



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: 5/13/2010

Meeting Minutes: April 22, 2010 Town Hall

Call to Order: With a quorum, this meeting was called to order by Chairman Palladino at 7:02 p.m.

Attendees: Chairman, James Palladino; Vice Chairman, Tom Anderson; Member, Bruce Hamblin; Member, Richard Briggs; Human Resource Director, Susan Ellis; Town Clerk, Mary Jane White; School Committee Member, Deb Trindade; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Thomas Anderson, seconded by Rich Briggs, to approve the Capital Improvement Planning Committee meeting minutes of April 5, 2010 as presented and the meeting minutes of April 12, 2010 as amended. The motion was approved unanimously.

FY11 Capital Budget: After the last meeting, the CIPC learned that there is only \$319,000 in additional funds available for capital projects in FY11. Originally, the figure was \$360,000. As a result, the CIPC reviewed its appropriation of additional funds from the previous meeting and revised it accordingly. They also considered the following new projects:

- **Secure File Cabinets** - Town Clerk Mary Jane White presented the CIPC with a quote for four new secure file cabinets that will hold all of the Town's vital records. The CIPC was informed that the cabinets will comply with the State's guidelines for storing these documents in a place where they will be protected from water and fire damage.
- **Furniture for the Town Hall** - Human Resource Director Susan Ellis presented the CIPC with a quote for new furniture for the conference room and Sanford Hall at the Town Hall. The request includes a new table and eight chairs for the conference room. It also includes seven high-back chairs, fifty chairs, a storage cabinet, and a granite counter top for the storage cabinet for Sanford Hall. The CIPC did not consider the request for new carpeting in Sanford Hall because they did not receive a formal quote.

There was additional discussion about the following projects:

- **Center Street Parking Lot** - The CIPC discussed the importance of repairing this parking lot due to the damage and drainage issues that exist. Deb Trindade said that the parking lot is used during the day but more heavily during the nights and weekends to access the fields. She also reported that eight staff members fell in the parking over the winter.
- **Town Hall Heating Unit** - The CIPC decided not to fund the heating unit at the Town Hall because they did not receive a formal quote for this project.
- **Police Station Vinyl Siding** - Tom Anderson followed up with Chief Tingley about the discrepancy between the amount that was requested and the Coakley Bros. quote. Chief Tingley said that he is only requesting \$17,000 from the CIPC to complete the project. He said he is funding the other \$10,000 from another source.
- **Brentwood Drainage** - Tom Anderson spoke with Tom Holder about the Brentwood project. This is a multi-phase project that will cost approximately \$1.9 million. The DPW is requesting \$300,000 from the CIPC. They are also applying for a grant that will help pay for this project. If they receive the grant and the \$300,000 from the CIPC, they will be able to complete Phase 1 and Phase 2 of the project, which consists of repairing Lee St. and the main trunk. If they do not receive the grant, they will only repair Lee St. and a small portion of Route 109. Phase 3 of this project will cost approximately \$1 million and will be considered at a later time.

A motion was made by Thomas Anderson, seconded by Bruce Hamblin, to appropriate an additional \$243,000 to roads, sidewalks, and the Center Street parking lot, an additional \$25,000 to GIS, an additional \$10,000 to interior and exterior doors at the elementary schools & Middle school, an additional \$20,000 to playground equipment, \$10,000 for secure file cabinets for the Town's vital records, and \$10,700 for new furniture at the Town Hall. The motion was approved unanimously.

Action Items:

- Bruce will follow-up with DPS about repairing the Town Hall clock. It is not currently working. He is going to see if they have funds in their operational budget to repair it or if they can get a quote to repair it and possibly submit a capital project request for FY12.
- Jim Palladino will revise the FY11 spreadsheet, FY11 report, and the 5 Year Plan to reflect tonight's decisions. He will include information about the secure file cabinets and Town Hall furniture and also additional detail about the Brentwood project and the vinyl siding project.

Next Meeting: The next meeting is May 13, 2010 at 7:00 p.m. in Sanford Hall.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:29 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant