



## 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 as amended**

### **Meeting Minutes: October 3, 2011** **Medway Public Schools**

**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 Chair, Jim Palladino; Member, Peter Sigrist; and Member, Jim Gillingham, and Medway Public Schools Facilities Director, Jim MacLean.

#### **Schools FY13 Capital Requests:**

The committee toured Burke-Memorial, McGovern, and the Middle School and discussed the FY13 capital requests and their prioritization.

1. Sidewalk behind Memorial School - safety hazard.
2. Lockers in the Middle School – need to include cost of removal, installation, and disposal.
3. Doors at Burke School
4. Parking lot flow at Middle School
5. Parking lot flow at Burke/Memorial
6. Parking lot repairs at McGovern. The base for the pavement is failing. Drainage is insufficient allowing water to flow over and under the paved surface, washing away the base. It has been repaired once already. Another repair is necessary or major damage will result when winter plowing begins.
7. Generator at Burke Memorial – cost of removal, installation and disposal. Possible new wiring, transfer switch, poured concrete pad, and outdoor installation.
8. Generator at McGovern – cost of removal, installation and disposal. Possible new wiring, transfer switch, poured concrete pad, and outdoor installation.
9. Windows in Burke/Memorial

10. Windows in McGovern – they are single pane, metal frame.
11. Combine alarm signals for Burke Memorial
12. Replace floors in Burke School – removal, installation and disposal. Possible mitigation cost due to mastic.
13. Urinals in McGovern
14. Acid neutralizer tank at the High School. Original specification was incorrect for the usage of the school. Replace the marble pellet design with a new system.

Projects that are currently in process:

1. Removing the fence around the Middle School field. Concrete and metal disposal. Safety concerns and risk of vandalism without the fence.
2. New lights and ceiling tiles in Burke/Memorial – possible funding available immediately from a recent article.
3. New lights and ceiling tiles in McGovern – possible funding available immediately from a recent article.

The committee also discussed concerns about project sign-off authority. Many projects are completed without sign-off by a qualified person. Contractors leave projects incomplete or not completed to the satisfaction of the experts that must maintain the program post completion. The schools need to implement a structured sign-off procedure with punch list after the service is provided.

**Adjournment:** With no further business before this Committee, a motion was made to adjourn by Jim Palladino, seconded by Richard Briggs. The committee unanimously passed to adjourn at 9:00 p.m.

Respectfully Submitted,

Jim Palladino  
CIPC Vice Chairman