draft paragraph for each department for 5 year plan and send to Jim G.	Rich-Police and Fire Peter-IT Jim P.-DPS Tom-Schools and Library	ASAP
Follow-up with Tom Holder for updated vehicle list for 5 year plan	Jim G.	ASAP
Follow-up with Melanie for updated project list and status of projects for 5 year plan	Jim G.	ASAP
Follow-up with Tom for master table for 5 year plan	Jim G.	ASAP
Forward original 5 year plan file to Jim G.	Jim P./Tom	ASAP
Follow-up with Tom Holder to explain reduction to parks because of increase to lift	Jim P.	ASAP
Add info on purchasing more economical vehicles to 5 year plan	Jim G.	ASAP
Revise and circulate 5 year plan	Jim G.	Before April 5
Revise Annual Town Report	Tom	ASAP

and submit to Allison		
Revise and resubmit warrant articles	Tom	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:50 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant