



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax: (508) 533-3281

Thomas Anderson, Chairman
James Palladino, Vice Chairman
Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: 2/2/2012

Meeting Minutes: January 12, 2012 **Senior Center**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:01 PM

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Member, Peter Sigrist; Member, Richard Briggs; Member, Jim Gillingham; Town Administrator, Suzanne Kennedy; School Committee Liaison, Diane Borgatti; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Peter Sigrist, seconded by Rich Briggs, to approve the minutes from the December 15, 2011 meeting. The motion was unanimously approved.

MSBA Update: Tom reported that the Middle School Building Committee is meeting with the Massachusetts School Building Authority (MSBA) this week. He also reported that the drain pipe was successfully replaced over the school break.

FY13 Capital Projects and Funding: The committee discussed the FY13 projects requests and created an initial ranking to present to the Board of Selectmen on February 6, 2012. The committee plans to speak with Town Treasurer/Collector Melanie Phillips at the next CIPC meeting to discuss the Town's current and long-term bonding capacity. The committee said they would prefer to bond long-term projects and spread the payments over the life of the project instead of using free cash. The committee also agreed that it is a priority to put some money in to the Town's parks and recreational areas. In addition, the committee discussed the following items:

- Additional Sanford Hall renovations and the need for revised quotes.

- The possibility of creating a cash capital account and establishing procedures for requesting these funds.
- Separating the Sanford Bridge repair request from roads and sidewalks.
- Whether the HVAC project at the Library will be paid for by the Green Community grant.
- If the proposed enterprise projects will affect the tax rate.

February 6, 2012 Board of Selectmen Presentation: The CIPC will meet with the Board of Selectmen on February 6, 2012 to present their preliminary list of capital projects that they are recommending for FY13. They will also discuss additional projects that could be funded through the enterprise accounts. The committee plans to highlight the importance of a new DPS facility, the Town's bonding capacity, the need to replace a portion of the Town's vehicles annually, logistics of a cash capital account, and the need to put money into the Town's parks and recreational areas.

Next Meetings:

The next CIPC meeting is February 2, 2012. The CIPC will meet with the Board of Selectmen on February 6, 2012 and the Finance Committee on February 8, 2012.

Action Items:

Action	Assigned To	Date
Draft CIPC operational guidelines for committee's review	Jim P.	Ongoing
Add info on purchasing more economical vehicles to 5 year plan	Jim P.	Ongoing
F/U with Suzanne for status on library projects that were funded through the Green Community grant	Tom	ASAP
F/U with Chief Trufant for quote on fire truck and capital year that it is being requested	Tom	Ongoing
Forward Jim P.'s email with link to school repair project status	Michelle	ASAP
Get revised quotes for Sanford Hall renovations	Suzanne	ASAP
Invite Melanie to next meeting to discuss available bonding and long-term bonding capacity	Suzanne	ASAP
Discuss cash capital account and how it would work with	Committee	February 6

BOS		
Clarification on \$75k quote for Town Hall generator – does this include installation	Suzanne	ASAP
Clarification on why police server virtualization was increased	Peter	ASAP
Clarify whether project #1314 will be funded by Energy grant	Suzanne	ASAP
Get status from Tom Holder on Sanford Street Bridge and whether it is going forward this year or should move further down list	Suzanne	ASAP
How will enterprise projects effect tax rate	Suzanne/Melanie	ASAP
Draft 5 year report	Jim Gillingham	By February 9
Draft Annual Town Report	Committee	By February 29

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:30 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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Fax.: (508) 533-3281

Thomas Anderson, Chairman
James Palladino, Vice Chairman
Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: 2/16/2012

Meeting Minutes: February 2, 2012
Room 138-3, Medway High School

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:10 PM

Attendees: Chairman, Tom Anderson; Member, Peter Sigrist; Member, Jim Gillingham; Town Administrator, Suzanne Kennedy; Town Treasurer/Collector, Melanie Phillips; Finance Committee Liaison, Kevin Dickie; and Administrative Assistant, Michelle Reed.

FY13 Capital Projects and Funding: Treasurer/Collector Melanie Phillips reported that Medway's bond rating was upgraded to AA stable from AA-. She reported that she just bonded \$5 million of the Middle School repair project and received a 2.019% rate, which was due to the Town's improved rating. Town Administrator Kennedy and Treasurer/Collector Phillips reported that Medway will have about \$2 million in free cash but that they are hoping not to use all of the free cash for capital projects. They discussed bonding the ladder fire truck and the water/sewer projects to preserve some of the free cash and retained earnings in the water and sewer enterprise funds. They will discuss this scenario further with the CIPC and Board of Selectmen at Monday's Board of Selectmen meeting. They said that the Town currently has limited bonding capacity but they expect it to increase in 2016-2017 when some of the current debt falls off. Administrator Kennedy confirmed that the Sanford Street project is moving forward and should be included in the FY13 capital budget. The committee reviewed and revised their FY13 recommendations. They will meet with the Board of Selectmen and Finance Committee next week to review their recommendations.

Minutes: A motion was made by Peter Sigrist, seconded by Jim Gillingham, to approve the minutes from the January 12, 2012 meeting. The motion was unanimously approved.

Next Meetings:

The next CIPC meeting is February 16, 2012 at 7:00 p.m. in Room 138-3 at the High School. The CIPC will meet with the Board of Selectmen on February 6, 2012 and the Finance Committee on February 8, 2012 to discuss their FY13 capital recommendations.

Action Items:

Action	Assigned To	Date
Draft CIPC operational guidelines for committee's review	Jim P.	Ongoing
Add info on purchasing more economical vehicles to 5 year plan	Jim P.	Ongoing
F/U with Chief Trufant for quote on fire truck and capital year that it is being requested	Rich	ASAP
Need revised quote for police emergency lights – generator was not included as part of original quote	Rich	Ongoing
Forward Jim P.'s email with link to school repair project status to Kevin	Michelle	ASAP
Forward CIPC's draft recommendations to the BOS	Tom	ASAP
Prepare figures for bonding ladder truck and water/sewer projects	Suzanne/Melanie	For 2/6/2012 BOS Meeting
Discuss cash capital account and how it would work with BOS	Committee	February 6
Get new quote for police server virtualization	Peter	ASAP
If fund projects from enterprise funds need to know how will affect tax rate	Suzanne/Melanie	ASAP
Forward location and time of 2/8/2012 FinCom meeting	Kevin	ASAP
Forward draft recommendations to Kevin for FinCom and FY13 capital packet with project descriptions	Tom	ASAP
Remove sidewalk tractor from project list per Tom Holder	Tom	ASAP

Forward Suzanne's email with info on projects funded by Green Community grant	Tom	ASAP
Draft 5 year report	Jim Gillingham	By February 16
Draft Annual Town Report	Committee	By February 29

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:00 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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James Palladino, Vice Chairman
Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: 3/8/2012

Meeting Minutes: February 16, 2012
Room 138-3, Medway High School

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:02 p.m.

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

Minutes: A motion was made by Jim Palladino, seconded by Jim Gillingham, to approve the minutes from the February 2, 2012 meeting. The motion was unanimously approved.

FY13 Capital Projects Discussion: The committee reviewed and revised their FY13 recommendations and created three different scenarios depending on funding. The committee also discussed additional projects, including purchasing a new excavator and repair to a stretch of sidewalk on Route 109 near Papa Gino's. The committee also reviewed the warrant articles that Tom sent to Allison, which needs to be revised and resubmitted to include the excavator. The committee also reviewed the quotes that they have received for the projects they are recommending. Committee members are going to follow up with the department heads for the quotes that are still needed. Jim Gillingham is going to draft the Annual Report by February 19 and send out to the committee for their review. The Board of Selectmen would also like more specific information on how the money would be used for roads, technology, and park improvements.

MSBA Update: Tom reported that he was nominated as the new Chairman of the Middle School Building Committee (MSBC). He reported that the project is 10% complete and

Phase 1, which includes the entryway, will be finished around April 17. He also reported that there is approximately \$1.6 million in contingency funds and that the committee is discussing doing additional projects due to the Town obtaining a lower than expected interest rate.

Next Meetings:

The next CIPC meeting is March 8, 2012 at 7:00 p.m. in Room 138-3 at the High School.

Action Items:

Action	Assigned To	Date
Revise and send Draft CIPC operational guidelines for committee's review	Jim P.	Ongoing
Add info on purchasing more economical vehicles to 5 year plan	Jim G.	Ongoing
Get new quote for police server virtualization	Peter/Rich	ASAP
Remove sidewalk tractor from project list per Tom Holder	Tom	ASAP
Forward Suzanne's email with info on projects funded by Green Community grant	Tom	ASAP
Draft 5 year report	Jim Gillingham	By March 8
Draft Annual Town Report	Jim Gillingham	By February 19
Obtain quotes	Committee	ASAP
Revise and submit warrant articles	Tom	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:11 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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Thomas Anderson, Chairman
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Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: 4/5/2012

Meeting Minutes: March 8, 2012
Room 138-3, Medway High School

Call to Order: With a quorum, this meeting was called to order by Vice Chair Palladino at 7:12 p.m.

Attendees: Vice Chair, Jim Palladino; Member, Peter Sigrist; Member, Jim Gillingham; Member, Rich Briggs; Director of IT, Rich Boucher; and Administrative Assistant, Michelle Reed.

