



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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Peter Sigrist, Chairman
Jim Gillingham, Vice Chairman
Richard Briggs, Member
Thomas Anderson, Member
Michelle Reed, Member

Approved: May 7, 2013

Meeting Minutes: April 25, 2013
Town Hall, First Floor Conference Room

Called to Order: With a quorum, this meeting was called to order by Chairman Sigrist at 7:00 pm.

Minutes: Tom moved to approve the minutes from April 11, 2013, Michelle seconded. All in favor.

Attendees:

	4/25/13	5/9/13	5/23/13	6/13/13	6/27/13
Peter Sigrist	X				
Jim Gillingham	X				
Tom Anderson	X				
Rich Briggs					
Michelle Reed	X				
Carol Pratt					

Annual Report and Five Year Plan: Peter worked on the Annual Report. The opening 3 paragraphs are about how the CIPC works. It talks about the approved projects. The Annual Report is due by the end of April. It talks about the different request and what is going to happen

over the next 5 years. Capital Stability fund was discussed. It is on the town warrant. The fund was created last year to provide for future emergencies. Some money was air marked for the Sanford St Bridge from this fund originally. The fund is now being used for an aerator, sewer line, and tractor in the warrants. Some of the other warrants were discussed that will be addressed at the town meeting. The stability fund will be discussed in the five year plan. It will also be mentioned in the town meeting. There were \$32.8 million in projects that were originally submitted. Peter questions whether they mention in the five year plan about the school and their involvement in the capital improvement plan. Jim will work on the spreadsheet from the annual report. Peter will continue working on the text of the annual report. After the annual report is done, CIPC will work on the five year plan.

Members: Richard is not renewing his term. CIPC is looking for a new member.

Verification of quotes: CIPC still waiting for some of the quotes. This could mean overfunding or underfunding. There are no quotes for the new warrants. There are no quotes from the school.

BOS Letter: Tom wrote a draft letter to be given to the Board of Selectman. It is a letter of disappointment stating that the CIPC was surprise to see a number of additional items in the free cash warrant and additional warrants drawing funds from the Capital Improvement Stability Fund which were not submitted to the CIPC and have not been discussed with the CIPC. The letter is to express the CIPC issues and concerns. CIPC will ask if one of the BOS can come to the next CIPC meeting to discuss everything in the letter. It was also discussed that the other member of the committee is the town accountant and she should be attending the meetings.

Schedule: The committee will tentatively meet on May 7, 2013.

Adjournment: With no further business before this committee, a motion was made by Tom and seconded by Jim to adjourn at 7:58 pm.

Respectfully Submitted,

Jillian Morley