



Town of Medway

**Capital Improvement Planning Committee**

155 Village Street, Medway MA 02053

(508) 533-3264 • FAX: (508) 321-4988

Meeting Minutes: May 05, 2020

Remote Meeting

**Call to Order:** – With a quorum, this remote meeting was called to order by Committee Chair, Mr. Mitchell at 7:10 PM.

**Committee Attendees:**

Member Name	05/05/20				
Leonard Mitchell	X				
Tracy Malcolm	X				
Sarah Raposa	X				
Amanda DelConte	X				
Brett Fagan	X				

**Meeting Minutes:**

*02/18/2020: A motion was made by Ms. Malcolm to approve the minutes of 02/18/2020 as amended, seconded by Ms. DelConte. Mr. Mitchell abstained*

*03/10/2020: A motion was made by Ms. Malcolm to approve the minutes of 03/10/2020 as amended, seconded by Ms. Raposa. Mr. Mitchell abstained*

**Calendar of Deliverables Fall 2020/ Winter 2021:**

The town administrator's office has not sent the fall calendar to the committee. Members discussed the importance of having extra schedule in the CIPC process. Discussion was about receiving the capital plan in August.

There was discussion on the reappointment of Mr. Fagan to the board. He should be receiving communication from the town office (Allison Potter and/ or Liz Langley)

**Process Improvements–**

Since the last meeting no steps were taken to address the topics discussed on process improvements. Ms. Malcolm talked about the committee coming up with a template which can be used by the departments while preparing projects list.

Members briefed Mr. Mitchell on the discussion they had at the last meeting.

**FINCOM UPDATE-**

None.

**Schedule:**

- Next CIPC meeting will be TBD.

**Adjournment:**

- With no further business before this committee, motion was made by Ms. Raposa to adjourn the meeting at 7:30 PM; motion was seconded by Mr. Mitchell. All were in favor.

Respectfully Submitted,  
Sreelatha Allam