5 Year Capital Plan: The committee reviewed the 5 year plan outline. Each committee member will draft a paragraph for each department that they are the liaison to for the 5 year plan. Jim Gillingham will follow-up with Tom Holder for an updated vehicle list and Melanie Phillips for an updated project list that includes project status for the 5 year plan. Jim Gillingham will revise the 5 year plan and send it out to the committee members for their review prior to the March 22, 2012 meeting. The committee plans to revise the draft at the March 22, 2012 meeting. The revised 5 year plan will be posted to the CIPC webpage prior to the Annual Town Meeting in May.

FY13 Capital Projects: Rich Boucher attended the meeting to provide the committee with additional details on his FY13 capital requests. He reported that they replaced 500 desktops and 100 laptops last year with the generous capital funds that were allocated to technology. This year he requested \$260,000. \$140,000 would allow him to continue his annual replacement cycle of aging equipment throughout the Town and schools and the remaining funds would be used to purchase projection systems for the elementary and middle school classrooms. The committee discussed the importance of increasing the annual technology operating budget by approximately \$140,000 to include the cost of replacing aging equipment. The committee plans to stress this point in their 5 year plan and also discuss this with the Board of Selectmen.

Minutes: A motion was made by Peter Sigrist, seconded by Rich Briggs, to approve the minutes from the February 16, 2012 meeting. The motion was unanimously approved.

Project Quotes: The committee reviewed the project quotes that they have received for the FY13 capital requests. The committee reviewed the quotes that they have received for the school projects and determined that they need additional information. The committee also needs a hard quote for the HVAC project at the library and the ladder truck.

CIPC Guidelines: Vice Chair Palladino will revise the CIPC Guidelines and send them to the committee for their review. The committee will discuss and revise the guidelines at the March 22, 2012 meeting.

Ink Reimbursement: A motion was made by Rich Briggs, seconded by Jim Gillingham, to approve Michelle Reed's request in the amount of \$14.48 for printer ink. The motion was approved unanimously.

Action Items:

Action	Assigned To	Date
Revise and send draft CIPC guidelines to committee	Jim P.	ASAP
Review CIPC guidelines and bring comments/revisions to March 22 meeting	All committee members	Prior to March 22
Follow-up with Jim MacLean for walkway quote, ceiling replacement quote, and emergency generator quote	Tom	ASAP
Follow-up with Tom Holder for walkway quote	Jim P.	ASAP
Follow-up with library for HVAC quote	Tom	ASAP
Follow-up with Bob O'Neil for ladder truck quote	Rich	ASAP
Draft paragraph for each department for 5 year plan and send to Jim G.	Rich-Police and Fire Peter-IT Jim P.-DPS Tom-Schools and Library	ASAP
Follow-up with Tom Holder for updated vehicle list for 5 year plan	Jim G.	ASAP
Follow-up with Melanie for updated project list and status of projects for 5 year plan	Jim G.	ASAP
Follow-up with Tom for	Jim G.	ASAP

master table for 5 year plan		
Forward original 5 year plan file to Jim G.	Jim P./Tom	ASAP
Follow-up with Tom Holder to explain reduction to parks because of increase to lift	Jim P.	ASAP
Add info on purchasing more economical vehicles to 5 year plan	Jim G.	ASAP
Revise and circulate 5 year plan	Jim G.	By March 19
Revise Annual Town Report and submit to Allison	Jim G./Tom	ASAP
Revise and resubmit warrant articles	Tom	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:45 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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Thomas Anderson, Chairman
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Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: 4/5/2012 as amended

Meeting Minutes: March 22, 2012

Room 138-3, Medway High School

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:07 p.m.

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Member, Peter Sigrist; Member, Jim Gillingham; Town Administrator, Suzanne Kennedy; Selectman, Dennis Crowley; and Administrative Assistant, Michelle Reed.

FY13 Capital Plan & Project Quotes: The committee reviewed their FY13 recommendations with Administrator Kennedy and Selectman Crowley. The committee discussed three different options depending on the amount of free cash that is allocated to the FY13 capital budget. Selectman Crowley reported that the Board of Selectmen's tentative plan is to go with the committee's first option and fund its recommendations in their entirety. He said that the Board needs to make a formal decision at their next meeting. He also reported that the Board of Selectmen is discussing alternative funding for technology in the future and that they are hoping to move this item out of the capital budget. Administrator Kennedy told the committee that the library's HVAC request may be funded by an energy grant that the Town received. She is awaiting final confirmation from the State and will follow-up with the committee when she hears back.

The committee also reviewed the project quotes that they have received. They are still waiting for several quotes, including the ladder truck. They reviewed the detailed quote for the excavator and several of its accessories. Administrator Kennedy will follow-up with DPS Director Tom Holder for clarification on several items that were discussed.

The committee also discussed their park and field improvements recommendation. The committee agreed to add \$30,000 to the budget to fund a parks and open space recreational use study. The \$30,000 would be in addition to the \$50,000 that they already recommended. The committee originally proposed using the \$50,000 for repairs and upgrades to the Town's playgrounds. Administrator Kennedy will follow-up with DPS Deputy Director Dave D'Amico for additional suggestions on how these funds could be used. The committee also discussed asking the Community Preservation Committee (CPC) to help fund the parks and open space recreational use study if additional funds are needed. Selectman Crowley will follow-up with Chairman of the CPC to further discuss this matter.

Finally, Selectman Crowley reported that the Board of Selectmen is using some of the free cash to create a capital improvement stabilization account. He explained that this account will be very helpful in future years when the Town has less free cash. These funds could also be used for capital projects that were unanticipated or more extensive than originally expected like the Sanford Street bridge.

A motion was made by Jim Gillingham, seconded by Jim Palladino, to approve the committee's FY13 recommendations as amended. The motion was unanimously approved.

5 Year Capital Plan: Jim Gillingham reported that he is waiting on several items, including the updated vehicle list, updated project list, and department write-ups from committee members. He will revise the 5 year plan and send it out to the committee members for their review prior to the April 5, 2012 meeting.

CIPC Guidelines: Vice Chair Palladino will incorporate Chairman Anderson's edits and send the guidelines to the committee for their review. The committee will discuss and revise the guidelines at the April 5, 2012 meeting.

MSBA Update: Chairman Anderson reported that they are 20% of the way through the project and are scheduled to complete the project by January 2013. He reported that the Middle School Building Committee (MSBC) is carefully reviewing the budget to determine whether some of the projects on the wish list can be funded. He also reported that the Town's share increased slightly due to the MSBA excluding some of the items that they previously agreed to.

Meeting Schedule: The committee plans to meet April 5 and April 26.

Action Items:

Action	Assigned To	Date
Follow-up with Mark Cerel about parks and open space plan and funding	Dennis	ASAP
Follow-up with Dave D'Amico on park and field improvements for additional equipment suggestions	Suzanne	ASAP

Follow-up with Tom Holder on backhoe accessories questions	Suzanne	ASAP
Will the HVAC units be covered by the grant or capital budget	Suzanne	ASAP
Follow-up with Tom Holder on compactor question	Suzanne	ASAP
Revise and send draft CIPC guidelines to committee	Jim P.	ASAP
Review CIPC guidelines and bring comments/revisions to April 5 meeting	All committee members	Before April 5 meeting
Follow-up with Jim MacLean for walkway quote, ceiling replacement quote, and emergency generator quote	Tom	ASAP
Follow-up with Tom Holder for walkway quote	Jim P.	ASAP
Follow-up with library for HVAC quote	Tom	ASAP
Follow-up with Bob O'Neil for ladder truck quote	Rich	ASAP
Draft paragraph for each department for 5 year plan and send to Jim G.	Rich-Police and Fire Peter-IT Jim P.-DPS Tom-Schools and Library	ASAP
Follow-up with Tom Holder for updated vehicle list for 5 year plan	Jim G.	ASAP
Follow-up with Melanie for updated project list and status of projects for 5 year plan	Jim G.	ASAP
Follow-up with Tom for master table for 5 year plan	Jim G.	ASAP
Forward original 5 year plan file to Jim G.	Jim P./Tom	ASAP
Follow-up with Tom Holder to explain reduction to parks because of increase to lift	Jim P.	ASAP
Add info on purchasing more economical vehicles to 5 year plan	Jim G.	ASAP
Revise and circulate 5 year plan	Jim G.	Before April 5
Revise Annual Town Report	Tom	ASAP

and submit to Allison		
Revise and resubmit warrant articles	Tom	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:50 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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Town of Medway

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Thomas Anderson, Chairman
James Palladino, Vice Chairman
Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: April 24, 2012

Meeting Minutes: April 5, 2012
Room 138-3, Medway High School

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:05 p.m.

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

Minutes: A motion was made by Jim Palladino, seconded by Peter Sigrist, to approve the minutes from the March 8, 2012 and the March 22, 2012 meetings as amended. The motion was unanimously approved.

FY13 Capital Plan & Project Quotes: Chairman Anderson reported that there was additional free cash available for FY13. The Board of Selectmen allocated additional funds to technology and parks. They also added several projects to the FY13 capital plan that were slated for future years due to inadequate funding including GIS, furniture for the schools, and a one ton dump truck.

The committee is still waiting for quotes for the emergency generator at the Burke school and the HVAC units at the library.

