

APPROVED ON 12-12-2017



Town of Medway

Capital Improvement Planning Committee

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

Meeting Minutes: November 21, 2017
Medway Senior Center,

Call to Order: – With a quorum, this meeting was called to order by Committee Chair, Ms. O’ Rourke at 7:05 PM.

Committee Attendees:

	09/26/17	10/17/17	11/21/17				
Kelly O’Rourke	X	X	X				
Leonard Mitchell	X	X	X				
Tracy Malcolm	X	X	Absent with Notice				
Debi Rossi	X	X	X				
Sarah Raposa	NOT A MEMBER YET	X	Absent with Notice				

Other Attendees: Ms. Susan Segarra (FINCOM Liaison)

Preliminary Review of Capital Improvement Plan

- Members went over items in the proposed FY2019-FY2023 Capital Improvement Plan
- Mr. Mitchell communicated (via email and phone) with members of Open Space and Animal Control. He reported that they don’t have any requests to be included in the 5 year plan. He will be meeting with Police Chief, Mr. Tingley soon.
- Ms. Rossi met with Ms. Courtney Riley, Director, Council on Aging- Their discussion points include:
 - ❖ Installation of heated sidewalks, from front entrance to left side of building is currently ongoing. Ms. Riley eventually would like to have heated sidewalks around the perimeter of the building.
 - ❖ Electrical box needs new panel with 21 new breakers. Current power is not enough for new sidewalks (and other improvement projects). Approx. cost is \$8,000

- ❖ Kitchen renovation at the Senior Center is proposed, this includes the new stove. The new stove must have a new exhaust hood. Renovation includes a redesign, new refrigerator and freezer (industrial-size), 5 new wells for hot and cold stations, prep sink, and stainless steel countertops. Approx. cost for the proposed renovation is \$80,000. Monies for the stove has already been approved and donated by Friends of Elders & others. Ms. Riley said a request will be made to CIPC for the remaining funds. Also, disposition of property (old refrigerator and stove) will go back to town.
- Additional Requests in 5yr plan:
 - ❖ Replace siding - \$7,000
 - ❖ Additional sidewalk - \$60,000
 - ❖ New Roof - \$90,000 (consider in 5yr plan, not a priority now)
 - ❖ Water heater - \$8,000 (consider in 5yr plan, not a priority now)
 - ❖ Generator - \$85,000 (If building were to be used for emergencies during power outage, this would be useful; not a priority)
 - ❖ A/C units plus condenser - \$37,000 (consider in 5yr plan, not a priority now)
 - ❖ Parking Lot - \$50,000 (amount changed from last year; this is under consideration by Open Space)
- For the generator request, members said it's a decision that should be made by higher authorities in town.
- Ms. O' Rourke has not met with Mr. Aicardi, School Department. She talked about the School Departments requests for Fiscal Year 2019:
 - ❖ Records digitization is listed for Fiscal Year 2020 for an estimated cost of \$80,000. Members thought it should go through the IT capital funds.
 - ❖ Boiler request from McGovern School is at \$705,000 and \$500,000 for the parking lot.
 - ❖ Redesign of libraries at all schools is estimated at \$20,000. Project will be phased with the construction cost of \$175,000 in Fiscal Year 2020.
 - ❖ Student information system that will replace the MMS system is in the list at an estimated cost of \$140,000.
 - ❖ School Dept. in total requested for \$1.395 million for Fiscal Year 2019.
- Ms. Riley, Police Chief. Tingley, and Mr. Don Aicardi from School Department will be invited to attend the meeting on December 12, 2017.

CIPC Schedule for FY18-

- ❖ 2017-
 - October- 17th
 - November- 14th and 28th
 - Dec. 12th
- ❖ 2018-
 - January- 2nd, 16th, and 30th
 - February- 13th, 27th
 - March- 13th, 27th
 - April- 10th, 24th
 - May 7th at 6:00 PM

Discussion-

Approve Minutes (10-17-2017)-

A motion was made by Ms. O' Rourke to approve the minutes of 10-17-2017 as amended, seconded by Ms. Rossi. The motion was approved.

FINCOM Update:

None.

Schedule:

- Next CIPC meeting: December 12th, 2017 at 7:00 PM.

Adjournment:

- With no further business before this committee, motion was made by Mr. Mitchell to adjourn the meeting at 7:55 PM; motion was seconded by Ms. Rossi. All were in favor.

Respectfully Submitted,
Sreelatha Allam