



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax.: (508) 533-3281

Peter Sigrist, Chairman
Michelle Reed, Vice Chairman
Jim Gillingham, Member
Dan Perkins, Member

Approved: January 22, 2014

Meeting Minutes: January 8, 2014
Medway Library, Conference Room

Called to Order – With a quorum, this meeting was called to order by Chairman Sigrist at 7:00 pm.

Minutes: A motion was made by Jim to approve the minutes from December 5, 2013, seconded by Dan. All in favor.

Attendees:

	10/9/13	11/6/13	11/26/13	12/5/13	1/8/14
Peter Sigrist	X	X	X	X	X
Jim Gillingham	X	X	X	X	X
Michelle Reed	X	X	X	X	X
Dan Perkins	NA	NA	NA	NA	X
Carol Pratt					

Tom Holder, Dave D'Amico, and Suzanne Kennedy also attended the meeting.

Discussion of FY 15 DPS Request: Tom brought up the idea of if a new DPS facility is built the Town could move Fire Station 2 to the new facility. Jim suggested that if the location is right, the Town could just have one Fire Station in a new DPS facility. Peter asked if the committee for the new DPS facility has met. Tom said no they have not but it is one of the DPS top priorities. They need funds for the design in FY 2015. The following items discussed are considered to be Tom and Dave's top priority.

DPS highway administration list - Construct DPS facility is on the list for 2 million for the design. The total project will cost around 12-14 million. In designing the new facility, some of the funds would be used to fill in the land fill to be able to utilize this space. Tom thinks the cost could be reduced to 1.7 million. There was a feasibility study in 2010 but nothing has been done since then. To move on with this project the design is absolutely necessary. Tom explained that they currently rent spaces to keep the DPS equipment and trucks. They are spending around 5k a month to rent other spaces. This money would not be spent with a new facility. Tom also explained the condition and space of the current DPS facility.

Roads, Sidewalks, and Bridges -c750k is the number for this project this year. The new roads now have different color reflectors to point out the fire hydrants and basins. Bridges were discussed. The Town has 4 bridges. Shaw Street Bridge is in need of repair.

The supervisory pick up and right of way maintenance truck -The Fleet maintenance truck is also needed. These would be replacement.

Street Sweeper – A lot of money is currently being spent to repair one of two street sweepers. This money would be used to replace a street sweeper.

Dump Truck – An old dump truck needs to be replaced. This is a 1996 truck and needs to get replaced.

Town Wide Improvements – 50k is needed to for Town Wide improvements. The items include projects from different departments of the Town.

Refurbish Choate Park Building – This building needs updates and repairs. The Town has seen increased use for this building.

Infield Groomer - Currently this is outsourced.

Mini Excavator – This is currently rented out and the DPS would like to purchase one instead.

Choate Tennis Courts – This needs to be refurbished.

Replace Security Controllers – This can be taken off the list as it has already been done.

Replace Lawn Tractor – The current tractor is very old and requires much maintenance.

Replace Sidewalk Plow/Blower – This will be deferred to FY 16.

Purchase of asphalt hot box and roller and Purchase pavement milling attachments – These have been on their list for several lists.

Medway Arbor beatification – This would be used for trees. There is currently no comprehensive plan for the trees.

Water Section - There is a request for a new water facility. Tom thinks this project should be deferred to next year.

The Sewer and Water Enterprise: The Sewer inflow and infiltration repairs are something that needs to be done every other year.

School Request - Tom informed the CIPC that there is an issue with the High School entrance that needs to be fixed. Suzanne explained that the schools big project is the parking lots. Although there maybe funding for this.

Vehicle Requests: There is a request for 2 cars for the Town to replace 2 old cars. These cars will most likely be 2014 Ford Focus that should be around 14k each. The 2 old cars will be auctioned.

Town Wide Energy Request: The cost will be 180k for all the projects. There was a T and T audit and the request is for the remaining projects that have not been completed yet. They are looking for an energy management systems for all Town Buildings. The top priorities are to get a energy management systems for the police station and the senior center. Dave believes that

Town Hall would be complicated to implant energy management systems. Peter explained that the School system is asking for an energy management system for one of the schools. The payback for this would be 17 years and Peter questioned the importance of this. Dave explained to the committee that there may be an Energy Manager in the future that may be hired between Medway and Millis.

Street light replacement was discussed. The cost for this is 155k. Holliston and Summer Street currently have LED lighting. The 155k would provide LED lighting for the rest of the Town. Dave said these would have an 8 year payback. Michelle asked if they gave them a partial part of this would that help at all. Dave explained any money would help.

There is a request for 500k for Parks and Fields based on the Gail Report for new fields and a turf. The Town is Ok to use CPC funds for everything else but the carpet which would cost 700k. Suzanne suggested that the CIPC have a meeting with the Selectman and the Parks Committee.

Schedule: The committee will meet on January 22, 2014.

Adjournment: With no further business before this committee, a motion was made and seconded to adjourn at 8:45 pm.

Respectfully Submitted,

Jillian Morley



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Town of Medway

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Tel: (508) 533-3264

Fax.: (508) 533-3281

Peter Sigrist, Chairman
Michelle Reed, Vice Chairman
Jim Gillingham, Member
Dan Perkins, Member

Approved: 4/9/14

Meeting Minutes: January 22, 2014
Medway Town Hall, Sanford Hall

Called to Order – With a quorum, this meeting was called to order by Chairman Sigrist at 7:00 pm.

Minutes: Dan made a motion to approve the minutes from the January 8 meeting, Peter seconded. All in favor.

Attendees:

	1/22/14				
Peter Sigrist	X				
Jim Gillingham	X				
Michelle Reed	X				
Dan Perkins	X				
Carol Pratt					

1
2
3 **BOS Meeting:** Michelle attended the Selectman meeting last night. There was a discussion
4 about the DPS facility. The Selectmen think that this project will not be happening within the
5 next couple of years. There first needs to be a study done in order to build the facility which will
6 cost up to 2 million dollars. The building of the facility will cost between 10-12 million. Jim
7 suggested giving them some of the money this year, then the rest of the money next year.
8 Melanie and Dennis are looking at different scenarios to fund this project so that the Town does
9 not have to ask for an override. The CIPC will go to the BOS meeting recommending this design
10 for the project. In FY 2016, some of the bond money will be free so there maybe up to 17 million
11 worth of money that the Town can use to bond projects.
12

13 **Finalizing priority:** The committee looked through all the projects and everyone's priorities.
14 One of Dan's top priorities is replacing the fire alarm systems. This was not in the top of the
15 other committee member's priority. Peter went through the list and discussed all the ranking. The
16 design of the DPS facility was number one. Roads and sidewalks were number two. Jaws of Life
17 was number three. Upgrading the police software was number four. Technology equipment is
18 number five. Town wide energy improvements were number six. The other high ranked projects
19 include in order: Redesign of the McGovern School lobby, the Library humidifier, replacing
20 Town sedans, repaving Memorial School, replacing radio box fire alarm systems, replacing the
21 fire alarm panel at the library, Shaw Street Bridge, purchase supervisor pickup truck, Choate
22 tennis court, sewer repairs, Town wide improvements, fleet maintenance truck, Medway arbor
23 beautification. Michelle pointed out that refurbish Choate Park was not on their list. Michelle
24 thinks this should be ranked higher than it is. Michelle questioned money into parks and
25 playgrounds. Currently improvements for parks are listed at 500k. Last year the committee gave
26 25k and wanted the Town to use it on new equipment but they ended up putting that money for a
27 study for the Turfs. Peter will put all these projects in a excel sheet for the Board of Selectman.
28 Peter changed the number for the DPS design facility from 2 million to 1.75 million. He also
29 changed the road and sidewalks from 750k to 700k.
30

31 **Creation of Year Report for Annual Report:** The committee must create the Year Report for
32 the Town Meeting.
33

34 **Schedule:** The committee will meet with the Board of Selectman on February 3. The next CIPC
35 meeting will be February 5.
36

1 **Adjournment:** With no further business before this committee, a motion was made and
2 seconded to adjourn at 8:46 pm.

3

4 Respectfully Submitted,

5 Jillian Morley

6



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Jim Gillingham, Member
Dan Perkins, Member

Approved: 4/9/14

Meeting Minutes: February 26, 2014
Medway Library, Conference Room

Called to Order – With a quorum, this meeting was called to order by Chairman Sigrist at 7:00 pm.

Attendees:

	1/22/14	2/26/14			
Peter Sigrist	X	X			
Jim Gillingham	X	X			
Michelle Reed	X	X			
Dan Perkins	X	X			
Carol Pratt					

Fin Com meeting/DPS Facility/Bonding Capacity: Peter used 400k for this number on the free cash list. Peter talked about the debt service number. In 2014 the town is paying \$3.5 million in principle and interest in debt service. It will be 1 million less in 2017 because of projects that are falling off of it each year. If the Town waits to build the DPS facility in 2017 than they could

bond this project without an override. If the Town puts money away for the DPS facility then they could put that money in their stabilization fund which could help them get an even better bond rate.

Finalization of new priority list:

Peter passed out a second version of the free cash items. The Selectman wanted to drop the repair streets and sidewalks to 350k. The Selectmen don't think Tom Holder will not have enough time for all of this. This will help move forward the DPS facility. The committee thinks this number should be 450k. The committee needs to talk to Tom Holder to see if this amount of money will interfere the road cycle. The committee will need to adjust this number once they talk to Tom.

School wide technology enhancements were also added. The school capital improvements were discussed. The only capital items on the school list would be the 183k for new technology (in addition to the 110k the Town gets every year for IS) The school will have to go to the finance committee for the remaining items. The committee recommends giving the school some of this money for technology. The school automatically gets 75% of the town's revenue. The committee feels comfortable giving them 100k out of this 183k. Peter questioned if the 183k would be above the current 75% that they give them now. Currently they give them 110k on an annual cycle. Jim suggested making this 110 IS budget into two separate line items since 100k is just for the schools and the remaining 10k is used for Town Hall. He suggested making one line for School IS for 100K and making the second line for 10k for just Town IS.

The 50k from Dave D'Amico's list is not on Peters free cash list.

There are new items on the list such as refurbishing Choate tennis courts and building. The BOS are just concerned that these tennis courts may be moved when they fix Choate. Peter merged the court and building together for 62k.

A Cassidy Field bathroom project was also added. Peter thinks this line item may be a re-allocation of funds.

The hot box was discussed. This is not on this year's list. Michelle questioned if they advised taking off the lawn tractor and adding the hot box instead. The committee has decided not to do this.

