



Town of Medway

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

**Approved: 2/23/16**

Meeting Minutes: February 02, 2016  
Medway Senior Center

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Reed at 7:01 p.m.

**Attendees:**

	02/02/16						
Michelle Reed	X						
Peter Sigrist	X						
Dan Perkins	X						
Kelly O'Rourke	X						

**Approval of Minutes-**

**A motion was made by Mr. Sigrist to approve the 01/12/16 meeting minutes, seconded by Ms. O'Rourke. All were in favor.**

**A motion was made by Ms. Reed to approve the 12/22/15 meeting minutes as amended, seconded by Ms. O'Rourke. All were in favor.**

**Discussion continued on Committee's FY17 Recommendations** – Committee discussed the FY17 CIPC ranking spreadsheet with Ms. Potter.

**Gate Valve Vacuum Box:** Committee felt strongly about funding the gate valve vacuum box. DPS expressed a need and requested the item to be included in FY17 list. Funding will be provided though retained earnings. Members discussed about the unused \$15,000 allocated to gate valve vacuum box (in previous years).

**Security Cameras:** Members discussed the eligibility criteria to use Fiscal Stability funds. Ms. Potter stated that this fund was established as a rainy day fund few years ago. She will find the original purpose of the fund and will also check why the funds for security cameras were moved from the Fiscal Stability.

**Fire Engine2-** Ms. Potter noted that Chief Lynch would like to see this item funded but is not a necessity to be included in FY17 list.

**IT Request:** This request was made on the premise of providing a device to every student in Medway School District. School Department has agreed not to pursue this idea in the next

fiscal year. \$100,000 in operating funds will be used to replenish desktops. Ms. Potter will follow up with Mr. Rich Bouche about the amount.

**Road and Sidewalk Improvements:** DPS intends to use the requested \$750,000 for various Medway Roads and Sidewalk Improvements projects.

Committee strongly felt the need to fund Middle School classroom furniture, and food service equipment. Members were keen to bring back \$70,000 for classroom furniture. The spreadsheet was updated/adjusted based on the discussion at this meeting.

**Identify projects that require quotes-**

- Quotes for all DPS items needed except for sidewalk improvements.
- Emergency Management- Ms. Potter will get the quote.
- Fire Ambulance2- Mr. Perkins will follow up on this one.
- IT requests- Mr. Sigrist will follow up on this one
- Schools requests- Ms. O' Rourke will follow up
- 10% contingency will be added to certain items like vehicles etc.

All the new quotes should be provided by February 23, 2016.

**Open Discussion-**

- Mr. Sigrist provided an update on the Medway DPS facility meeting.
- CIPC submitted Fiscal Year 2016 Annual Report last year. Ms. Potter will look at the information submitted and will update the Committee if anything additional is required.

**Schedule:**

- Next CIPC meeting: February 23, 2016 @ 7:00 P.M.

**Adjournment:**

- With no further business before this committee, motion was made by Ms. O'Rourke to adjourn, seconded by Ms. Reed at 8:18 P.M.

Respectfully Submitted,

Sreelatha Allam