



CAPITAL IMPROVEMENT PROGRAM COMMITTEE

Town of Medway

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James Palladino, Chairman
Thomas Anderson, Vice Chairman
Richard Briggs, Member
James Gillingham, Member
Bruce Hamblin, Member

Approved: 12/10/2009

Meeting Minutes: November 19, 2009 Medway High School Library

Call to Order: With a quorum, this meeting was called to order by Chairman Palladino at 7:08 p.m.

Attendees: Chairman, James Palladino; Vice Chairman, Tom Anderson; Member, Richard Briggs; Member, Bruce Hamblin; Town Administrator, Suzanne Kennedy; Town Treasurer, Melanie Phillips; Town Assessor, Will Naser; Director of the Department of Public Services, Tom Holder; Deputy Director of the Department of Public Services, Dave D'Amico; Information Systems Director, Rich Boucher; Financial Committee Member, Mark Brown; Planning Board Assistant, Susy Affleck-Childs; and Administrative Assistant, Michelle Reed.

Information Systems Project Request: Rich Boucher, Director of Information Systems, provided the Committee with additional information on his capital project requests. He also reviewed what parts of the projects, if any, have been funded.

#1108 Telecommunication Systems – Mr. Boucher reported that in FY2010 the telecommunication systems at all municipal sites in town were replaced, with the exception of the police station. This request is to upgrade the telecommunications systems in the schools. His biggest concerns now are the failing voicemail systems at the Burke and McGovern schools.

#1109 Fiber Metro Area Network (WAN) - Mr. Boucher said he hopes that the Comcast settlement will cover this project. He also stated that the cost of the WAN project is \$120,000, not \$105,000.

#1110 Technology Equipment – Mr. Boucher plans to replace 750 desktops with the funds and add some additional equipment. 550 of the desktops that are in use are over 6 years

old. He said he plans to use refurbished equipment where it is feasible. He also stated that it would be helpful to have a portion of this project funded if it was not possible to fund the entire project.

#837 Establish Central High Speed Print Capability – Mr. Boucher needs to further discuss this request with one of his colleagues before he can provide the Committee with more information.

GIS Demonstration: Tom Holder, Director of the Department of Public Services, demonstrated the Town of Framingham's Geographic Information System (GIS). The Committee discussed what the capabilities of the system are and how it might benefit the citizens and municipal employees of Medway. The next step would be to conduct a study to determine the specific needs of the Town of Medway and the cost of implementation and maintenance. The initial \$25,000 would pay for the study.

Solid Waste Project Request: Tom Holder and Dave D'Amico, Deputy Director of the Department of Public Services, provided additional information on the solid waste project proposal that was recently submitted. The funds would be used to pave the driveway at the recycling center, clean up and remove some items from the area, and also repair the rudimentary drainage system that exists. In addition to the proposal, the Committee discussed the condition of the bathroom at the Highway Garage and the lack of sanitary facilities at Populatic. Dave and Tom are going to look at the bathroom at the Highway Garage and estimate the cost of repairs. They are also going to look into getting a portable unit for Populatic through the operations budget.

Capital Improvements Funding: The CIPC will create a ranked project list and submit it to Melanie Phillips, Town Treasurer, for her review. The rankings will be based on merit and not driven by available funds. Melanie will review the list and come back to the Committee with what the available funds are and how additional funds might be secured. The projects that will be funded from Enterprise should be ranked separately from the rest of the projects.

Schedule: The Committee scheduled an additional meeting for Tuesday, November 24, 2009 at the Town Hall. The meeting will start at 7:00 p.m. The goal of the meeting is create a CIPC ranked project list that will be submitted to Melanie Phillips.

Adjournment:

With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:51 p.m.