

Karen Nowicki, Chair  
Sarah Raposa, Vice Chair  
Darren LaForest, Member  
vacant, Member  
vacant, Member



**CAPITAL IMPROVEMENT PLANNING  
COMMITTEE (CIPC)**  
Town of Medway  
155 Village Street, Medway MA 02053  
Tel: (508) 533-3264

**Minutes: Thursday, September 7, 2023 at 7:00 PM**  
Town Hall  
First Floor Conference Room

***Committee Members Present:*** Sarah Raposa, Karen Nowicki, Darren LaForest

***Committee Members Absent:*** none

***Community Members Present:*** Keith Goddard, Emre Guzelsu

1. **Call to Order:** At 7:18 PM, Ms. Raposa called the meeting to order.

2. **Board reorganization** – Ms Raposa made a motion to reorganize the committee and appoint Karen Nowicki as chair and Sarah Raposa as vice-chair. Mr. Laforest seconded the motion, which passed unanimously. VOTE: 3-0. Approved

3. **Outline FY25 Capital Planning Process** – The Town Managers memo dated August 14, 2023 was reviewed, noting the updates to the Committee’s charter redefining “useful life” and “10-year” amendments per Annual Town Meeting 2023. The internal timeline was reviewed and the CIPC discussed its process, liaison procedures, and schedule.

4. **Department Liaisons –**

Police & Fire	Keith
DPW	Darren
Schools & IT	Karen (also Facility Review Committee)
Library & Senior Center	Emre (also FinCom)
Town Hall / Committees	Sarah

5. **Meeting Schedule –**

10/19	11/30	1/4	SB (TBD)
11/2	12/7	1/11	
11/9	12/14		FinCom (TBD)
11/16			

6. **Fall Town Meeting** – The Committee noted the 9/7/23 email from ATM Potter regarding capital items for FTM.

7. **Vacancy** – The Committee reviewed the letters of interest from Keith Goddard and Emre Guzelsu to fill the two vacancies. After discussions about the process and schedule, Mr.

Laforest made a motion to recommend the appointments of both candidates to the Select Board.

**8. Minutes for Approval (01/17/23)** – Ms. Nowicki offered a motion to approve the minutes as drafted. Mr. Laforest seconded this motion, which passed unanimously. VOTE: 3-0. Approved

**9. Open Discussion** – Mr. Goddard and Mr. Guzelsu asked some questions about departments and process.

**10. Motion to Adjourn:** At 8:00 Mr. Laforest offered a motion to adjourn. Ms. Nowicki seconded this motion, which passed unanimously. VOTE: 3-0. Approved

### **Documents**

- Meeting Packet includes:
  - o Town Manager memo dated 8/14/23
  - o Letters of Interest (Goddard, Guzelsu)
  - o Potter email dated 09/07/23