



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: 6/14/2012 as amended

Meeting Minutes: May 24, 2012 **Sanford Hall**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:08 p.m.

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

Committee Membership: A motion was made by Jim Gillingham, seconded by Rich Briggs, to appoint Peter Sigrist as Chairman. The motion was unanimously approved.

A motion was made by Peter Sigrist, seconded by Rich Briggs, to appoint Jim Gillingham as Vice Chairman. The motion was unanimously approved.

The committee thanked Jim Palladino for his service and wished him the best in his future endeavors.

Minutes: A motion was made by Jim Gillingham, seconded by Peter Sigrist, to approve the meeting minutes from May 10, 2012. The motion was unanimously approved.

5 Year Capital Plan: The committee plans to approve the 5 year plan at their June 14, 2012 meeting.

MSBA Update: The ribbon-cutting to celebrate the completion of Phase 1 will be held on June 19, 2012. They are currently in Phase 2 of the project.

Next Meeting: The next CIPC meeting will be held on Thursday, June 14, 2012 at 7:00 pm. in Sanford Hall. The committee also plans to meet July 19, 2012 and August 9, 2012. The committee will continue to meet the second and fourth Thursdays of each month beginning in September 2012.

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

Action	Assigned To	Date
Finalize plan and send to BOS	Tom	ASAP
Approve 5 year plan	Committee	At June Meeting
Post 5 Year Plan to webpage	Michelle	After approved by BOS
Follow-up with BOS on vacancy as of July 1	Tom	ASAP
Forward spreadsheet with approved projects over last several years to Peter	Tom	ASAP
Forward important committee documents to Peter for his records	Tom & Jim P.	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:31 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant