



## CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

**Tel: (508) 533-3264**

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**Peter Sigrist, Chairman**  
**Michelle Reed, Vice Chairman**  
**Jim Gillingham, Member**  
**Dan Perkins, Member**  
**Kelly O'Rourke, Member**

1 Meeting Minutes: February 4, 2015  
2 Senior Center, Oakland Street  
3

4 **Call to Order:** – With a quorum, this meeting was called to order by Chairman Sigrist at  
5 7:06 p.m.  
6

7 **Attendees:**

	1/7/15	1/15/15	2/04/15	2/23/15	3/11/15	3/25/15
Peter Sigrist	X	X	X			
Jim Gillingham	X	X	X			
Michelle Reed	X	X	X			
Dan Perkins		X	X			
Kelly O'Rourke	X	X	X			
Carol Pratt						

8  
9 Introductions took place as the committee welcomed the new secretary.

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11 Michelle Reed explained that the previously obtained quotes for Capital requests have been sent  
12 to Allison Potter to provide to the Board of Selectmen for their review. Jim Gillingham is in the  
13 process of obtaining the Radio Box Fire Alarm System quote from Bobby O'Neil.

1  
2 Discussions took place regarding the Radio Box Fire Alarm System and McGovern Parking Lot  
3 project. What is involved with each, what exactly is the issue on each and what are the specific  
4 costs involved. There was also a discussion on the library requests. Chairman Sigrist will  
5 contact Jim McLean at the School regarding the McGovern project and Dan Perkins will contact  
6 Chief Lynch regarding the Radio Box Fire Alarm project to obtain answers to questions CIPC  
7 came up with during the discussions.

8  
9 Michelle Reed will attend the DPS presentation to the Board of Selectmen on February 16, 2015  
10 and will prepare an updated prioritized list of projects to be sent to Town Administrator Boynton.  
11 Michelle will also check with the Finance Committee to be sure CIPC is on their agenda for their  
12 March meeting.

13  
14 Michelle has a draft of the CIPC Annual Report; she will email it to all for feedback and asks  
15 that input be forwarded to her promptly as the deadline is February 13, 2015.

16  
17 Selectman Crowley joined the meeting to discuss items on the list, the theory behind each  
18 request and items eligible for bonding. Selectman Crowley suggested speaking with Tom  
19 Holder (DPS) regarding the McGovern School parking lot project and suggested Chairman  
20 Sigrist contact Melanie Phillips regarding bonding questions.

21

22 **Minutes:**

23 **Jim Gillingham moved that the Committee approve the January 15, 2015 meeting minutes**  
24 **as written; Dan Perkins second; No discussion; All ayes 5-0-0.**

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26 **Action Items:**

- 27
- Peter will contact Jim McLean regarding McGovern School parking lot project.
  - Dan will contact Fire Chief regarding Radio Box Fire Alarm questions.
  - Michelle will attend DPS presentation to BOS on 2/16/15.
  - Michelle will email the draft CIPC Annual Report for feedback.
  - Michelle will forward draft a prioritized list to Committee and Administrator Boynton.
  - Michelle will contact FinCom to be sure CIPC is on their March agenda.
  - Peter will contact Melanie Philips with bonding questions.

34

35 **Schedule:**

1 The next CIPC meeting will be February 18, 2015 at the Senior Center.

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3 **Adjournment:**

4 With no further business before this committee, a motion was made by Jim Gillingham and  
5 seconded by Michelle Reed to adjourn at 9:35 p.m.

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7 Respectfully Submitted,

8

9 Wendy Harrington

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