5 Year Capital Plan: Tom will follow-up with Jim Gillingham for a status on the 5 year plan. The committee plans to finalize the 5 year plan at the April 26 meeting so that it can be posted on the committee's webpage prior to the Annual Town Meeting on May 14, 2012. All committee members were reminded to send their department write-ups to Jim Gillingham for inclusion in the plan.

CIPC Guidelines: The committee agreed that they should add an administrative section that outlines the recording secretary's duties. The committee discussed the recording secretary's duties and revised the guidelines. Michelle will forward Vice Chair Palladino the administrative forms that are regularly used for inclusion in the guidelines.

Action Items: The committee reviewed the action items list and identified those that are outstanding. Jim Palladino also reported that he would not be asking the Board of Selectmen to renew his term and that he would follow-up with them on this matter.

MSBA Update: Chairman Anderson reported that the MSBC is still carefully reviewing the budget and looking at all of their options, including spending additional money to complete the projects on the wish list. He said that the projects on the wish list can be funded without increasing the cost to residents because of the favorable bond rate the Town received. He said the Town used a 4% bond rate in their projections but actually received a 2% bond rate.

Meeting Schedule: The next committee meeting is April 26, 2012 at 7:00 p.m. in Room 138-3 at the High School.

Action Items:

Action	Assigned To	Date
Follow-up with Jim MacLean for emergency generator quote	Tom	ASAP
Follow-up with library for HVAC quote	Tom	ASAP
Draft paragraph for each department for 5 year plan and send to Jim G.	Rich-Police and Fire Peter-IT Jim P.-DPS Tom-Schools and Library	ASAP
Send Jim P. administrative forms to be included with guidelines	Michelle	ASAP
Finalize CIPC guidelines and send to Michelle	Jim P.	ASAP
Follow-up with Tom Holder for updated vehicle list for 5 year plan	Jim G.	ASAP
Follow-up with Melanie for updated project list and status of projects for 5 year plan	Jim G.	ASAP
Revise and circulate 5 year plan	Jim G.	Before April 26
Follow-up with BOS on not renewing term	Jim P.	ASAP
Send walkway quote to Michelle	Tom	ASAP

Send Kevin Dickie updated report for 2013 FinCom Report	Tom	By April 8
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Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:55 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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Thomas Anderson, Chairman
James Palladino, Vice Chairman
Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: 5/10/2012

Meeting Minutes: April 24, 2012
First Floor Conference Room, Medway Town Hall

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:15 p.m.

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

Minutes: A motion was made by Jim Palladino, seconded by Jim Gillingham, to approve the minutes from the April 5, 2012. The motion was unanimously approved.

5 Year Capital Plan: The committee reviewed the draft 5 year plan. They discussed the tables that need to be incorporated and content that needs to be added. Committee members were reminded to send their department write-ups to Tom by May 4th. The committee decided to reformat the previously funded projects section and only include the list of projects that have been completed in the last three years and those that are currently underway. In addition, they want to stress the importance of creating an exploratory committee to look at the DPS facility. Chairman Anderson will revise the draft and send it to the committee for their review. The committee will finalize their 5 year plan at their May 10, 2012 meeting.

MSBA Update: Chairman Anderson reported that Phase 1 of the project has been completed and they are tentatively planning the Phase 1 ribbon-cutting ceremony for June 19. He also reported that the elevators will be funded as part of the repair project instead of through the capital budget. They plan to ask the Town to repurpose these funds that were previously set aside.

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

Action	Assigned To	Date
Forward copy of resignation to Michelle	Jim P.	ASAP
Forward vehicle list to Jim Palladino	Jim G.	ASAP
Forward 5 year plan draft to Tom	Jim G.	ASAP
Revise 5 year plan, add tables, and send out to committee by May 7 for their review	Tom	
Draft paragraph for each department for 5 year plan and send to Jim G.	Rich-Police and Fire Peter-IT Tom-Schools and Library	ASAP
F/U with Allison to make sure she has the correct final project list for the warrant	Tom	ASAP
Finalize CIPC guidelines and send to Michelle	Jim P.	ASAP
F/U with Tom Holder on water master plan timeline and next steps and revise that section in plan	Jim P.	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:05 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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Thomas Anderson, Chairman
James Palladino, Vice Chairman
Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: 5/24/2012

Meeting Minutes: May 10, 2012
Sanford Hall

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:07 p.m.

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

Minutes: A motion was made by Jim Gillingham, seconded by Peter Sigrist, to approve the minutes from the April 24, 2012. The motion was unanimously approved.

5 Year Capital Plan: The committee discussed the 5 year plan. Chairman Anderson will finalize the plan and send it to the Board of Selectmen for their review. After it is reviewed by the Board of Selectmen, Michelle will post it on the CIPC webpage. Committee members were asked to familiarize themselves with the warrant articles so they are prepared to answer any questions that arise at Monday's Annual Town Meeting.

