

APPROVED ON 05/05/2020



Town of Medway

Capital Improvement Planning Committee
155 Village Street, Medway MA 02053
(508) 533-3264 • FAX: (508) 321-4988

Meeting Minutes: March 10, 2020
Medway Senior Center

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

Committee Attendees:

Member Name	01/07/20	01/14/20	01/28/20	02/18/20	03/10/20
Leonard Mitchell	-	-	-	-	-
Tracy Malcolm	X	X	X	X	X
Sarah Raposa	X	X	X	X	X
Amanda DelConte	X	Absent with Notice	X	X	X
Brett Fagan	X	X	X	X	X

Meeting Minutes:

None

Michael Boynton to present CIPC process schedule opportunities:

Mr. Boynton attended the meeting. He thanked the members for the good work, time, and effort the committee put in prioritizing and ranking the town projects for FY2021. He recognized the committee's challenge in losing one of the members in the middle of the season and acknowledged the good work members did in spite of that change.

He explained the reasons why the process was a bit different this year and why some projects were chosen over others. He reiterated that the decisions were primarily based on the departments' needs and priorities.

There was discussion on having Ms. Langley attend few CIPC meetings in the future during the ranking process. Members felt she might add value to the discussions as she works on the projects list for the administrator's office. It was discussed that she could attend CIPC meetings prior to setting up the capital plan for next year.

All in all, he appreciated the committee's input in the CIPC process and welcomed their opinion and judgement in ranking the projects.

In general terms, he explained the capital projects schedule and planning process. The department heads are expected to start their projects lists during September.

Members talked about issues related to the file format the data is presented in, inconsistent/incorrect information provided, and meeting quorum issues. Mr. Boynton asked the members to share an example of the format the committee prefers to see the data in. There was some discussion on projects that were added to the capital projects lists based on the needs projected by a small population in town.

Group Discussion of process improvements–

Members discussed that the town administrator's office should consider expanding the CIPC process schedule both on the front end (provide information to the committee in early October) and back end (CIPC presentation of rankings to BOS in March).

Members expressed their desire to receive consistent and accurate information on the projects list from the town administrator's office. The files received recently were from three different sources and were inconsistent. They discussed receiving the information in excel spreadsheet (town administrator's office) with projects consolidated by fiscal year. Database in the current format is clunky.

Members agreed to create templates for all five years (summarizing and ranking the requests within each department) the department heads could use for the yearly requests.

Discussion included having Ms. Langley and other town office staff who are tasked with the CIPC process to attend few CIPC meetings early on in the year.

Updating the committee charter was discussed by the members. Ms. Raposa and Mr. Fagan will work on it before submitting it to the town administrator's office.

Members talked about making the CIPC projects list less cluttered and request the department heads to provide a clear list (a one pager) of projects.

There was discussion on the CIPC ranking process and if there's a better way to rank them.

Discussion included meeting with one department head per meeting to make the process less cumbersome. Ms. Malcolm suggested having the discussions with some of the department heads during the scheduled tours of their facilities.

Group Discussion of Finance Committee presentation

Ms. Malcolm will attend the FINCOM meeting next week to present the CIPC projects list/ranking for FY2021-2025.

FINCOM UPDATE-

None.

Schedule:

- Next CIPC meeting will be on TBD.

Adjournment:

- With no further business before this committee, motion was made by Ms. Malcolm to adjourn the meeting at 8:34 PM; motion was seconded by Ms. Raposa. All were in favor.

Respectfully Submitted,
Sreelatha Allam