

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 5, 2023 at 7:00 PM**  
Town Hall  
First Floor Conference Room

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

***Committee Members Absent:*** Darren LaForest

***Community Members Present:*** Michael Boynton, Allison Potter, Chief Jeffrey Lynch, Deputy Chief Craig Vinton

1. Call to Order: At 7:05 PM, Ms. Nowicki called the meeting to order.
2. Citizen Comment  
None
3. Fall Town Meeting  
Mr. Boynton and Allison Potter presented the Capital Related Articles for the November 13, 2023, Fall Town Meeting.

**Article 4: Community Preservation Act Funds for 158 Main Street (Ide House) Repair Design Work**

Mr. Boynton noted that the costs are approaching \$75,000, but the company had a lot of exclusions in their quote. They are still waiting for final numbers. They have a structural analysis report from a year ago. Habib & Associates is the current group, but their response time has not been good. Ms. Raposa asked whether they will need CPA approval prior to the town meeting and Ms. Potter confirmed they would.

**Article 5: Transfer from Ambulance Receipts Fund to purchase New Ambulance**

This request is to transfer \$435,000 from the Ambulance Receipts Reserved Fund Transfer for New Ambulance - \$435K from the ambulance fund for a new ambulance. Mr. Boynton explained that we need to get in the queue for two new vehicles to put orders/placeholders. It is taking up to two years to get a chassis. Based on the number of runs, we now need three vehicles, and they need to be replaced about every eight years. They are working with Specialty Vehicles in Plainville. They are starting to have more mechanical issues due to the high miles & the increased number of runs. 25% of calls are simultaneous calls. Mr. Boynton said they anticipate that they'll get a 2024 or 2025 chassis. They told the company to order two vehicles. They expect to get one this year and have to fund the other one in 2025. There is a dedicated ambulance fund to supplement and support the fire department

for salary/benefits that is intended to provide enough funds to purchase vehicles. Mr. Boynton explained that they have enough in EMS fund for the first truck and will need to be diligent about keeping to the replacement schedule. Chief Lynch noted that the increase in calls due to increase in size and age of population and that the Willows has added to calls. In addition, the nursing home's private ambulance company that used to do their less urgent calls backed out of the contract so there are more calls from that facility. From a revenue perspective, they doubled the fees that are charged to Holliston for ALS intercept calls. Mr. Boynton noted that they will need to discuss staffing again in 2-3 years. Mr. Goddard is going to be the CIPC liaison to the fire department. Mr. Boynton also discussed the current fire department facilities noting that there are more staff, including female firefighters, and new, more modern equipment. The current space is not designed for these. They are doing a feasibility study right now.

Ms. Raposa made a motion to recommend the transfer of \$435,000 from the Ambulance Reserve Fund to purchase a new ambulance. Mr. Guzelsu seconded the motion. Vote: 4-0 – approved.

#### **Article 7: Transfer from Certified Free Cash for Capital Items**

Mr. Boynton listed 5 capital projects in need of funding for engineering, personnel, maintenance, and legal service costs. The total is \$347,800:

1. They need to pour a new foundation at the Community Farm - \$50,000
2. The outside wall of the 58 Main St Barn is falling in and needs immediate repair - \$25,000
3. The computer switch for the phone system failed when they transitioned to the new phone system and needs to be replaced - \$37,800
4. The project to remove asbestos tiles from McGovern School needs to be completed and they are short \$130,000 to finish the project. This is a health and safety issue.
5. Student Transport Vans costs have increased significantly (40%) and it will be more cost-effective to have our own drivers and vehicles vs. using private companies. They will need to upfit some vehicles and hire drivers. Ms. Raposa mentioned that she recently saw information about a grant to fund accessible vans. Mr. Boynton will check into this possibility - \$105,000

Ms. Raposa made a motion to support the repurposing of \$347,800 from Certified Free Cash for the above capital items. Ms. Nowicki seconded the motion. Vote 4-0 Approved.

#### **Article 8 (Borrowing for Design of the Culvert Replacement at High School)**

Mr. Boynton noted that there have been issues with drainage causing damage to the track and that the culvert and headwall structure is sagging and collapsing. He expects that the \$260,000 will cover the design that will include a lot of environmental analysis and design work. It will likely cost \$1.6 million to do the work, maybe in 2025. The high school is approaching 20 years old. The DPW director met with Mass DOT to discuss eligibility for Bridge funding. This would be borrowing under the general fund.

Mr. Raposa made a motion to support the amount of \$260,000 for the design of the high school culvert project. Mr. Goddard seconded. Vote 4-0 - Approved

**Article 11 (Repurpose Water Enterprise Borrowing) Brentwood Water Infrastructure Project**

Mr. Boynton noted that this is for the ongoing replacement of water meters. The new meters have better remote readability, and they are looking to get all meters to the same generation/system for consistency. The original funding was for the Brentwood water infrastructure project and is no longer needed for such purposes.

Ms. Raposa made a motion to support the transfer of \$457,657.96 from funds authorized for the Brentwood water infrastructure project to support the water meter replacement project. Mr. Guzelsu seconded the motion. Vote 4-0 Approved

**Article 12 (Repurpose Monetary Articles - Town)**

Mr. Boynton stated that they are looking to transfer funds previously authorized for other purposes. The replacement of a Kubota Tractor did not cost as much as anticipated, \$30,000 less and \$2,000 allocated for directional signage ended up being paid by the DPW. They are looking to transfer these funds for the cost of Library elevator repair and to replace a dump truck (vehicle 215).

Ms. Raposa made a motion to support the repurposing of the sum of \$32,000 from prior Town Meeting Articles to the above projects. Ms. Nowicki seconded the motion. Vote 4-0 – Approved.

**Article 13 (Repurpose Monetary Articles – School)**

Mr. Boynton explained that \$120,931 in items are no longer needed at this time, some projects are already done and/or they cost less as outlined below:

<b>Town Meeting Date</b>	<b>Article</b>	<b>Description</b>	<b>Transfer From Amount</b>
6/8/20 (Annual)	7	High School Track Repair	\$42,575.00
5/10/21 (Annual)	7	Door Hardware Project	17,788.50
5/9/22 (Annual)	7	High School Hot Water Heater	25,050.12
5/8/23 (Annual)	7	Memorial Chimney Repair	3,640.10
5/9/22 (Annual)	7	Memorial School First Floor Painting	25,270.00
5/9/22 (Annual)	7	Memorial School Window Glazing	4,036.96
5/9/22 (Annual)	7	High School First Floor Painting	1,821.00
5/9/22 (Annual)	7	High School Acid Neutralizer Tank	750.00
		<b>Total</b>	<b>\$120,931.68</b>

They are looking to repurpose these funds for items below:

<b>Town Meeting Date</b>	<b>Article</b>	<b>Description</b>	<b>Transfer to Amount</b>
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New		Memorial School Roof Replacement Design	\$50,000.00
New		Burke School Roof Replacement Design	42,000.00
New		Burke School Window and Door Replacement Design	28,931.68
		<b>Total</b>	<b>\$120,931.68</b>

Mr. Boynton said that they are asking Gale Engineers if there would be a savings to do both Memorial and Burke projects at the same time. Mr. Boynton noted that there will need to be discussions in the future about the use of the Burke School building since is it not a town elementary school anymore.

Ms. Raposa made a motion to support the repurposing of the sum of \$120,931.68 from prior Town Meeting Articles to the above projects. Mr. Guzelsu seconded the motion. Vote 4-0 – Approved.

Mr. Boynton gave an overview of items for the spring Town Meeting list. They are hoping to take care of improvements and repairs on buildings, sidewalks, and electrical systems at police stations. There will be feasibility studies on building renovations, likely borrowing to do design work. He said that the post-pandemic world has increased expenses. They will likely upgrade some of the cars in the town fleets and are looking at equipment needs for police as well as asbestos removal in school, and work on roads & sidewalks.

Mr. Boynton thanked the committee for their efforts.

#### 4. Minutes for Approval 9/5/23

Ms. Raposa stated that they will table the review and approval of the minutes until Mr. Laforrest is present. Mr. Goddard and Mr. Guzelsu were not members at the last meeting and, therefore unable to vote.

#### 5. Open Discussion

Armand Pires (School Superintendent) and Rich Bouchard (IT) will be at the Nov 30 CIPC meeting. Mr. Guzelsu is the CIPC liaison to the Senior Center and is going to visit with them next week. He is also the liaison to the Library and will try to have them come to the Nov 2 meeting. Mr. Goddard will reach out to the fire chief for a visit and will suggest that they attend the CIPC meeting on Nov 9. Ms. Raposa suggested that they wait to meet with groups until they have the list from Mr. Boynton of what departments are requesting. He is ahead of schedule; the request list should be completed before the deadline of Monday, Oct 16. Ms. Nowicki noted that CIPC liaisons will need to ask groups which dates they can come to a CIPC meeting. Armand Pires would be the person to lead a tour of schools for Ms. Nowicki who is the CIPC liaison. Mr. Goddard asked to attend as well. Nick Fair is FINCOM liaison to CIPC and Ms. Raposa will introduce him to Mr. Guzelsu.

#### 6. Motion to Adjourn: At 8:16 Ms. Raposa offered a motion to adjourn. Ms. Nowicki seconded this motion, which passed unanimously. Vote: 4-0. Approved

The next meeting is Thursday, October 19, 2023