



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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Thomas Anderson, Chairman
James Palladino, Vice Chairman
Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: 12/1/2011

Meeting Minutes: October 11, 2011 **Medway Public Library**

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

Attendees: Chairman, Thomas Anderson; Member, Peter Sigrist; Member, Rich Briggs; Member, Jim Palladino, Library Director, Margaret Perkins; and Administrative Assistant, Michelle Reed.

Library FY13 Capital Requests: The committee reviewed the library's FY13 capital requests with Ms. Perkins, discussed prioritization, and toured the library.

1. **Replace HVAC unit** – There are 5 HVAC units total, 2 were replaced over the summer using emergency funds. It is critical to replace 1 of them at this time and the remaining 2 are ok for now. There are 2 large units and 3 small units and they are all the same manufacturer. She explained that the two units that were replaced this summer did not require any additional duct work. The committee would like clarification on which size unit needs to be replaced and the cost.
2. **Fire alarm** – The main fire alarm panel is functioning but it is old and replacement parts are not available. The library may change vendors in which case they would replace the entire system. If they go with another vendor the cost would be approximately \$5k but they need a solid quote. If they stay with Simplex it would be closer to \$10k to replace the system.
3. **Water issue in technical services office** – When it rains, the technical services office on the ground level gets water. Ms. Perkins said that DPS did work on the grading and gutters in that area and it helped a bit but they still get water when it rains. It was not clear how the water was getting into the office. The committee would like an

additional evaluation to determine whether the issue is the windows, foundation, or gutters.

4. **Photocopiers and computers** – The photocopiers and computers are not maintained or replaced through the Town's IT department. Both the computers and photocopiers are 3 years old. The committee would like to talk to Rich Boucher about whether the Town and schools have a contract with Xerox and if so, whether it can be expanded to include the library. They would also like to talk to Rich Boucher about having the library added to the Town's network.
5. **Brick repointing** – This is ok for now but will need to be addressed in the future to prevent cracking and crumbling.
6. **Roof** – The roof is ok for now but the committee would like to know when it was last replaced.
7. **Carpet** – The carpet was last replaced in 1999 during the renovation. It has since been repaired on the primary floor. Ms. Perkins said they plan to go with one color when they replace it because it is less expensive than the current two-tone carpet.
8. **Unfinished portion of the basement** – This area is mostly used for storage and for the book sale. There is a small heating unit but it is unclear whether it works. The committee recommended installing a dehumidifier to help with the moisture issue.

Action Items:

Action	Assigned To	Date
Request excel extract from Suzanne	Tom	ASAP
Draft CIPC operational guidelines for committee's review	Jim P.	Ongoing
Add info on purchasing more economical vehicles to 5 year plan (Will Naser's email)	Jim P.	Ongoing
F/U with fire chief for ambulance quote	Rich	Ongoing
F/U with Rich Boucher on police server virtualization	Peter	ASAP
F/U with Suzanne for status on library projects that were funded through the Green Community grant	Tom	ASAP
F/U for info on size of HVAC unit at library that needs to be replaced and cost	Tom	ASAP
F/U with Margaret for age of library roof	Tom	ASAP
F/U with Rich Boucher about expanding network to include library and photocopier contract	Peter	ASAP

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

Respectfully Submitted,

Michelle Reed
Administrative Assistant