



Town of Medway

Capital Improvement Planning Committee

155 Village Street, Medway MA 02053

(508) 533-3264 • FAX: (508) 321-4988

Meeting Minutes: October 27, 2020

Remote Meeting

Call to Order: – With a quorum, this meeting was called to order by Committee Chair, Mr. Mitchell at 7:02PM.

Committee Attendees:

Member Name	10/13/20	10/27/20			
Leonard Mitchell	X	X			
Tracy Malcolm	X	X			
Sarah Raposa	X	X			
Brett Fagan	X	X			

Mr. Fagan joined the meeting around 7:13 PM

Meeting Minutes:

October 13, 2020: A motion was made by Ms. Raposa to approve the minutes of the 10/13/2020 meeting as amended, seconded by Mr. Mitchell.

Roll Call Vote:

Lenny Mitchell- Aye

Tracy Malcolm- Aye

Sarah Raposa- Aye

Brett Fagan- Aye

The motion passed.

Discuss FY2022-2026 Capital Plan:

Members commented that keeping the technology equipment under one ID makes it harder for them to evaluate and rate the items. Ms. Raposa will request the Information Technology dept. to separate the items.

Project ID: 2131-Burke Replace HVAC Pumps, Proj ID: Replace 2009 Ford F350- These projects were approved by the committee last year. Members agreed that the file should be returned to the administrator's office for revision. Similar situation occurred last year where

incorrect projects were added to the capital list. It became difficult for the members to review the document that was not accurate.

Set format for department heads meeting report–

Mr. Mitchell shared the Department Heads meeting questionnaire/ draft template with the CIPC members. *The template is attached.* He explained the file format and its contents. Ms. Raposa suggested adding Ms. Affleck-Childs excerpt from the charter. It will be added as a tab in the spreadsheet and the information in the charter will be kept updated. Including the members term expiration information on the committee letterheads was discussed

Choose Dates to request facility visits and discuss CIP with department heads–

There was discussion on visiting the town facilities during the pandemic. Minimizing the number of visits during COVID was discussed by the members. If a visit has to be scheduled, everyone agreed that it will be on Tuesdays. As an alternative, including pictures and/ or videos of items associated with the projects in the CIPC list should be included in the request to minimize in-person visits. Town officials will also be asked about their preference on their visits to their departments.

Open Discussion-

Members talked about the vacant seat on the Committee. Mr. Mitchell said the information has been posted on the town website. One of the members suggested reaching out to college enrolled young adults who may have interest in town government for the open position.

FINCOM UPDATE-

None.

Schedule:

- Next CIPC meeting will be on 11-10-2020.

Adjournment:

Motion was made by Mr. Mitchell to adjourn the meeting, seconded by Ms. Raposa.

Roll Call Vote:

Lenny Mitchell- Aye

Tracy Malcolm- Aye

Sarah Raposa- Aye

Brett Fagan - Aye

The motion passed.

The meeting was adjourned at 7:36p.m.

Respectfully Submitted,

Sreelatha Allam