

Sarah Raposa, Vice Chair
Brett Fagan, Member
Karen Nowicki, Member
Vacant
Vacant

Capital Improvement Planning Committee
Town of Medway
155 Village Street, Medway MA 02053
Tuesday, March 22, 2022 at 6:00 PM
Senior Center
76 Oakland Street
Medway, MA. 02053

Committee Members Present: Sarah Raposa, Brett Fagen, and Karen Nowicki

Committee Members Absent: None

Community Members Present: Nicholas Fair

1. Call to Order: At 6:02PM, Ms. Raposa called the meeting to order.

2. Elect Chair/Vice Chair

VOTE: Ms. Raposa offered a motion to be chair of the CIPC next year and Ms. Nowicki to be vice chair. Mr. Fagan seconded this motion, which passed unanimously. **VOTE:** 3-0.

3. Vacancy

a. Nicholas Fair

Mr. Fair shared that he has lived in Medway for four years and is a homeowner. He also noted that he is a partial owner of an engineering firm. He is seeking involvement in town affairs and hopes to be a part of the decision-making in the town.

Ms. Nowicki asked if Mr. Fair has any involvement or awareness of the town's ten-year master plan. Mr. Fair noted that he has general familiarity with it.

Ms. Raposa asked the committee members to share information with Mr. Fair about the committee's plans; Mr. Fagan noted that the annual capital planning process is the chief responsibility. He noted that the committee members decide internally who will meet with the town department heads as part of the capital planning process. The committee then debriefs and prioritizes town needs and budgetary decisions.

Ms. Raposa suggested that Mr. Fair review the committee's previous agendas and minutes for his own conceptualization and understanding of the committee's duties and responsibilities.

Ms. Raposa also noted that the committee tends to view the town through the lens of a five year plan. She noted that the committee looks critically at the evolving needs of the town over the span of this time frame.

Mr. Fair inquired what CIPC decides upon versus other boards and committees. Ms. Raposa clarified that anything over five years or over \$5,000 tends to go through the CIPC. Mr. Fagan expanded on this, noting that the committee deals with roughly \$2 million per fiscal year.

Ms. Nowicki also stated that each committee member ranks their priorities for usage of the budget, then averages their choices. She shared that the members tend to be in general agreement.

4. Debrief FY 23 Process

Ms. Raposa noted that meetings with department heads take place in the fall, followed by a meeting in January devoted to determining the averages of the rankings. From there, the committee prepares a final recommendation based on these findings.

Mr. Fagan added that the committee then takes these recommendations to the Select Board.

5. Outline FY 24

This item was addressed in conjunction with agenda items #3 and #4.

6. Minutes (10/26/21, 11/2/21, 11/16/21, 11/30/21, 12/7/21, 1/11/22, 1/18/22)

VOTE: Ms. Raposa offered a motion to approve the 10/26/21, 11/2/21, 11/16/21, 11/30/21, 12/7/21, 1/11/22, and 1/18/22 minutes. Ms. Nowicki seconded this motion, which passed unanimously. VOTE: 3-0.

7. Master Planning Discussion & Register for Online Forum on April 5th

Ms. Raposa encouraged the committee members to sign up for the Master Planning forum on 4/5/22. She shared that the forum will include a presentation of strategies, debrief of the focus groups, and a general update on their process thus far with the community.

8. Open Discussion

VOTE: Mr. Fagan offered a motion to appoint Mr. Fair to the committee as a new member. Ms. Nowicki seconded this motion, which passed unanimously. VOTE: 3-0.

The committee generally discussed infrastructural needs of the fire department and police station, as well as the library. The issue of roofing for the schools was also a topic of discussion.

Motion to Adjourn: At 6:45PM, Ms. Nowicki offered a motion to adjourn. Mr. Fagan seconded this motion, which passed unanimously. VOTE: 3-0.