Next Meeting: The next CIPC meeting will be held on Thursday, May 24, 2012 at 7:00 pm. in Sanford Hall.

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

Action	Assigned To	Date
Forward copy of resignation to Michelle	Jim P.	ASAP
F/U with Tom Holder on water master plan timeline and next steps and revise that section in plan	Jim P.	ASAP
Forward latest version of 5 year plan with edits to Tom	Michelle	ASAP
Finalize plan and send to BOS	Tom	ASAP
Post 5 Year Plan to webpage	Michelle	After approved by BOS
Follow-up with BOS on vacancy as of July 1	Tom	ASAP
Check links in CIPC guidelines	Michelle	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:50 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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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



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax.: (508) 533-3281

Thomas Anderson, Chairman
James Palladino, Vice Chairman
Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: 9/27/12

Meeting Minutes: June 14, 2012 **Sanford Hall**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:03 p.m.

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

Committee Membership: A motion was made by Jim Gillingham, seconded by Peter Sigrist, to recommend that the Board of Selectmen appoint Michelle Reed to the Capital Improvements Planning Committee. The motion was unanimously approved.

Chairman Anderson said he would follow-up with Administrator Kennedy on this matter.

Minutes: A motion was made by Jim Gillingham, seconded by Peter Sigrist, to approve the meeting minutes from May 24, 2012 as amended. The motion was unanimously approved.

5 Year Capital Plan: A motion was made by Jim Gillingham, seconded by Peter Sigrist, to approve the 5 year capital plan as written. The motion was unanimously approved.

Michelle will post the approved 5 year plan on the committee webpage.

Next Meeting: The next CIPC meeting will be held on Thursday, August 23, 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
Follow-up with Suzanne and BOS on vacancy as of July 1	Tom/Peter	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:35 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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Tel: (508) 533-3264

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Peter Sigrist, Chairman

Jim Gillingham, Vice Chairman

Richard Briggs, Member

Thomas Anderson, Member

Michelle Reed, Member

Approved: 10/25/2012

Meeting Minutes: September 27, 2012 Sanford Hall

Call to Order: With a quorum, this meeting was called to order at 7:01 p.m.

Attendees:

	9/27/12	10/25/12	11/8/12	11/29/12			
Peter Sigrist	X						
Jim Gillingham	X						
Tom Anderson	X						
Rich Briggs							
Michelle Reed	X						

HVAC Request: DPS Director Tom Holder, Fire Chief Jeff Lynch, and Information Services Network Engineer Sean Peplinski met with the committee to discuss HVAC Issues at Town Hall and Fire Station 1. The a/c unit in the server room at the Town Hall failed last week and needs to be replaced. Air conditioning that room is critical to the operation of the equipment. They also need to add an a/c unit to the new IT office outside of Sanford Hall. They currently rely on the a/c in Sanford Hall to cool the new office, which is inefficient. In addition, an a/c unit needs to be added to the Fire Chief's office at Station 1 and heat needs to be added to the administrative assistant's office at Station 1. Tom reported that they have firm quotes for all of the work. The total cost of the projects are approximately \$21,000. The plan is to repurpose funds that were previously allocated to the Fire Station roof and Library HVAC to fund the new projects. The roof came in about \$25,000 under budget and the HVAC units at the library were funded through the Green Community grant. There will be an article on the Fall Town Warrant asking the Town

to approve the repurposing of these funds. The committee agreed that the Town should proceed with these projects and use the repurposed funds.

Minutes: A motion was made by Michelle Reed, seconded by Tom Anderson, to approve the meeting minutes from June 14, 2012. The motion was approved unanimously.

CIPC Department Liaison List: The committee reviewed the liaison list and confirmed each member's assignment. Members were asked to meet with their respective department heads before the October 18, 2012 CIPC meeting to discuss FY14 capital requests and to get a status on projects that were funded last year. Members will report back to the group at the October 18 meeting. The committee plans to tour Fire Station 1, the Senior Center, and the Middle School.

Member Terms: Michelle will update the website to reflect the members' correct terms. The committee would like to talk to the Board of Selectmen about amending the bylaws relative to the staggering of terms. The terms were staggered initially to make sure that everyone did not rotate off at the same time, however, the terms do not need to be staggered going forward. The committee recommends that each member have a 4 year term.

Schedule: The committee will meet on October 18, 2012, November 8, 2012, and November 29, 2012.