There is a new capital request from Chief Tingley. It is an 18k finger print scan unit. Jim thinks they should approve this item. This was originally submitted as a warrant item but this was done in error. Peter pointed out that this is a late submittal. Michelle questioned the need of the scanner. Jim will meet with the Chief to discuss the importance of this.

The Chief requested a compressor. They need 8k for this request. He originally put this request in for FY16 but it has broke and needs to get replaced this year. The rest of the money will be coming from repurposed funds from the anti-casino funds. Peter doesn't understand why these funds do not go back into the free cash and then they give the fire department this money.

McGovern lobby was discussed. This is for a restudy to the study. This project is 10k.

Five year plan: The Five Year Plan was discussed. Jim volunteered to do the plan.

Schedule: The committee will meet on March 12, 2014.

Adjournment: With no further business before this committee, a motion was made and seconded to adjourn at 8:40 pm.

Respectfully Submitted,

Jillian Morley



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Peter Sigrist, Chairman
Michelle Reed, Vice Chairman
Jim Gillingham, Member
Dan Perkins, Member

Approved: 4/9/2014

Meeting Minutes: March 5, 2014
Library Conference Room

Call to Order: – With a quorum, this meeting was called to order by Chairman Sigrist at 7:05 p.m.

Attendees:

	1/22/14	2/26/14	3/5/14		
Peter Sigrist	X	X	X		
Jim Gillingham	X	X	X		
Michelle Reed	X	X	X		
Dan Perkins	X	X	X		
Carol Pratt					

Also in Attendance: Town Administrator Suzanne Kennedy, Selectman Dennis Crowley, DPS Deputy Director Dave D'Amico, and Fire Chief Jeff Lynch.

1 **March 4, 2014 Board of Selectmen's Meeting:** Michelle took notes for the Board of
2 Selectmen on March 4, 2014. She reported that the Board reviewed and discussed the CIPC's
3 draft recommendations. As the committee reviewed the list, Michelle conveyed the Board's
4 questions and comments.

5
6 **Discussion of FY15 Recommendations:** The committee reviewed and discussed each proposed
7 project on their draft FY15 list. The Town has \$1,964,611 in certified free cash. All of the
8 proposed projects will most likely be funded with free cash. Selectman Crowley recommended
9 that \$200k be set aside for carryover to FY15 and \$250k to address the snow and ice removal
10 deficit.

- 11
- 12 • The committee discussed the various road and sidewalk improvements. Dave D'Amico
13 presented a summary of the roadway paving projects for FY14 and FY15. He said the
14 department has been milling the roads to make the funds stretch further but they are not
15 seeing great results and feel they need to do full reclaims. A full reclaim would cost
16 more money, which means less roads would get done each year. The department has
17 started rating the roads based on their pavement condition. A rating of less than 50
18 means the road is in poor condition and needs immediate attention. There is a significant
19 number of streets that have a score less than 50. Dave D'Amico said that the list needs to
20 be updated once the snow melts. He is certain more roads will be added, especially after
21 the harsh winter.
 - 22 • The committee discussed whether the replacement of laptops and desktops and school-
23 wide technology enhancements should be a capital items or operational budget line items.
24 Selectman Crowley said there is already a slight deficit for next year and moving these
25 items into the budget will only increase the deficit. In addition, the Board of Selectmen
26 asked the schools to come through the CIPC for all technology requests to make sure all
27 purchases were vetted and the process was consistent. Selectman Crowley said the Town
28 will most likely receive Chapter 70 funds from the State that could offset the cost of the
29 school-wide technology enhancements. The committee discussed the uncertainty of these
30 funds.
 - 31 • Chief Lynch explained the necessity of replacing the compressor at Fire Station 1. The
32 current system is not working and has exceeded its useful life. He has a quote for \$39k
33 and there will be some additional fees for electrical work that will need to be done. There
34 are some funds that will be repurposed for this project. The committee recommends an
35 additional \$10k to complete this project. The compressor is used for fires and trainings,
36 He estimated it is used about 20 times per year. In addition, Michelle asked Chief Lynch

1 to explain the issue with the radio box system. Chief Lynch said it is currently
2 operational but it is on its last leg and may need attention within the next fiscal year. The
3 part that is in question would cost approximately \$27k to replace.

- 4 • The Board would like additional information on the McGovern lobby redesign. They
5 would like to know if it is just to address security concerns or additional issues as well.
- 6 • The Board would like a firm quote on the sidewalk repairs at the Memorial School.
- 7 • Selectman Crowley asked that the Town Administrator's office be involved in choosing
8 the Town-Wide Energy Improvement projects.
- 9 • Dave D'Amico said that he spoke with Fred Sibley and mentioned that the committee
10 was recommending a new lawn tractor. Mr. Sibley said an infield groomer was needed
11 more than a lawn tractor. He said the lawn tractor is operational but they do not have an
12 infield groomer and really require it. The committee agreed to remove the lawn tractor
13 and add the infield groomer. The infield groomer was requested by the department, it
14 was just a lower priority.
- 15 • The committee discussed the work that needs to be done on the Shaw Street Bridge and
16 the possibility of bonding that project. Administrator Kennedy and Selectman Crowley
17 will discuss this further with the Board of Selectmen. The \$40k is for the engineering
18 study. They will not know the cost of the project until the study is completed.
- 19 • The Cassidy Field bathroom project is estimated at \$50k. There are approximately \$30k
20 that can be repurposed and used for this project. The CIPC is recommending an
21 additional \$20k to complete this project.
- 22 • The committee recommended moving roads and sidewalks up to \$650k and removing the
23 reserve for the DPS facility. It is unknown at this point whether free cash is needed for
24 this project. Administrator Kennedy and Treasurer Melanie Phillips are working on
25 funding scenarios. Administrator Kennedy said even if free cash is not needed, she
26 recommends adding some free cash to the stabilization fund. Selectman Crowley said
27 they will discuss this further with the Board.
- 28 • There is approximately \$108k in free cash remaining. The committee agreed not to
29 allocate it at this point due to the fact that they need firmer numbers on some of the
30 projects.

