



## CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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**Peter Sigrist, Chairman**  
**Jim Gillingham, Vice Chairman**  
**Richard Briggs, Member**  
**Thomas Anderson, Member**  
**Michelle Reed, Member**

**Approved: 11/8/2012**

**Meeting Minutes: October 25, 2012**  
**Senior Center, Oakland Street**

**Called to Order** – With a quorum, this meeting was called to order by Chairman Sigrist at 7:03pm.

**Attendees:**

	9/27/12	10/25/12	11/8/12	11/29/12	12/6/2012
Peter Sigrist	X	X			
Jim Gillingham	X	X			
Tom Anderson	X	X			
Rich Briggs		X			
Michelle Reed	X	X			

**Meeting Minutes** – A motion was made by Tom Anderson, seconded by Jim Gillingham, to approve the September 27, 2012 meeting minutes as amended. The motion was approved unanimously.

**Senior Center Tour Relative to FY14 Capital Requests** – The committee toured the kitchen, center sidewalk, and water heater. The committee discussed the location of the handicap parking spots and the need for a ramp next to the spots adjacent to the center. They agreed that the front sidewalk needs work and discussed whether the work could be done by DPS.

**Report on Open Meeting Law Training** - Mr. Gillingham discussed the presentation by Barbara St. Andre, highlighting issues with e-mail, sub-committee, and remote inclusion rules.

**Liaisons' Reports on FY14 Requests** -

- Peter Sigrist -
  - Contacted Rich Boucher regarding his FY14 IT requests but has not heard back. He will follow-up again before the next meeting.
  - Peter reported that he spoke with Fred Sibley, Medway Town Arborist, and he said it would be helpful to have a dedicated fund (\$15,000) for planting new trees.
- Michelle Reed -
  - Sanford Street Bridge - \$40k was set aside to cover engineering and is actually going to be enough to cover Medway's share of the project. Additional funds from the CIPC are no longer needed.
  - Tank mixer - \$100k mixing equipment has been mandated by DEP. Water main projects are combined – Highland, Village St. Main, and Winthrop Village. Mr. Anderson questioned why there are continued issues with the water mains.
  - Re-roof Water Dept. – This building is historical, vacant, and falling apart.
  - I&I – Last year a study was performed on Chicken Brook, and this year the work is being done. This will need to be funded every 2 years. Next year Black Swamp will be studied.
  - M1 Truck - \$65k to be replaced and be outfitted with equipment to do roadside repairs. This cost is up from \$40k due to new equipment.
  - The wing mower needs to be replaced as acreage and requests for mowing increases. The flail mower, which is used in road side mowing, also needs to be replaced.
- Tom Anderson -
  - Number one priority is the brick & mortar in the front room of the basement, which is still leaking. There is concern over possible mold growth. However, a more detailed estimate needs to be provided before this is seriously considered by the CIPC.
  - The library is also requesting funds for repairs to the front walkway, which is cracking, and replacement of fire alarm system.
  - Possible bathroom, HVAC replacement, and carpet replacement are issues that are on the improvement list but can be held off for a few years.
  - Mr. Anderson has not met with the schools yet but access to parking lots and the construction of a new drop off location at the Middle School were discussed. A complete review of the parking lots and layout needs to be completed.
  - Lighting in the parking lot is also a concern since it is heavily used.

- Rich Briggs - Mr. Briggs has not spoken with the Chief, but there is a new Fire Chief and it would be worthwhile to meet with him. Mr. Briggs will set up a meeting with the new Chief to tour the fire stations at one of the next meetings on November 8<sup>th</sup> or November 29<sup>th</sup>.
- Jim Gillingham - Mr. Gillingham met with Susy Affleck-Childs regarding signage and the GIS system. More funds are being requested for the fly-over system, bringing the total to \$105,000 for that system. CIPC also provided funds for signage in 2011. If the CIPC is interested in funding, Mr. Gillingham can arrange a meeting with Ms. Affleck-Childs at the next meeting to review the planned signage.

**MSBA Update** – Tom Anderson reported that the Middle School project will be completed ahead of schedule and under budget.

**Action Items:** The committee reviewed and updated their action items.

<b>Action</b>	<b>Assigned To</b>	<b>Date</b>
F/U with department heads on FY14 requests	All committee members	By November 8 meeting
Capital project list update from Suzanne/Melanie	Peter	ASAP
F/U with Suzanne and BOS on amending bylaw about terms	Peter/Tom	By November 8 meeting
Invite Fire Chief to November 8 meeting	Rich	ASAP
Invite Suzy to December 6 meeting to discuss FY14 requests and signage details	Jim Gillingham	ASAP
Set-up Middle School tour	Tom	ASAP
Follow-up with Rich Boucher for additional details on equipment request	Peter	ASAP

**Schedule** – The committee will meet on November 8, 2012.

**Adjournment** - With no further business before this committee, a motion was made by Tom Anderson, seconded by Michelle Reed, to adjourn at 8:10 p.m.

Respectfully Submitted,

Ashley McQuade