MSBA Update: Tom Anderson reported that they expect to finish the project ahead of schedule and under budget. As a result, The Middle School Building Committee (MSBC) is reviewing the wish list to see what projects could be funded with the remaining contingency funds. The additional projects would not be reimbursable by the Middle School Building Authority (MSBA) so the Town's share of the project would increase slightly but due to the lower than expected bond interest rates it will actually cost the taxpayers less.

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

Action	Assigned To	Date
F/U with department heads on FY14 requests	All committee members	By October 18 meeting
Forward FY14 request spreadsheet	Peter	ASAP
Capital project list update from Suzanne/Melanie	Peter	ASAP
Revise member terms on website	Michelle	ASAP
Forward BOS schedule to committee	Michelle	ASAP
F/U with Suzanne and BOS on amending bylaw about terms	Peter/Tom	By October 18 meeting

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:09 p.m.

Respectfully Submitted,



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: 11/8/2012

Meeting Minutes: October 25, 2012 **Senior Center, Oakland Street**

Called to Order – With a quorum, this meeting was called to order by Chairman Sigrist at 7:03pm.

Attendees:

	9/27/12	10/25/12	11/8/12	11/29/12	12/6/2012
Peter Sigrist	X	X			
Jim Gillingham	X	X			
Tom Anderson	X	X			
Rich Briggs		X			
Michelle Reed	X	X			

Meeting Minutes – A motion was made by Tom Anderson, seconded by Jim Gillingham, to approve the September 27, 2012 meeting minutes as amended. The motion was approved unanimously.

Senior Center Tour Relative to FY14 Capital Requests – The committee toured the kitchen, center sidewalk, and water heater. The committee discussed the location of the handicap parking spots and the need for a ramp next to the spots adjacent to the center. They agreed that the front sidewalk needs work and discussed whether the work could be done by DPS.

Report on Open Meeting Law Training - Mr. Gillingham discussed the presentation by Barbara St. Andre, highlighting issues with e-mail, sub-committee, and remote inclusion rules.

Liaisons' Reports on FY14 Requests -

- Peter Sigrist -
 - Contacted Rich Boucher regarding his FY14 IT requests but has not heard back. He will follow-up again before the next meeting.
 - Peter reported that he spoke with Fred Sibley, Medway Town Arborist, and he said it would be helpful to have a dedicated fund (\$15,000) for planting new trees.
- Michelle Reed -
 - Sanford Street Bridge - \$40k was set aside to cover engineering and is actually going to be enough to cover Medway's share of the project. Additional funds from the CIPC are no longer needed.
 - Tank mixer - \$100k mixing equipment has been mandated by DEP. Water main projects are combined – Highland, Village St. Main, and Winthrop Village. Mr. Anderson questioned why there are continued issues with the water mains.
 - Re-roof Water Dept. – This building is historical, vacant, and falling apart.
 - I&I – Last year a study was performed on Chicken Brook, and this year the work is being done. This will need to be funded every 2 years. Next year Black Swamp will be studied.
 - M1 Truck - \$65k to be replaced and be outfitted with equipment to do roadside repairs. This cost is up from \$40k due to new equipment.
 - The wing mower needs to be replaced as acreage and requests for mowing increases. The flail mower, which is used in road side mowing, also needs to be replaced.
- Tom Anderson -
 - Number one priority is the brick & mortar in the front room of the basement, which is still leaking. There is concern over possible mold growth. However, a more detailed estimate needs to be provided before this is seriously considered by the CIPC.
 - The library is also requesting funds for repairs to the front walkway, which is cracking, and replacement of fire alarm system.
 - Possible bathroom, HVAC replacement, and carpet replacement are issues that are on the improvement list but can be held off for a few years.
 - Mr. Anderson has not met with the schools yet but access to parking lots and the construction of a new drop off location at the Middle School were discussed. A complete review of the parking lots and layout needs to be completed.
 - Lighting in the parking lot is also a concern since it is heavily used.

- Rich Briggs - Mr. Briggs has not spoken with the Chief, but there is a new Fire Chief and it would be worthwhile to meet with him. Mr. Briggs will set up a meeting with the new Chief to tour the fire stations at one of the next meetings on November 8th or November 29th.
- Jim Gillingham - Mr. Gillingham met with Susy Affleck-Childs regarding signage and the GIS system. More funds are being requested for the fly-over system, bringing the total to \$105,000 for that system. CIPC also provided funds for signage in 2011. If the CIPC is interested in funding, Mr. Gillingham can arrange a meeting with Ms. Affleck-Childs at the next meeting to review the planned signage.

MSBA Update – Tom Anderson reported that the Middle School project will be completed ahead of schedule and under budget.

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

Action	Assigned To	Date
F/U with department heads on FY14 requests	All committee members	By November 8 meeting
Capital project list update from Suzanne/Melanie	Peter	ASAP
F/U with Suzanne and BOS on amending bylaw about terms	Peter/Tom	By November 8 meeting
Invite Fire Chief to November 8 meeting	Rich	ASAP
Invite Suzy to December 6 meeting to discuss FY14 requests and signage details	Jim Gillingham	ASAP
Set-up Middle School tour	Tom	ASAP
Follow-up with Rich Boucher for additional details on equipment request	Peter	ASAP

Schedule – The committee will meet on November 8, 2012.

Adjournment - With no further business before this committee, a motion was made by Tom Anderson, seconded by Michelle Reed, to adjourn at 8:10 p.m.

Respectfully Submitted,

Ashley McQuade



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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Tel: (508) 533-3264

Fax.: (508) 533-3281

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

Approved: March 14, 2013

Meeting Minutes: November 8, 2012
Sanford Hall, Village Street

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

Attendees:

	9/27/12	10/25/12	11/8/12	11/29/12	12/6/2012
Peter Sigrist	X	X	X		
Jim Gillingham	X	X	X		
Tom Anderson	X	X			
Rich Briggs		X	X		
Michelle Reed	X	X	X		

FY14 Fire Department Capital Requests: The committee discussed with Fire Department's capital requests with Chief Lynch.

- Tank truck – requested due to lack of hydrants and water mains in certain areas and neighborhoods within the Town. There are currently (4) four engine trucks that hold about 1,000 gallons each. Many of the new houses are 10,000 square feet and are located in areas lacking fire hydrants. The tender truck requested holds about 3,000 gallons.
- Jaws of Life – There are currently two sets of Jaws of Life, and one of the sets is about 35 years old. Fire Chief Lynch informed the Board that when that particular set breaks it will not be able to be repaired due to age. The newer set was donated by a resident and is kept at the Milford Street station.

- Upgrades to fire stations – The department is requesting \$25,000 from 2015 forward to update stations. They are still trying to determine what the specific needs are. There was discussion about possibly proposing the building of a new station and the growth of the department. There are potential grants available for the building of a new station involving affordable housing. Ms. Reed raised the questions as to why there are currently two fire stations, and if two are always needed. Chief Lynch said that two are not required but it depends on the amount of calls/needs. Medway currently has five paid fulltime fire fighters; in addition there are about twenty active call fire fighters that are paid per call. Chief Lynch expects the plan to look a bit different next year and has not had time to fully assess the needs of the department in the amount of time he was given. The ladder truck is still currently being built and should be ready in March/April.

Following the discussion in Sanford Hall, the entire Board toured Station 2 with Chief Lynch.

Adjournment: Mr. Briggs motioned to adjourn at 7:50 p.m., Ms. Reed seconded, and was unanimously approved.

Respectfully Submitted,

Ashley McQuade
CIPC Board Secretary



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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Tel: (508) 533-3264

Fax.: (508) 533-3281

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

Approved: March 14, 2013

Meeting Minutes: November 29, 2012
Sanford Hall

Called to Order – With a quorum, this meeting was called to order by Chairman Sigrist at 7:04pm.

Attendees:

	9/27/12	10/25/12	11/8/12	11/29/12	12/6/2012
Peter Sigrist	X	X		X	
Jim Gillingham	X	X			
Tom Anderson	X	X		X	
Rich Briggs		X			
Michelle Reed	X	X			

Meeting Minutes – A motion was made by Peter Sigrist, seconded by Jim Gillingham, to approve the November 8, 2012 meeting minutes as amended. The motion was approved unanimously.

FY14 Geographic Information System (GIS) Request: The Planning and Economic Development Board is requesting funds in FY14 to add flyover maps to the existing GIS system. They explained that each department has its own log-in for specific uses. With the new aerial maps they will be able to:

- Locate sidewalks, manhole, and telephone poles.
- Determine ownership of trees/plantings.
- Provide parcel detail.
- Road conditions can be charted providing a history of road work.

- Show historic areas, land for possible acquisition, community trails.
- Details of residential additions and improvements can be added for Assessors' use.

The new maps will not completely eliminate the need for surveys and engineering assessments, which are often required by law.

FY14 Signage Request: A task force consisting of one member of the Planning & Economic Development Committee, one Selectman and one additional member have created a photograph inventory of buildings, sites, and signs. They explained that the schools will select their own signs. The plan is to create a unified visual appearance throughout the Town over the next 2 years. \$20,000 of the \$44,000 has already been used. The signs were last updated in 2002 and were primarily used at Town entry and access points.

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

Next Meetings: The next committee meetings will be on December 13th and 27th.

Adjournment - With no further business before this committee, a motion was made by Peter Sigrist, and seconded by Tom Anderson, to adjourn at 8:14 p.m.

Respectfully Submitted,

Maureen D. Dooley
CIPC Board Secretary