



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: 4/5/2012

Meeting Minutes: March 8, 2012
Room 138-3, Medway High School

Call to Order: With a quorum, this meeting was called to order by Vice Chair Palladino at 7:12 p.m.

Attendees: Vice Chair, Jim Palladino; Member, Peter Sigrist; Member, Jim Gillingham; Member, Rich Briggs; Director of IT, Rich Boucher; and Administrative Assistant, Michelle Reed.

5 Year Capital Plan: The committee reviewed the 5 year plan outline. Each committee member will draft a paragraph for each department that they are the liaison to for the 5 year plan. Jim Gillingham will follow-up with Tom Holder for an updated vehicle list and Melanie Phillips for an updated project list that includes project status for the 5 year plan. Jim Gillingham will revise the 5 year plan and send it out to the committee members for their review prior to the March 22, 2012 meeting. The committee plans to revise the draft at the March 22, 2012 meeting. The revised 5 year plan will be posted to the CIPC webpage prior to the Annual Town Meeting in May.

FY13 Capital Projects: Rich Boucher attended the meeting to provide the committee with additional details on his FY13 capital requests. He reported that they replaced 500 desktops and 100 laptops last year with the generous capital funds that were allocated to technology. This year he requested \$260,000. \$140,000 would allow him to continue his annual replacement cycle of aging equipment throughout the Town and schools and the remaining funds would be used to purchase projection systems for the elementary and middle school classrooms. The committee discussed the importance of increasing the annual technology operating budget by approximately \$140,000 to include the cost of replacing aging equipment. The committee plans to stress this point in their 5 year plan and also discuss this with the Board of Selectmen.

Minutes: A motion was made by Peter Sigrist, seconded by Rich Briggs, to approve the minutes from the February 16, 2012 meeting. The motion was unanimously approved.

Project Quotes: The committee reviewed the project quotes that they have received for the FY13 capital requests. The committee reviewed the quotes that they have received for the school projects and determined that they need additional information. The committee also needs a hard quote for the HVAC project at the library and the ladder truck.

CIPC Guidelines: Vice Chair Palladino will revise the CIPC Guidelines and send them to the committee for their review. The committee will discuss and revise the guidelines at the March 22, 2012 meeting.

Ink Reimbursement: A motion was made by Rich Briggs, seconded by Jim Gillingham, to approve Michelle Reed’s request in the amount of \$14.48 for printer ink. The motion was approved unanimously.

Action Items:

Action	Assigned To	Date
Revise and send draft CIPC guidelines to committee	Jim P.	ASAP
Review CIPC guidelines and bring comments/revisions to March 22 meeting	All committee members	Prior to March 22
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	Jim G.	ASAP

master table for 5 year plan		
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.	By March 19
Revise Annual Town Report and submit to Allison	Jim G./Tom	ASAP
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 8:45 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant