



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: November 10, 2011
Fire Station, 44 Milford Street, Medway

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, Jim Gillingham; Member, Rich Briggs; and Administrative Assistant, Michelle Reed.

Fire FY13 Capital Requests: The committee discussed the fire department's capital needs with Chief Trufant and toured the station at 44 Milford Street.

1. **Replace ladder truck** – The current ladder truck was just certified but is 30 years old and starting to rot. Chief Trufant said it is one of the oldest ladder trucks in the area. They are planning to replace the current ladder truck with a ladder/pump combo truck. The ladder will be shorter but will be sufficient. They have started to certify the ground ladders on the truck. Chief Trufant will forward a copy of the quote.
2. **Command vehicle** – The current command vehicle does not have enough room to carry the necessities, including an incident command board. The new vehicle will be an SUV and will have space to store the command board, first aid materials, and a Scott Air-Pak. Bob O'Neil will forward a copy of the quote.

The committee saw the ambulance that was replaced 5 years ago. The Town will vote on replacing the ambulance that was not replaced five years ago at the November 14 Town meeting. Chief Trufant said the ambulance is in bad shape and most likely will not pass the required medical inspection. He said he needs to get clarification on the amount that is being voted on because it is lower than what the department requested. He is wondering if they did not include the amount for the electric stretcher for the ambulance that was replaced five years ago and the

new stair chair. He said that the Town will also vote on an emergency transfer to replace the station's roof that is leaking. They are hoping to go out to bid quickly and have it replaced over the winter.

Next Steps: Chairman Anderson asked the committee to review all of the FY13 capital requests and prepare their initial prioritization for the December 1st meeting.

Meeting Schedule: The CIPC will meet December 1st and December 15th at 7:00 p.m. Michelle will email the location.

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 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 with Chief Trufant for quote on fire truck and capital year that it is being requested	Tom	For December 1 meeting
F/U Bob O'Neil for quote on command vehicle	Michelle	For December 1 meeting
Prepare initial prioritization	All members	For December 1 meeting
F/U with Suzanne and Melanie on cost of ambulance and how being funded	Tom	For December 1 meeting

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