

APPROVED ON 1-23-2018

Town of Medway



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

Meeting Minutes: January 09, 2018
Medway Senior Center,

Call to Order: – With a quorum, this meeting was called to order by Committee Chair, Ms. O’ Rourke at 7:00 PM.

Committee Attendees:

	01/02/18	01/09/18		
Kelly O’Rourke	X	X		
Leonard Mitchell	X	X		
Tracy Malcolm	Absent with Notice	X		
Debi Rossi	X	X		
Sarah Raposa	X	X		

Other Attendees-

Armand Pires, Medway Schools Superintendent,
Don Aicardi, School Department,
Richard Boucher, Director of Information Services,
Dave D’Amico, DPS Director,
Dennis Crowley, BOS,
Ms. Susan Segarra (FINCOM Liaison)

Report from invited Department Heads

Armand Pires, School Superintendent and Don Aicardi, School Department-

- Student Management System at \$140,000 is top priority to the School Department. Ms. O’Rourke asked why this has become a priority to the department and the reason for not making the request in prior years. Other question was why the request is being made via school department but not through IT. Response was that it is considered a

high priority to the school dept. and under IT department request it would be prioritized differently.

- Current student management system is very inefficient and is 30 years old. It does not work efficiently with the new technology such as online applications. It has outlived the useful years. Mr. Boucher reported that State Education Department reporting requirements have increased in recent years. The technical support for the current system has not been great. Medway is one of the few school districts that use the current system. Their main focus is in Pennsylvania. Mr. Aicardi said the intent is to replace the special ed. System in the long run.
- Most of the scheduling at Middle and High School is done manually. SNAP (Students Health Records Management System) for nursing staff does not connect to the MMS (Modular Management System) system.
- Mr. Crowley asked in the \$162,000 IS budget request for technology equipment how much would be spent on Schools related tasks. Mr. Boucher indicated that 90-95% of the budget will be spent on Schools. Between the Student Management System and technology equipment, Mr. Pires said the priority for this year is the expansion of student devices.
- Ms. Rossi asked about the school districts in MA that are using student management systems similar to the one used in Medway Schools. Response was Franklin School District is using ASPEN, other schools are using Power School systems.
- **Prepare Library Configuration** at \$195,000 is #3 priority for the department. Mr. Pires talked about the current structure of Medway libraries. \$20,000 in FY2019 is intended to be used for the library reconfiguration design. Justification provided was that new design would provide for better security & flow; would provide place for enhanced instruction at all schools. Intent is to spend the budget on design in year one and construction in year 2. Ms. O'Rourke asked if \$175,000 budget for all four schools libraries is realistic. Mr. Pires said Library Task Force will provide him with recommendations in few weeks. He will share them with CIPC and said those recommendations might tell if \$175,000 will be adequate for this purpose or not. It is anticipated that the design will also shed light on the budget required for each of the four libraries.
- **Replacing Boilers at \$705,000** is another priority for the department. Request is to replace three boilers; two at Memorial and one at McGovern School. One of the boilers at McGovern is broken. Mr. Aicardi said \$150,000 contingency has been built into \$705,000. Boiler at McGovern School is currently used as emergency backup only; Boiler at Memorial School is the original and will be 20 years old.
- There was brief discussion on the Schools request for \$350,000 for playgrounds for FY2020.

- **Reconfigure Lighting Fixtures at \$30,000.** There was some discussion on this line item. It was agreed that this item should not be part of this list.

Dave D' Amico (DPS Director)-

Mr. D' Amico gave an overview on DPS requests for Fiscal Year 2019.

- Mr. D' Amico briefly talked about the proposed new DPS facility in the town. The new facility will be located at the existing location but with a new floor plan. Town is in the process of acquiring some parcels for this purpose.
- **Street Sweeper at \$290,000** is a priority for the department. It does not meet the current requirements for sweepers. Justification for the purchase is that the repair frequency of existing sweeper is growing with associated costs. Vehicle is reaching the end of its useful life. Vehicle is needed to meet EPA stormwater regulations.
- **Replace sidewalk plow/ Boom Mower at \$190,000** is a priority for the department.
- **Replace Plow (JD Loader 232) at \$17,850-** It's a multi-function equipment with a useful life of 10-12 years.
- **Replace dump truck** at \$175,000 is #3 priority for the department. Funds obtained after selling the existing truck will be put back in general fund.
- **Replace 2008 Ford F350 at \$55,000-** It's ok for now but might have to be replaced in later years.
- New Green Community Grant will be available in March. Grant will be in the amount of \$250,000. DPS could use these funds could be used to buy electric vehicles and charging stations. Medway is eligible for that grant.
- PURCHASE 2ND PAINT MACHINE---DPS will use other funding mechanism to procure this item.
- \$750,000 for annual roads and sidewalk repairs. Bridge Repairs at \$150K will be funded through Exelon Funding.
- Mr. Crowley talked about the discrepancy in priorities between DPS and Administrator's list for FY2019. Mr. D' Amico said Mr. Boynton talked about four line items as his priorities; sweeper, dump truck, sidewalk tractor, and the backhoe. There was some discussion on Administrator's funding priorities in the spreadsheet. Discussion included few items that would be funded via Parks Commission.
- Mr. D' Amico requested \$200,000 for sewer repairs.
- Replace water main at \$3.0 million over multiple years- Mr. D' Amico did not recommend implementing this line item starting in 2018.
- He briefly went over the other line items in the spreadsheet (*see attached*).

Now that the interview process is complete, Ms. O' Rourke explained the next steps to the members.

Members will start ranking the requests. Ranking column should be added to the left of the spreadsheet. Final recommendations will be provided by the Committee to the BOS at the end of January. Members will send the spreadsheet to Mr. Mitchell by next Tuesday.

None.

Approve Minutes –

12-12-2017: Minutes were tabled as some more content needed to be added.

01-02-2018: A motion was made by Mr. Mitchell to approve 01-02-2018 meeting minutes as presented, seconded by Ms. Rossi. Ms. Malcolm abstained. Motion was approved.

FINCOM Update:

FINCOM meeting is at Sanford Hall on 01/10/2018.

Schedule:

- Next CIPC meeting: January 23, 2018 at 7:00 PM.

Adjournment:

- With no further business before this committee, motion was made by Mr. Mitchell to adjourn the meeting at 9:25 PM; motion was seconded by Ms. Rossi. All were in favor.

Respectfully Submitted,
Sreelatha Allam