

Karen Nowicki, Chair  
Sarah Raposa, Vice Chair  
Darren LaForest, Member  
Keith Goddard, Member  
Emre Guzelsu, Member



**CAPITAL IMPROVEMENT PLANNING  
COMMITTEE (CIPC)**  
Town of Medway  
155 Village Street, Medway MA 02053  
Tel: (508) 533-3264

**Minutes: Thursday, October 19, 2023 at 7:00 PM**  
Town Hall  
First Floor Conference Room

***Committee Members Present:*** Karen Nowicki, Darren LaForest, Keith Goddard, Emre Guzelsu, Darren LaForest

***Committee Members Absent:*** Sarah Raposa

***Community Members Present:*** Dennis Crowley, Town of Medway Select Board member

1. Call to Order: At 7:04 PM, Ms. Nowicki called the meeting to order.

2. Citizen Comment  
None

3. FY25 Capital Planning Plan Distributed by email (10/16/23)  
Ms. Raposa sent a draft of the Capital Plan to the members. They have reviewed the departments that they are the liaisons for.

4. Department Liaisons:

- Police & Fire Keith Goddard

Mr. Goddard is scheduled to visit the Fire station on 10/20 to get tour and go over issues. He is also scheduling to meet with the Police Department next Thursday 10/26 meeting at Police station. He has looked at their lists and when he meets with them, he wants to go over all of the items on the list. Ms. Nowicki suggested that he ask them where they are getting their budget/estimates from. Ms. Nowicki confirmed that they are aiming to have Police & Fire come to the meeting on November 9. Mr. Crowley mentioned that he does not think that the town will be able to build a new station for at least 5 years due to limited funds. He noted that the new battery storage facility will bring in additional revenue. He spoke with Meehan today about potential plans for their space and Mr. Crowley expects and they will bring in good revenue, but not for a while. He suggested to Mr. Goddard to ask the Fire Chief about what can be done as a stop gap for the male/female space issues without spending a lot of money. An evaluation is going on for what could be done with the Medway Block space. Mr. Crowley advised that there are new state regulations coming out about the standards for police station and until legislation comes out, we might not want to spend a lot now.

- DPW Darren LaForest

Mr. LaForest reached out to Pete Pelletier. He cannot meet on Thursdays, so we will need to determine another time that they can meet. Mr. LaForest is trying to visit there tomorrow, 10/20.

- Schools & IT Karen Nowicki

Ms. Nowicki notified the members that the school Superintendent will be coming to CIPC meeting on 11/30 with IT . She is working on setting up a time to tour the schools. She is only available in the evenings and will coordinate with Emre, Keith and Darren if they want to come along. She is not sure if she needs to meet with IT, many items on their list are revolving, been on the list for a while. She suggested that she may just need have a conversation. The IT director takes care of both schools and Town. Mr. Crowley noted that the Burke School has \$120k left over, they are looking to do an engineering study for new roof for Burke & Memorial and new windows for Burke. He is worried that the cost be more than 30% of the assessed value, which would mean that they be regulated to build up the accessibility code. Therefore, Burke school was taken off the warrant article. They set up a committee to discuss plans for Burke. There are no Medway students in that building, 3 other programs (after school, daycare and Medi.)

Ms. Nowicki mentioned that in the draft of the capital plan, all schools except McGovern are requesting roofs. Mr. Crowley said the Memorial roof is the first priority.

- Library & Senior Center Emre Guzelsu

He toured the Council on Aging yesterday and their request was only bathrooms. Slowly issues are arising. There are some plumbing issues, but the biggest cost is to update to auto flushing, unfortunately, the piping is currently too narrow. Mr. Crowley mentioned that bathrooms aren't too bad.

Mr. Guzelsu noted that the Library needs are extensive, he is suggesting that they add an item to the capital requests for an HVAC issue. Despite having Central a/c, they are still needing to run 6-7 dehumidifiers. The issue will need to have it inspected. Ms. Nowicki will notify Mr. Boynton. Another challenge is dust from the 3D printer, and the fact that spaces in the library can be heard from the basement to the first floor and opposite. Mr. Guzelsu also noted that near one of the doors, the floor is bowed. This is a new problem that could be due to drainage. Near the entrance, the door needs to be replaced and there are rocks that need to be replaced. The handicap padding needs to be expanded. He confirmed that representatives from the Council on Aging and the Library are coming to the Nov 2 CIPC meeting.

- Discuss process

Mr. Guzelsu asked when the members will start ranking department requests. Ms. Nowicki said that it would be good to start in December and mentioned that the CIPC members will meet with Mr. Boynton before starting to individually rank.

Mr. Crowley told the members to expect him to ask a lot of questions at the Select Board meeting to be sure that the group is being thorough.

- Review previous requests and funded projects

Ms. Nowicki suggested waiting until the next meeting to review.

5. Meeting Schedule 2023 2024

10/19	11/30	1/4/24	SB (TBD)
11/2	12/7	1/11/24	FinCom (TBD)
11/9	12/14		
11/16			

6. Minutes for Approval 10/5/23

Group did not receive the minutes, so will review next time.

7. Open Discussion

None

8. Motion to Adjourn: At 7:48 Mr. Goddard offered a motion to adjourn. Mr. Guzelsu seconded this motion, which passed unanimously. Vote: 4-0. Approved

The next meeting is Thursday, November 2, 2023