31
32 Selectman Crowley asked Michelle to send him and Administrator Kennedy a list of the projects
33 that are scheduled over the next 5 years that are over \$500k. In addition, he asked Michelle to
34 send him the committee's updated FY15 recommendations so he can bring them back to the
35 Board of Selectmen.

1 **Schedule:** The committee will attend the Board of Selectman on Monday, March 17, 2014. The
2 next CIPC meeting is scheduled for Wednesday, March 19, 2014 at the Library.

3
4 **5 Year Plan:** Jim Gillingham is updating the 5 year plan. He will send his draft to the
5 committee for their review.

6
7 **Adjournment:** With no further business before this committee, a motion was made and
8 seconded to adjourn at 9:08 p.m.

9
10 Respectfully Submitted,

11
12
13 Michelle Reed
14



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Jim Gillingham, Member
Dan Perkins, Member

Approved: 6/4/14

Meeting Minutes: April 9, 2014
Library Conference Room

Call to Order: – With a quorum, this meeting was called to order by Chairman Sigrist at 7:01 p.m.

Attendees:

	1/22/14	2/26/14	3/5/14	4/9/14	4/30/14
Peter Sigrist	X	X	X	X	
Jim Gillingham	X	X	X	X	
Michelle Reed	X	X	X	X	
Dan Perkins	X	X	X	X	
Carol Pratt					

Approval of Meeting Minutes:

Dan Perkins moved that the Committee approve the January 22, 2014 Meeting Minutes as written; Jim Gillingham second; No discussion; All ayes.

1 **Dan Perkins moved that the Committee approve the February 26, 2014 Meeting Minutes as**
2 **written; Jim Gillingham second; No discussion; All ayes.**

3
4 **Dan Perkins moved that the Committee approve the March 5, 2014 Meeting Minutes as**
5 **written; Jim Gillingham second; No discussion; All ayes.**

6
7 **March 26, 2014 Board of Selectmen's Meeting:** Michelle took notes for the Board of
8 Selectmen on March 26, 2014. She provided the Committee with a summary of the Board's
9 discussion of the CIPC's recommendations. In addition, she reported that Selectman Crowley
10 thanked the Committee for their work this year.

11
12 **FY15 Quotes:** The Committee reviewed the quotes that they have and the ones that they still
13 need for the FY15 projects.

14
15 **Schedule:** The next CIPC meeting is scheduled for Wednesday, April 30, 2014 in Sanford Hall.
16 Michelle will post the agenda.

17
18 **5 Year Plan:** Jim Gillingham is updating the 5 year plan. He will send his draft to the
19 Committee for their review by April 23, 2014. The Committee will review and finalize it prior
20 to the Annual Meeting on May 12, 2014 and ask Allison to post it on their webpage.

21
22 **Adjournment:** With no further business before this committee, a motion was made and
23 seconded to adjourn at 8:01 p.m.

24
25 Respectfully Submitted,

26
27
28 Michelle Reed
29



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Peter Sigrist, Chairman

Michelle Reed, Vice Chairman

Jim Gillingham, Member

Dan Perkins, Member

Approved: 10/29/14

Meeting Minutes: June 4, 2014

Library Conference Room

Call to Order: – With a quorum, this meeting was called to order by Chairman Sigrist at 7:00 p.m.

Attendees:

	1/22/14	2/26/14	3/5/14	4/9/14	6/4/14
Peter Sigrist	X	X	X	X	X
Jim Gillingham	X	X	X	X	X
Michelle Reed	X	X	X	X	X
Dan Perkins	X	X	X	X	X
Carol Pratt					

Annual Town Meeting Update:

- Turf fields
- One question clarifying bathrooms at Cassidy field

1 **Administrator Kennedy Retirement Party:**

2 Peter is attending the party.

4 **Approval of Meeting Minutes:**

5 **Dan Perkins moved that the Committee approve the April 9, 2014 Meeting Minutes as**
6 **written; Peter Sigrist second; No discussion; All ayes.**

8 **5 Year Plan:**

9 He will send his draft to the Committee for their review by April 23, 2014. The Committee will
10 review and finalize it prior to the Annual Meeting on May 12, 2014 and ask Allison to post it on
11 their webpage.

13 Chairman sigrist moved that the committee approve the 5 year plan as written pending any minor
14 mods, dan second

16 **Schedule:**

17 hold Sanford for 4th (july 23), june 25, august 27 in case need to meet. Peter is planning to meet
18 with schools over summer.

20 **Adjournment:**

21 With no further business before this committee, a motion was made and seconded to adjourn at
22 9:00 p.m.

24 Respectfully Submitted,

27 Michelle Reed



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Peter Sigrist, Chairman
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Jim Gillingham, Member
Dan Perkins, Member

Approved: 10/29/14

Meeting Minutes: October 15, 2014
Senior Center, Oakland Street

Call to Order: – With a quorum, this meeting was called to order by Chairman Sigrist at 7:03 p.m.

Attendees:

	10/15/14	10/29/14			
Peter Sigrist	X				
Jim Gillingham	X				
Michelle Reed	X				
Dan Perkins	X				
Carol Pratt					

Planning and Economic Development Board member Matt Hayes also joined the meeting.

Meeting Space: The Committee agreed that the First Floor Conference Room at the Town Hall is too small to use for meetings. Michelle will follow-up with Tom Holder on the exterior lights at the Senior Center. The lights were not on when the meeting began at 7:00 p.m. and it is very difficult to see when you are walking to and from the building.

1 **Election of Chair and Vice-Chair:**

2 **Michelle Reed moved that the Committee elect Peter Sigrist as the Chairman of the Capital**
3 **Improvement Planning Committee for the upcoming year; Jim Gillingham second; No**
4 **discussion; All ayes 4-0-0.**

5 **Jim Gillingham moved that the Committee elect Michelle Reed as Vice-Chair of the**
6 **Capital Improvement Planning Committee for the upcoming year; Jim Gillingham second;**
7 **No discussion; All ayes 4-0-0.**

8 **Updates since Last Meeting:** The Committee discussed notable events that occurred in
9 Medway since their last meeting. Chairman Sigrist said he recently visited the new fields that
10 are being built at the High School and the lower field is almost complete. They also discussed
11 the new Cumberland Farms that recently opened and the positive feedback the project has
12 received. Dan Perkins said he attended Taste of Medway at the Thayer Homestead and there
13 seemed to be good attendance. The Committee also discussed the unaccounted for water issue
14 that was highlighted in the Milford Daily News over the summer.

15 **Meeting Schedule:** Michelle will circulate the schedule and arrange meeting space. Michelle
16 will include Planning and Economic Development Board member Matt Hayes on this email.
17 Matt said he would consider joining the CIPC.

18 **Liaison List:** The Committee reviewed and updated the Liaison List. Michelle will post the list
19 on the Committee's webpage and send it to the Committee.

20 **FY16:** The Committee had an initial brief discussion about the FY16 requests. Chairman Sigrist
21 will follow-up on the Redevelopment Authority's request and confirm that it is a capital item.
22 The Committee also needs to confirm that the ballistic vests were not funded in a previous year.
23 Michelle informed the Committee that the request for \$15,000 from the Planning and Economic
24 Development Board may not be needed if it gets a favorable vote at the Fall Town Meeting in
25 November.

26 Committee members will set up meetings with their Department Heads in the next couple of
27 weeks to discuss their department's FY16 requests. Michelle reported that the Selectmen said
28 there is about \$1.5 million in Certified Free Cash available but about \$500,000 is already
29 earmarked for specific projects. The Town also has the ability to bond and use Enterprise Funds
30 for certain projects. The Committee plans to have their initial prioritization list prepared by the
31 end of December.

32 Chairman Sigrist also reported that he was asked to join the DPW Facility Committee as a
33 member of the CIPC. He said the cost of the project is now estimated at \$19 million, which
34 includes \$1.5 million to cap the landfill. Chairman Sigrist will attend the meetings and provide
35 the Committee with updates.

1 **Adjournment:** With no further business before this Committee, a motion was made and
2 seconded to adjourn at 8:25 p.m.

3 Respectfully Submitted,

4

5 Michelle Reed

6



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Peter Sigrist, Chairman
Michelle Reed, Vice Chairman
Jim Gillingham, Member
Dan Perkins, Member

Approved: 11/19/14

Meeting Minutes: November 12, 2014
Senior Center, Oakland Street

Call to Order: – With a quorum, this meeting was called to order by Chairman Sigrist at 7:01 p.m.

Attendees:

	10/15/14	10/29/14	11/12/14	11/19/14
Peter Sigrist	X	X	X	
Jim Gillingham	X	X		
Michelle Reed	X		X	
Dan Perkins	X	X	X	
Carol Pratt				

Updates:

Resident Kelly O'Rourke attended the last meeting. She is possibly interested in joining the CIPC. She has previously served on the School Committee and High School Building Committee. Chairman Sigrist asked her to send a letter of interest to the Board of Selectmen.

1 Dan Perkins attended the Fall Town Meeting on November 10, 2014 and provided the
2 Committee with an overview. He said there was significant discussion on Article 19, the
3 proposed expansion of Commercial V Zoning District, and the article was amended on the floor.
4

5 **Department Head Meetings:**
6

7 Peter

- 8 • Peter has not met formally with Superintendent Judy Evans and Director of Finance and
9 Operations Don Aicardi but has had a telephone conversation. He plans to meet with
10 them over the next couple weeks.
- 11 • The schools are asking for \$150k for two generators. The generator at Burke is an old
12 diesel generator and it is at least 50 years old. The generator at McGovern is not as old.
13 These items have been funded in previous years but were not purchased. The request
14 has increased to \$75k per generator. They are hoping to reallocate the funds from
15 previous years to the General Fund.
- 16 • Peter will arrange a tour of the schools.
- 17 • Peter will follow-up with the Redevelopment Authority on the Oak Grove Park Land
18 Acquisition. The request for FY16 is \$74k and \$785k for FY17. The Committee needs
19 additional information on this project.

20 Dan

- 21 • Library Director Margaret Perkins said replacing the carpet is the highest priority. The
22 current request is for \$90k. The Committee would like to know if this request can be
23 split into multiple years.
- 24 • Chief Lynch said replacing the radio box fire alarm system is his highest priority. The
25 request is for \$155k. In addition, the enhanced station alerting system for \$43k and
26 replacement of doors for \$70k are a priority. Chief Lynch is hoping to fund the airpacks
27 that are slated for FY17 with a grant. He also said the request for Advanced Life Support
28 (ALS) equipment can be moved into a future fiscal year.

29 Michelle

- 30 • The Planning and Economic Development request for \$18k can be removed if the article
31 passed at Town Meeting.
- 32 • The Board of Selectmen voted that the new DPS facility project should not exceed \$12
33 million. This does not mean that the project will cost \$12 million but it will not exceed
34 \$12 million. DPS Director Tom Holder said they plan to bond the entire project at once
35 instead of \$2 million for the design in FY16.

- The Town Administrator is requesting \$45k to purchase a fuel efficient SUV. Medway is a Green Community and needs to comply with the Fuel Efficient Vehicle Policy in order to be eligible for additional funds. This new fuel efficient vehicle will replace the last Crown Victoria in the fleet. The Town Administrator said this request could be reduced to \$36k.
- The Town Administrator is also requesting \$25k to convert a classroom at the Middle School into office space. It is likely that the DPS administrative staff will be located in this space. An exterior entrance will need to be added so that residents can access the office. Cubicles will need to be added as well.
- Approximately \$500k in Chapter 90 funds are being used for the Route 109 project so the amount of road work that can be done is already limited.
- The request to install water tank chlorinators and mixers for \$165k can be removed if the article passed at Fall Town Meeting.

Schedule:

The next CIPC meeting will be November 19, 2014 at 7:00 p.m. at the Senior Center.

Adjournment:

With no further business before this committee, a motion was made by Michelle Reed and seconded by Dan Perkins to adjourn at 8:25 p.m.

Respectfully Submitted,

Michelle Reed



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax.: (508) 533-3281

Peter Sigrist, Chairman
Michelle Reed, Vice Chairman
Jim Gillingham, Member
Dan Perkins, Member
Kelly O'Rourke, Member

Approved: 1/7/15

Meeting Minutes: November 19, 2014
Senior Center, Oakland Street

Call to Order: – With a quorum, this meeting was called to order by Chairman Sigrist at 7:01 p.m.

Attendees:

	10/15/14	10/29/14	11/12/14	11/19/14	12/10/14	12/17/14
Peter Sigrist	X	X	X	X		
Jim Gillingham	X	X		X		
Michelle Reed	X		X	X		
Dan Perkins	X	X	X			
Kelly O'Rourke				X		
Carol Pratt						

FY16 Capital Requests Discussion:

Town Administrator Boynton joined the meeting to discuss the FY16 requests. Administrator Boynton said he is impressed with the process and the amount of detail that the department heads

1 provide on each project. He said the department heads appreciate having the opportunity to sit
2 down with the Committee and discuss their requests.

3
4 Administrator Boynton reported that the Town is hoping to replace the McGovern windows
5 through a grant from the Massachusetts School Building Authority (MSBA). The project is
6 estimated at \$1 million. The MSBA would provide 50% of the funds for the project so the Town
7 would be responsible for \$500,000. They are trying to have the project accelerated. Chairman
8 Sigrist said a tentative tour of the schools is scheduled for December 2, 2014.

9
10 Chairman Sigrist attended the DPS Facility Committee meeting last week. He said they are
11 considering going with a pre-engineered steel frame building. The cost would be closer to \$8
12 million.

13
14 The Committee discussed the Town Administrator's request for \$25k to convert a classroom at
15 the Middle School to office space. Administrator Boynton said most likely DPS administrative
16 staff would move to this new space. There is currently not enough office space at the Town Hall.
17 Community and Economic Development would move into the space at Town Hall that DPS now
18 occupies. The Committee discussed whether \$25k would be sufficient to convert the classroom
19 to office space considering a secure entrance would need to be added. In addition, they
20 discussed the new DPS facility and whether this item realistically can be considered for FY16.
21 Administrator Boynton said they are hoping to have an article on the spring warrant for this item.
22 Depending on where they are in the process, they may ask residents to vote on the funds for
23 design or they may ask residents to vote on the total number for the project. The process is
24 lengthy and most likely construction wouldn't even begin until 2017.

25
26 Administrator Boynton said Stephanie Mercandetti is the new Director of Community and
27 Economic Development and begins next Monday. He encouraged the Committee to follow-up
28 with Ms. Mercandetti for additional information on the Oak Grove project. At the Fall Town
29 Meeting, funds were approved to create the Urban Renewal Plan. Once the plan is created, it
30 will then need to go to the State for approval. Once it is approved, the Redevelopment Authority
31 will have the ability to do takings via eminent domain.

32
33 The Committee also discussed the \$350k IS request for technology. They agreed that a certain
34 amount of money needs to be part of the operating budget for the annual replacement of aging
35 laptops and desktops. Administrator Boynton said they need to identify what is a reasonable

number to budget for technology annually. Items like new projectors, SMART boards, and iPads would still be requested through the capital budget.

The Committee needs to confirm that the money that was previously allocated for generators at the schools will remain in the capital budget. Administrator Boynton said they should look at converting the High School generator from diesel to natural gas.

Chairman Sigrist asked if the tennis courts at the Middle School could be repaired using private funds. He said the courts are in really bad shape and used extensively but will not likely make it to the top of the list considering the Town's more pressing infrastructure needs. Administrator Boynton said that the Town could grant a license to a private group to repair the courts. Once the project is complete, the license would expire. They need to see how much income is generated from the rental of these courts and if \$240k is an accurate number to repair the courts.

Finally, the Committee discussed the replacement of the radio box fire alarm system. Chief Lynch is requesting \$155k in FY16 to replace the current system. Administrator Boynton said a developer in Walpole paid the initial start-up cost for the new system, which was about \$50k. He said he would like to explore this option in Medway with several new developments being discussed. He said it is a very good tool but they need a long-term plan on how they are going to roll out the new system and incorporate the buildings. He also wanted to know if there was a fire alarm revolving account.

Minutes

A motion was made by Jim to approve the November 12, 2014 meeting minutes as written; Chairman Sigrist second; No discussion; 3-0-1 (Kelly abstained).

Action Items:

- Michelle will send Kelly the meeting dates for FY15.
- Michelle will forward Kelly the FY16 spreadsheet.
- Peter will confirm the tour of the schools. The tentative date is December 2, 2014.
- Michelle will arrange a tour of the DPS facility.
- Kelly will follow-up with the Director of Community and Economic Development Stephanie Mercandetti on the Oak Grove project.

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Schedule:

The next CIPC meeting will be December 10, 2014 at 7:00 p.m. at the Senior Center.

Adjournment:

With no further business before this committee, a motion was made by Kelly and seconded by Jim Gillingham to adjourn at 9:03 p.m.

Respectfully Submitted,

Michelle Reed



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax.: (508) 533-3281

Peter Sigrist, Chairman
Michelle Reed, Vice Chairman
Jim Gillingham, Member
Dan Perkins, Member
Kelly O'Rourke, Member

Approved: 1/7/15

Meeting Minutes: December 17, 2014
Senior Center, Oakland Street

Call to Order: – With a quorum, this meeting was called to order by Chairman Sigrist at 7:03 p.m.

Attendees:

	10/15/14	10/29/14	11/12/14	11/19/14	12/10/14	12/17/14
Peter Sigrist	X	X	X	X	X	X
Jim Gillingham	X	X		X		X
Michelle Reed	X		X	X	X	X
Dan Perkins	X	X	X		X	X
Kelly O'Rourke				X	X	X
Carol Pratt						

Chairman Crowley attended the meeting as well.

1 **DPS Tour:**

2 Dave D'Amico took Dan and Kelly on a tour of the DPS facility on Monday night. Kelly and
3 Dan agreed that the current space is inadequate and in disrepair. Chairman Crowley said that
4 they are still waiting on the soil test borings. The next DPS Facility Committee meeting is
5 January 8, 2015. Chairman Sigrist plans to attend on behalf of the CIPC.

6
7 Chairman Crowley also reported that the leak that was responsible for the majority of the
8 unaccounted for water has been identified. The pipe that was leaking was on Village Street by
9 the Charles River Pollution Control District facility. They were able to isolate the section of the
10 pipe that was leaking and plan to repair it in the spring. DPS Director Tom Holder estimates that
11 the repair will cost approximately \$30,000.

12
13 **Minutes:**

14 **Kelly O'Rourke moved that the Committee approve the December 10, 2014 meeting**
15 **minutes as written; Dan Perkins second; No discussion; All ayes 4-0-0 (Jim Gillingham was**
16 **not present).**

17
18 **FY16 Capital Requests Discussion:**

- 19 • Kelly will follow-up with Stephanie Mercandetti on the Oak Grove request. She will also
20 request Rob Hubbard's report from Allison Potter.
- 21 • The DPS Facility Committee will meet on January 8, 2015. Their job is to consider all
22 options and make a recommendation to the BOS. Kelly reported that she just read that
23 another local town is in the process of building a \$14 million DPS facility.
- 24 • Michelle will request the road and sidewalk repair schedule from Tom Holder.
- 25 • Jim will invite Rich Boucher and Chief Tingley to the January 7th meeting to discuss their
26 FY16 requests. Jim will also request a detailed breakdown from Rich Boucher.
- 27 • Chairman Sigrist is meeting with Don Aicardi in the near future to discuss the school's
28 requests and prioritization. The Committee needs more info on the parking lot projects
29 and estimated costs. He will also ask about the Burke window replacement project and
30 whether they will apply to the MSBA for funding.
- 31 • Chairman Crowley said the schools may need to request funds to complete the lighting
32 project at the Middle School. They have some funds remaining from the Middle School
33 Renovation Project but not enough to complete the project. They will know the total cost
34 in the next couple of weeks. Peter will ask what the priority for this project is when he
35 meets with Don Aicardi.

- Chairman Crowley said that the Norfolk County Sherriff's Office has asked if there are any projects the Town needs help with over the winter. Inmates painted the barn at the Thayer Homestead. Chairman Crowley will follow-up with Tom Holder and Dave D'Amico to see if there are any projects.
- Dan will follow-up with Chief Lynch on the radio box alarm system project. The Committee would like more info on the project and possible future costs.
- Michelle will follow-up with Tom Holder on the street sweeper request. The Committee would like to know if this is required for FY16 or if the current street sweeper meets regulations.

Action Items:

- Peter will schedule a tour of the schools.
- Prepare initial prioritization and send to Peter before January 7th.
- Kelly will follow-up with Stephanie Mercandetti on the Oak Grove project and request Rob Hubbard's report from Allison.
- Jim will invite Chief Tingley and Rich Boucher to the January 7th meeting. He will also request a detailed breakdown from Rich Boucher.
- Michelle will follow-up with Allison to get on BOS agenda in late January for prioritization discussion.
- Prepare Year-End Report and send to Allison by February 13, 2015.

Schedule:

The next CIPC meeting will be January 7, 2014 at 7:00 p.m. at the Senior Center.

Adjournment:

With no further business before this committee, a motion was made by Michelle Reed and seconded by Dan Perkins to adjourn at 9:03 p.m.

Respectfully Submitted,

Michelle Reed



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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Tel: (508) 533-3264

Fax.: (508) 533-3281

Peter Sigrist, Chairman

Michelle Reed, Vice Chairman

Jim Gillingham, Member

Dan Perkins, Member

Kelly O'Rourke, Member

Approved: 12/17/14

Meeting Minutes: December 10, 2014

Senior Center, Oakland Street

Call to Order: – With a quorum, this meeting was called to order by Chairman Sigrist at 7:06 p.m.

Attendees:

	10/15/14	10/29/14	11/12/14	11/19/14	12/10/14	12/17/14
Peter Sigrist	X	X	X	X	X	
Jim Gillingham	X	X		X		
Michelle Reed	X		X	X	X	
Dan Perkins	X	X	X		X	
Kelly O'Rourke				X	X	
Carol Pratt						

Selectmen Trindade and D'Innocenzo attended the meeting as well.

FY16 Capital Requests Discussion:

Selectmen Trindade and D’Innocenzo joined the meeting to discuss the FY16 requests. They provided the Committee with an update on the new DPS facility project. Selectman Trindade reported that the DPS Facility Committee is looking at several options, including a pre-engineered steel building. The cost of a pre-engineered steel building is a lot less expensive and the Town could possibly do this project as a design-build. The total cost of the project would need to be less than \$5 million for it to qualify. This would eliminate the need for an Owner Project Manager (OPM). In addition, they expect to receive the results of the soil test borings in the near future. They want to determine if the current building is sinking, if the soil is soft, and if it is contaminated. The DPS Facility Committee has not ruled out doing an extensive renovation to the existing building. Selectman Trindade said regardless of what option they go with, the salt shed and rinse bay must be replaced and sewer lines need to be run to the building. The DPS Facility Committee will also look at whether the building needs to be moved to another section of the property.

In addition, the Committee discussed the need for additional office space for municipal employees. There is a request for \$25k to convert a classroom at the Middle School into office space for the DPS administration. The Committee also discussed Fire Station 2 behind the Town Hall and possibly converting that to office space. It is currently used for storage.

Chairman Sigrist said he spoke with Director of Finance and Operations for the Medway Public Schools Don Aicardi about the McGovern window replacement project. The total cost of the project is estimated at \$850k. Half of the project will be funded by the MSBA. The FY16 request for this project is \$425k. Selectman Trindade said funds should be allocated for the engineering of the McGovern parking lot project in FY16. The current request is for \$224k but until an engineering study is complete the cost is unknown. In addition, he said that the \$150k request for the Burke parking lot reconstruction project seems extremely low considering the amount of work that needs to be done, including widening Legion Ave. Again, he said in FY16 funds should be set aside for the engineering study. Also, Selectman Trindade asked if the schools have requested funds to repair the parking lot and driveway at the High School. He said they sustained damage during the turf field projects. The Committee briefly discussed the new turf fields and some of the concerns that have been raised by residents.

Selectman Trindade said he is meeting with the Community Preservation Committee (CPC) to discuss using CPC funds to construct a new playground. CPC Chairman Mark Cerel said that CPC funds can be used for this purpose. They need to have further discussions on this matter. The Committee asked if CPC funds could be used to repair the tennis courts at the Middle School.

Selectman Trindade also reported that Medway Youth Baseball has asked for funds to make improvements to their fields, including installing protective netting that would keep foul balls away from spectators. The Committee has not received a formal request for this project.

1 Dan reported that he spoke with Library Director Margaret Perkins and she said that the carpet
2 project could be done in two phases and that the upstairs is a higher priority.

3 **Action Items:**

- 4 • Peter will schedule the tour of the schools.
- 5 • Prepare initial prioritization and send to Peter before December 17th.
- 6 • Kelly will follow-up with the Director of Community and Economic Development
7 Stephanie Mercandetti on the Oak Grove project.
- 8 • Jim follow-up with Chief Tingley and Rich Boucher. Request a breakdown from Rich
9 Boucher.

10
11 **Schedule:**

12 The next CIPC meeting will be December 17, 2014 at 7:00 p.m. at the Senior Center. The first
13 meeting of the New Year will be January 7, 2015.

14
15 **Adjournment:**

16 With no further business before this committee, a motion was made by Michelle and seconded
17 by Dan to adjourn at 9:03 p.m.

18
19 Respectfully Submitted,

20
21 Michelle Reed
22