



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: 1/12/12

Meeting Minutes: December 15, 2011 **Town Hall 1st Floor Conference Room**

Call to Order: With a quorum, this meeting was called to order by Vice Chairman Palladino at 7:04 PM

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Peter Sigrist; Richard Briggs; Jim Gillingham, Matt Anzivino, Chief Trufant, Chief Tingley.

AED:

Matt Anzivino described the condition of the automated external defibrillators (AED) utilized by the town.

From Wikipedia : An automated external defibrillator or AED is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

With simple audio and visual commands, AEDs are designed to be simple to use for the layman, and the use of AEDs is taught in many first aid, first responder, and basic life support (BLS) level CPR classes.

There are 2 different designs for AED devices, mono-phasic and bi-phasic. Mono-phasic equipment has been deemed obsolete because it is not compatible with current CPR standards. The original equipment purchased by the town was the mono-phasic design. If a patient is connected to a mono-phasic device, it must be removed if a bi-phasic device is available, even if the patient is still in transit to the hospital.

There are 3 models currently in use in Medway. They are LP 500, LP 1000, and CR Plus. The LP 500 is a mono-phasic device. The LP 1000 and CR plus are both bi-phasic designs.

The LP model prefix indicates that the AED is for use by EMT personnel. It has a more durable construction allowing it to be transported in emergency vehicles. The CR Plus model is designed for use by anyone who has been trained. It has a less durable construction and is designed to be placed in a building of office.

There are 17 AEDs owned by the Town of Medway, 9 LP 500, 3 LP 1000 and 5 CR Plus models. 4 of 9 LP 500 models are out of service. As a result, there are 5 cruisers currently without an AED. CR Plus models are removed from buildings and used in emergency vehicles when required. The Fire Department would like to replace the 9 LP 500 obsolete and out-of-service models. There is an immediate need to replace the 4 that are out of service and the Fire Department is seeking immediate funding for that purpose. They would also like to add a capital request to replace the remaining LP 500 models. They also have plans to add another 3 units in new locations.

The CIPC recommends creating a budget for new AEDs to be purchased annually to prevent a large number of AEDs from becoming obsolete and prevent using less durable models in emergency vehicles where they are susceptible to damage.

Reference Document: AED Inventory submitted by Matt Anzivino

Minutes:

A motion was made by Peter Sigrist, seconded by Jim Palladino, to approve the minutes from the 12/1/2011 meeting as written. The motion was unanimously approved.

BOS Meetings:

Peter Sigrist attended the BOS Meeting on 12/5/2011. He described the use of Blackboard for emergency information and the use of Salesforce.com for non-emergency information. In either case, no additional equipment is required.

Jim Gillingham is scheduled for the 12/19 BOS Meeting.

Tom is scheduled to attend the 1/3 BOS meeting.

New Business:

There is a Virtual Town Hall meeting taking place. The new website will look like the current website.

Jim Palladino provided additional detail about the Sanford Street Bridge repairs, Sewer and Storm water drainage and the Park Master Plan.

Sanford Street Bridge Repairs:

The bridge abutment is not considered a roadway project so the bridge work cannot be merged with the roadway repair capital request. There is a \$5,600 preliminary evaluation

that is shared between Franklin and Medway. Medway approved the money for the evaluation in 12/2010. Franklin has just approved it. Tetrattech will perform the preliminary evaluation. The work will likely take place in one year.

Sewer and Storm Water:

Project #1305 requesting \$200k is for the sewer pipe near Chicken Brook. There is inflow and infiltration of storm water into the sewer pipe that is increasing inflows at the water treatment facility during storms.

Project #1307 requesting \$500k is for repairs to the storm water system. These repairs will provide the work necessary for Medway to comply with the MS4 permit for the first couple of years.

Parks Master Plan:

Project #1226 requesting \$30k is to create a plan for the 17 parks and recreational areas in town. Last year, the North Street playground was re-constructed. The experience from that playground was very positive because of the level of energy, creativity, and interaction from residents. The project is to hire a consultant to interview residents and review demographics for each park. They will look at current use and create a plan that considers potential future use based on growth.

MSBA Update:

Construction on the Middle School has started. They are working on Phase 1 which is the administration wing. They encountered a problem with a storm water drainage pipe. \$30k needed for the repair will come out of the money planned for contingencies. Medium Green is the color scheme chosen for the window frames. It will also be the color of the canopy. There is also discussion about adding a sink and cabinets to the Nurse's office. The decision was made to set up the plumbing but wait to move any further until the overall plan is further along. The process for change orders is still being discussed to minimize scope creep.

Projects:

The following projects were discussed:

- 1229 – Record Scanning - Not a capital item. Should come from operational funds.
- 1004 – Ice Rails for the police station – Delete
- 1315 – Library computers – These will come from the IT Technology Equipment request.
- 1227 – Medway Arbor Beautification – Not a capital item.

Actions:

- Tom – Follow up with Suzanne regarding the Sanford Hall public area renovations.
- Tom – Discuss the process for rejecting items that are not capital requests and prevent them from showing up year after year.
- Peter – Place a ranking on the Ladder Truck and Fire Command Vehicle.
- Jim P – Place a ranking on the Ladder Truck and Fire Command Vehicle.
- Kevin Dickie: Follow up with the library of project #1313 for an HVAC unit for the library is to be removed based on the emergency transfer request on 12/14.

Jim P – Follow up with Tom Holder regarding how the funding for the \$100k requested for general town wide facility improvements from project #1217 will be appropriated for departments that need it.

Tom – Separate the list into enterprise and non-enterprise requests.

Jim – Add a paragraph in the report for runoff status and requests.

Jim – Draft a paragraph for the CIPC report to describe the DPS facility project. Draft a slide for the wording to initiate a conversation to discuss what the Town wants the new facility to include.

All – Tom will resend the list so that everyone can update their project list.

Next Meetings:

The next meeting is on 1/12/11 then 1/26/11.

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 8:33 p.m.

Respectfully Submitted,

Jim Palladino
CIPC Vice Chairman