



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: 1/28/2010

Meeting Minutes: January 14, 2010 Medway High School Library

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

Attendees: Chairman, James Palladino; Vice Chairman, Tom Anderson; Member, James Gillingham; Member, Bruce Hamblin; Member, Richard Briggs; Town Administrator, Suzanne Kennedy; Town Treasurer, Melanie Phillips; Director of the Department of Public Services, Tom Holder; Deputy Director of the Department of Public Services, Dave D'Amico; School Committee Member, Deb Trindade; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Thomas Anderson, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of December 17, 2009. The motion was approved unanimously.

Michelle's Timesheet: A motion was made by Thomas Anderson, seconded by Rich Briggs, to approve Michelle Reed's timesheet through December 2009. The motion was approved unanimously.

Additional FY11 Project Requests: Three additional project requests were presented to the Committee for their consideration.

- **Integrated Timekeeping System** - The request is to implement a new timekeeping system for municipal employees located at the Highway Barn and Water and Sewer facility. This system would eliminate some data entry and would be more accurate and efficient than the current system. The technology would allow employees to swipe their badge upon entering the buildings and this information would be immediately uploaded to MUNIS. At this point, the police and fire departments would not be integrated but the goal would be to have the ability to add them at a later date.

- Inflow and Infiltration - Tom Holder would like to update the Inflow and Infiltration Study (I/I) and the Sanitary Sewer Evaluation Survey (SSES) that were completed between 1997 and 1999. The goal would be to identify the areas where inflow and infiltration are most prominent, which will allow the Town to make further reductions in its levels of inflow and infiltration. The reduction of inflow and infiltration leads to the reduction of extraneous flow transported from Medway to the Charles River Pollution District (CRPD) for treatment and discharge. By reducing this extraneous flow, Medway will make available permitted sewer capacity at CRPD, which is presently used up by wasteful quantities of groundwater and stormwater. This is particularly important because Medway is nearing its wastewater discharge capacity.
- Heating Unit in Town Hall Foyer - The current heater in foyer of the Town Hall no longer works. As a result, the offices are cold from the doors being open and shut throughout the day. Dave D'Amico wants to look at what other options are available for heating that space and the costs associated.

School Committee Update: Deb Trindade said that a presentation was recently made to the School Committee about the traffic conditions at the Burke-Memorial School and Middle School. The School Committee was not provided with any cost estimates for these projects. The CIPC discussed whether the parking lot reconstruction at Burke-Memorial could be a capital expense.

5 Year Capital Plan: The CIPC reviewed and made revisions to their draft 5 Year Capital Plan report. The following information is still needed:

- Quote to repair the heating unit in the Town Hall foyer.
- Whether a certain amount of capital funds should be set aside annually for routine maintenance.
- Quote for integrated timecard request. The Committee also needs to know what the quote includes and if any additional equipment will be needed.
- Write-ups for the three new project requests that were presented to the Committee.
- Has free cash been certified and if so, what amount?
- Can some of the road funds be used to repair the parking lot at Burke-Memorial School?
- Have the new water meters been approved?
- Should the Enterprise Funds be included in the 5 Year Plan?
- What was the town's bond rating and what it is now? When did the rating change?
- Will the Middle School gym floors be considered as part of the MSBA project?
- Does the police radio request include the DPW's radio request?
- Bruce's write-ups need to be incorporated into the 5 Year Plan.
- The section on the Master Plan needs to be summarized.
- Tom is going to work on the paragraph about maintenance in the 5 Year Plan.
- FY11 Capital Budget write-up and warrant write-up need attention.
- Need info on the \$12 million that was approved so it can be included in the report.

Next Meeting: The next meeting is January 28, 2010 at 7:00 p.m. in the Medway High School Library.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant