

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, November 30, 2023 at 7:00 PM
Medway Town Hall
115 Village Street, First Floor Conference Room
Medway, MA 02053

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

Committee Members Absent: Keith Goddard

Community Members Present:

Pat Leonhardt, MPS Director of Finance
Mike Grennon, MPS Director of Facilities
Armand Pires, MPS Superintendent
Rich Boucher, Director of Information Services
Dennis Crowley, Select Board Member

1. Call to Order:
Ms. Nowicki called the meeting to order at 7:02
2. Citizen comment - none
3. FY2025 Capital Planning Plan (review and prioritize requests and status of funded projects)
 - Schools
 - IT

Ms. Nowicki is the CIPC liaison for IT and Schools. She met with both groups via Zoom. CIPC members toured some of the schools on 11/29/23. Mr. Grennon described the items on the capital request list, ranked by priority. Mr. Pires noted that the items with dollar amounts are the ones they are requesting.

SCHOOLS

- 1.) MEDI Wing floor abatement and Retime – Burke school. The tiles are starting to pop up and becoming a safety issue due to possible asbestos and disrepair.
- 2.) Replace 2014 F250 – This is a truck used by the MPS Facilities to snowplow and transport materials between schools. The frame is rotting and it is going to cost too much to repair it.

- 3.) High school: Auditorium Stage Lighting – the controls and lights are 20 years old and it is difficult to get replacement parts and bulbs. Mr. Boucher confirmed the issues that they have been having as this used to be under his cap plan. They tried to get an energy savings grant, but it did not get approved since the space isn't used enough. The new equipment will have a longer life span and generate revenue through rentals. Some groups that have rented the auditorium in the past will not rent again until the lighting is updated. The pricing includes fixtures and DMX control and electrical work. Mr. Pires noted that with these upgrades, they wouldn't have to rent additional lights for performances.
- 4.) McGovern Cafeteria AC – There is currently only one small space at McGovern School with AC; it's in the library. There is some AC at the high school and middle schools. They had some funding for the AC at Memorial and McGovern but due to inflation, they needed these funds for Memorial, so they need more funds for McGovern. The amount on the CIPC request sheet is quoted from an HVAC vendor. There is a possibility of using mini splits, so they may be getting updated quotes.
- 5.) Memorial Roof Replacement – The current roof was installed in 1997, it's a Ballast roof. Mr. Grennon noted that there are a lot of leaks. They tried to use a State (MSBA) program to fund some of this but due to inflation issues, the program has changed, and the roof now must be over 30 years old to qualify. The quote is based on square footage. The engineering was approved at the Fall Town Meeting and the quote was \$49,000. They hired Gale Associates, and they are planning to begin the process in a few weeks. They should be able to go out to bid by the end of January and will be able to have quotes by March to be presented at the Spring Town Meeting.

Dr. Pires noted that they are asking to remove the line item of the Memorial Library Upgrade, they feel this is no longer a high priority. They also put a hold on doors and windows at Burke since there is a bigger discussion to be had about use of that space.

IT

Mr. Boucher described the items on the capital request list, ranked by priority.

- 1.) Department Furniture, Fixtures and Equipment – Mr. Boucher explained that the current furniture is donated, old, and in disrepair. He noted that they are planning on a new position and do not have space for them.
- 2.) Time Management System – They were originally looking to transfer from Nova Time to Kronos because their current system can no longer be serviced. Both the upfront and ongoing costs for this were high so they went to look at other units. MUNIS is one with a larger upfront cost, but lower ongoing cost. The system allows employees to punch in and out and manage their time management system. \$73,000 is the amount to move to MUNIS and includes all equipment. Awaiting a reference from someone who is using their system. They got a grant for \$144,700 that went into town IT budget and they are talking about potentially using these funds for the time management system.

- 3.) Technology Equipment – Mr. Boucher noted that this is for laptops, printers, copiers, etc. The request is in conjunction with operating budget, most of which is spent on chrome books, it is not sufficient to cover other equipment. They have replacement cycles on all equipment. They are coming into the ‘COVID bubble’, a lot of equipment was purchased in 2020 and will need to be replaced based on 4-year life span. Some devices are too old to support some new software, most recently with a testing platform. Mr. Crowley asked for details of how the \$150,000 would be spent.
- 4.) Projection – The systems at Memorial and Middle School are 14-15 years old. It has become difficult to purchase bulbs as they are obsolete. They are looking at sustained funding over 3 years, to do a lease-to-own for 65 panels. The amount is \$180,000 over 3 years, \$60,000 per year. This will allow them to standardize the classrooms. The vendor they are looking to use is good at break, fix, repair. Mr. Boucher expects a 10-year life span, but mentioned that they will have to address units at other buildings in the near future.
- 5.) Security Systems – This includes surveillance, cameras, door controls, etc. They had an issue this year at several fields and pushed to a secondary server as a temporary solution. The water treatment plant coming online this year and they are looking to replace the server at Police Station. Mr. Guzelsu asked about whether they have considered using offsite servers and Mr. Boucher felt that there was too much data and volume for those services.
- 6.) Infrastructure Equipment – Mr. Boucher noted that the E-rate funding federal funding program has been used to reduce the cost of equipment. The switches are in a good place, the servers are aging, not quite at end-of-life yet. Their wireless equipment is nearing end-of-life so will need closer to \$75,000. The firewall, fiber optics, and other equipment will need to be upgraded for Medway Block. Most of the video servers are about 7 years old.
- 7.) Government Transparency Initiative – They have been working on updating the website and communications platform so it will be more ADA compliant. They are looking at other products to reduce costs; Apptegy is one that the school uses.

Meeting Minutes

Ms. Raposa made a motion to approve the meeting minutes of November 13, 2023. Mr. Laforest seconded the motion. Approved is a unanimous vote 4-0.

Future Meetings:

Dec 7 with Town Manager

Dec 14

Ms. Raposa made a motion to adjourn at 8:03. Ms. Nowicki seconded the motion. Approved in a unanimous vote, 4-0.