



## CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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

Approved: 9/9/2010

### **Meeting Minutes: August 19, 2010** **Senior Center**

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

**Attendees:** Chairman, Tom Anderson; Vice Chairman, James Palladino; Member, Jim Gillingham; Member, Richard Briggs Town Administrator, Suzanne Kennedy, and Selectman Dennis Crowley.

**Discuss FY11 priorities with Dennis and Suzanne:** The CIPC made several recommendations in the FY2011 5-year plan. These are:

- Facilities study
- Record retention
- Centralized computer hardware
- Park safety kiosk towers
- Emergency traffic Lights
- Motion sensors for light fixtures
- Centralized cafeteria services
- Auto Leasing

The CIPC requested direction on how to proceed with these recommendations so that department heads can create project proposals if they agree that the recommendation has priority. The Selectmen have created a Consolidation Study Committee. Some CIPC recommendations should be discussed with this committee such as the centralized computer hardware, and centralized cafeteria services.

The CIPC requested direction from The Town Administrator and Selectman for the projects that the CIPC was assigned. These included the roads assessment, capital maintenance, and the facility Study.

- **Roads assessment** – The roads assessment is considered completed from the standpoint of the CIPC. The Committee has worked with the DPS and agreed that their process for prioritizing roads was adequate. The manual process would be improved once the new GIS system is

implemented. The DPS Director agreed with the CIPC strategy for ongoing roads maintenance but no decision was made. Selectman Crowley recommended that the CIPC meet with the DPS Director to have the strategy implemented.

- **Capital maintenance** – Selectman Crowley requested a robust recommendation of the proposal to start a capital maintenance budget and approval process. Administrator Kennedy took an action to contact the Administrator for Fairfax County, MD where the concept of Cash Capital originated.
- **Facility Study** – The CIPC expressed concern about the process for requesting quotes for a study. Administrator Kennedy indicated that other towns were able to have facility studies completed for \$150,000. The following questions need to be answered when investigating possibility of a study:
  - How does the study save the town money?
  - What is good or bad about it?
  - What will the town get out of it?

Selectman Crowley recommended that the CIPC begin describing the need for the DPS Facility in our communications with town departments and in the next version of the 5-year-plan. His recommendation is to begin conversations about using future debt service as a source for the study. No solid quotes have been obtained for the study of the facility.

**Computers:** Selectman Crowley requested that an annual budget is identified for computer replacements. This annual cost would allow older systems to be replaced before they became out-dated technology.

**Ambulance:** Selectman Crowley suggested that the town ambulance needs replacing. It is 10 years old and there may be money in the enterprise account to fully or partially fund a new one.

**Bonding Capacity:** Administrator Kennedy indicated that the bonding capacity must be re-evaluated now that the Town refunded a general obligation bond.

**School Capital Budget:** Discussed the need to give the school sufficient time to develop a capital budget in conjunction with the MSBA project. The School Committee and Board of Selectman had endorse the school working through the CIPC. The Schools may need more time to get concrete estimates, but preliminary ones are fine as long as a final updated estimate is ready by the time the CIPC presents to the Board of Selectman.

**Department Maintenance Budgets:** Selectman Crowley asked that the CIPC engage departments in maintenance discussions so that they can make sure they are requesting sufficient funding in their operating budgets.

**Adjournment:** With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:00 p.m.

Respectfully Submitted,

James Palladino  
CIPC Vice Chairman