

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, December 7, 2023 at 6:00 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:

Michael Boynton, Medway Town Manager

1. Call to Order:
Ms. Nowicki called the meeting to order at 6:03
2. Citizen comment - none
3. FY2025 Capital Planning Plan (review and prioritize requests and status of funded projects)

Town Hall Requests

Mr. Boynton described the items on the capital request list, they are not ranked by priority.

- 1.) Replace Sill at Ide House - This is an ongoing project, the design consultant funding was approved by Fall Town Meeting.
- 2.) Electronic Sign at Police Station - Mr. Boynton cannot recommend spending \$80,000, but it does need to be replaced. They are looking at other potential funding sources.
- 3.) Vermac Full Matrix Message Boards (2) – There are currently two boards at either end of Route 109; they are very effective at providing information to residents. Their goal is to find a third location for residents entering town from another direction and add one more message board.
- 4.) New Voting Booths and Tables – This is a request from the Town Clerk. Several of the current booths need to be replaced.
- 5.) Redesign Milford and Trottier Intersection – Mr. Boynton noted that this is not going to be done at this time due to too many other priorities. They are looking for state funding.

- 6.) Baseline Doc for Conservation Land & Restrictions w/survey – The town has a number of properties that were purchased through Open Space that should be held by a land trust. In order to proceed with the process of transferring to the land trust, the baseline documents are needed. Ms. Raposa noted this is the third request of a three-year project.

Mr. Boynton noted that he took his car off the list (Vehicle #701). The price for the Building Commissioner's vehicle (#714), dropped from \$67,000 to \$46,000 as it will not be a hybrid vehicle (but will meet Green Communities requirements). Vehicle #715 is the Board of Health's vehicle and it will be electric. Because Medway has taken on the weights and measures responsibilities for several other towns, there are three people in the Building Department sharing two vehicles. They are going to try to see how it goes with two cars, if the third is needed, they won't trade in one of the Ford Escapes.

The Committee and Mr. Boynton reviewed other departments' funding requests. Mr. Boynton would like to replace the sidewalk tractor, but they cannot justify the funds.

The numbers for the School Department were discussed with Mr. Boynton, so the revised numbers on the most recent capital request sheets include Mr. Boynton's recommendations.

Ms. Raposa asked about the difference between capital items in capital budget vs. operational budgets. This applies mostly to Police Cruisers and some IT equipment (break/fix/replace). Mr. Boynton explained that they only leave funds in the operations budgets for small item replacements, but other IT equipment comes from the capital budget. The price of the cruisers is very high now, so they leave some money in the operational budget so that the high cost doesn't take away the ability to replace other equipment.

Mr. Boynton explained that free cash comes from revenue that exceeds estimates and turn backs from departments.

Mr. Guzelsu asked if there were any items that did not make it on the list that would be helpful in the future. Mr. Boynton noted that some of the tractors would be beneficial in order to keep up with the fields since the fields generate revenue.

Mr. Boynton mentioned that a feasibility study has started to look at using the Medway Block property for Town Hall, Police & Fire. He is proposing that they ask for approval for design at Spring Town Meeting.

Ms. Raposa asked the committee members about the next steps and when they plan to meet next week or spend the time working on their individual rankings. Mr. Guzelsu offered to coordinate the individual rankings on a spreadsheet merge them to be used for future discussion and making recommendations.

Meeting Minutes

Ms. Raposa made a motion to approve the meeting minutes of November 30, 2023. Mr. Guzelsu seconded the motion. It was approved is a unanimous vote 4-0.

Ms. Raposa made a motion to adjourn at 6:56. Ms. Nowicki seconded the motion. It was approved in a unanimous vote, 4-0.

Future Meetings: January 4 and January 11