



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: 5/10/2012

Meeting Minutes: April 24, 2012
First Floor Conference Room, Medway Town Hall

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:15 p.m.

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; 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 April 5, 2012. The motion was unanimously approved.

5 Year Capital Plan: The committee reviewed the draft 5 year plan. They discussed the tables that need to be incorporated and content that needs to be added. Committee members were reminded to send their department write-ups to Tom by May 4th. The committee decided to reformat the previously funded projects section and only include the list of projects that have been completed in the last three years and those that are currently underway. In addition, they want to stress the importance of creating an exploratory committee to look at the DPS facility. Chairman Anderson will revise the draft and send it to the committee for their review. The committee will finalize their 5 year plan at their May 10, 2012 meeting.

MSBA Update: Chairman Anderson reported that Phase 1 of the project has been completed and they are tentatively planning the Phase 1 ribbon-cutting ceremony for June 19. He also reported that the elevators will be funded as part of the repair project instead of through the capital budget. They plan to ask the Town to repurpose these funds that were previously set aside.

Action Items: The committee reviewed and updated their action items.

Action	Assigned To	Date
Forward copy of resignation to Michelle	Jim P.	ASAP
Forward vehicle list to Jim Palladino	Jim G.	ASAP
Forward 5 year plan draft to Tom	Jim G.	ASAP
Revise 5 year plan, add tables, and send out to committee by May 7 for their review	Tom	
Draft paragraph for each department for 5 year plan and send to Jim G.	Rich-Police and Fire Peter-IT Tom-Schools and Library	ASAP
F/U with Allison to make sure she has the correct final project list for the warrant	Tom	ASAP
Finalize CIPC guidelines and send to Michelle	Jim P.	ASAP
F/U with Tom Holder on water master plan timeline and next steps and revise that section in plan	Jim P.	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:05 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant