



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: April 24, 2012

Meeting Minutes: April 5, 2012
Room 138-3, Medway High School

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:05 p.m.

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

Minutes: A motion was made by Jim Palladino, seconded by Peter Sigrist, to approve the minutes from the March 8, 2012 and the March 22, 2012 meetings as amended. The motion was unanimously approved.

FY13 Capital Plan & Project Quotes: Chairman Anderson reported that there was additional free cash available for FY13. The Board of Selectmen allocated additional funds to technology and parks. They also added several projects to the FY13 capital plan that were slated for future years due to inadequate funding including GIS, furniture for the schools, and a one ton dump truck.

The committee is still waiting for quotes for the emergency generator at the Burke school and the HVAC units at the library.

5 Year Capital Plan: Tom will follow-up with Jim Gillingham for a status on the 5 year plan. The committee plans to finalize the 5 year plan at the April 26 meeting so that it can be posted on the committee's webpage prior to the Annual Town Meeting on May 14, 2012. All committee members were reminded to send their department write-ups to Jim Gillingham for inclusion in the plan.

CIPC Guidelines: The committee agreed that they should add an administrative section that outlines the recording secretary's duties. The committee discussed the recording secretary's duties and revised the guidelines. Michelle will forward Vice Chair Palladino the administrative forms that are regularly used for inclusion in the guidelines.

Action Items: The committee reviewed the action items list and identified those that are outstanding. Jim Palladino also reported that he would not be asking the Board of Selectmen to renew his term and that he would follow-up with them on this matter.

MSBA Update: Chairman Anderson reported that the MSBC is still carefully reviewing the budget and looking at all of their options, including spending additional money to complete the projects on the wish list. He said that the projects on the wish list can be funded without increasing the cost to residents because of the favorable bond rate the Town received. He said the Town used a 4% bond rate in their projections but actually received a 2% bond rate.

Meeting Schedule: The next committee meeting is April 26, 2012 at 7:00 p.m. in Room 138-3 at the High School.

Action Items:

Action	Assigned To	Date
Follow-up with Jim MacLean for emergency generator quote	Tom	ASAP
Follow-up with library for HVAC quote	Tom	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
Send Jim P. administrative forms to be included with guidelines	Michelle	ASAP
Finalize CIPC guidelines and send to Michelle	Jim P.	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
Revise and circulate 5 year plan	Jim G.	Before April 26
Follow-up with BOS on not renewing term	Jim P.	ASAP
Send walkway quote to Michelle	Tom	ASAP

Send Kevin Dickie updated report for 2013 FinCom Report	Tom	By April 8
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Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:55 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant