



## 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 20, 2011** **First Floor Conference Room, Town Hall**

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

**Attendees:** Chairman, Thomas Anderson; Member, Peter Sigrist; Member, Jim Gillingham; Member, Rich Briggs; Director of DPS, Tom Holder; and Administrative Assistant, Michelle Reed.

**DPS FY13 Capital Requests:** The committee reviewed the DPS FY13 capital requests with Director Holder and discussed the department's prioritization.

1. **New DPS facility** – Director Holder explained that the current facility is inadequate to house all of the department's equipment and is structurally failing. He is requesting \$2 million in FY13 for the design phase and \$12.5 million in FY14 for the construction.
2. **High band radio system** – It is imperative that the current analog low band frequency system is replaced with a digital high band frequency system. It would be the same system that the fire and police departments switched to last year. The current system that the DPS uses cannot be used or serviced as of January 2013 according to new FCC guidelines. He explained that any units or equipment that have been recently purchased can be converted to the new system.
3. **Road/sidewalk projects** – Director Holder said that they receive only about 20% of the funds that are needed through the capital budget and Chapter 90. They are currently designing the sidewalks for parts of Village and Lovering and the project will be bid over the winter and started in the spring. The sidewalks on Lee and Richard are the next on the list to be designed.

4. **Parks & recreation master plan** – He meets with the Open Space Committee and Parks Commission monthly. They are currently replacing equipment at the North Street playground but realize they need to look at all recreational areas in the Town.
5. **Sanford Street Bridge** – The total cost for this project is \$150k and will be shared with the Town of Franklin. The project has been on the list for several years but has not been completed because Medway is waiting for Franklin to sign on with TetraTech, the engineering firm.
6. **Excavator** – The backhoe is the only piece of equipment that DPS currently has that is capable of digging. It is in high demand and the department is taking on more water and sewer projects that will require excavation. This cost would be split between the general fund and enterprise fund. Director Holder also reported that they applied for a grant through MassWorks that will hopefully fund all or part of the \$2.14 million Main Street and West Street sewer projects. They should hear in the next week whether they were awarded the grant.
7. **Emergency generator** – During Hurricane Irene they realized that the generator that is used to power Station #2 behind Town Hall is inadequate to also power Town Hall. It was able to only power the emergency lights at Town Hall, the servers were not powered.
8. **Flatbed truck** – This truck is versatile and has the ability to add different attachments.
9. **General town wide facility improvements** – This could only be funded out of free cash.

After the discussion, the committee toured the DPS facility on Broad Street and the water facility on Populatic Street. At the DPS facility, the committee saw the recently purchased water utility truck that was funded through the capital budget last year.

**Action Items:**

<b>Action</b>	<b>Assigned To</b>	<b>Date</b>
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		ASAP

**Adjournment:** With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:45 p.m.

Respectfully Submitted,

Michelle Reed  
Administrative Assistant