



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: 5/24/2012

Meeting Minutes: May 10, 2012
Sanford Hall

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, Jim Gillingham; Member, Peter Sigrist; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Jim Gillingham, seconded by Peter Sigrist, to approve the minutes from the April 24, 2012. The motion was unanimously approved.

5 Year Capital Plan: The committee discussed the 5 year plan. Chairman Anderson will finalize the plan and send it to the Board of Selectmen for their review. After it is reviewed by the Board of Selectmen, Michelle will post it on the CIPC webpage. Committee members were asked to familiarize themselves with the warrant articles so they are prepared to answer any questions that arise at Monday's Annual Town Meeting.

Next Meeting: The next CIPC meeting will be held on Thursday, May 24, 2012 at 7:00 pm. in Sanford Hall.

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

Action	Assigned To	Date
Forward copy of resignation 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
Forward latest version of 5 year plan with edits to Tom	Michelle	ASAP
Finalize plan and send to BOS	Tom	ASAP
Post 5 Year Plan to webpage	Michelle	After approved by BOS
Follow-up with BOS on vacancy as of July 1	Tom	ASAP
Check links in CIPC guidelines	Michelle	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:50 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant