



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: 10/25/2012

Meeting Minutes: September 27, 2012
Sanford Hall

Call to Order: With a quorum, this meeting was called to order at 7:01 p.m.

Attendees:

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

HVAC Request: DPS Director Tom Holder, Fire Chief Jeff Lynch, and Information Services Network Engineer Sean Peplinski met with the committee to discuss HVAC Issues at Town Hall and Fire Station 1. The a/c unit in the server room at the Town Hall failed last week and needs to be replaced. Air conditioning that room is critical to the operation of the equipment. They also need to add an a/c unit to the new IT office outside of Sanford Hall. They currently rely on the a/c in Sanford Hall to cool the new office, which is inefficient. In addition, an a/c unit needs to be added to the Fire Chief's office at Station 1 and heat needs to be added to the administrative assistant's office at Station 1. Tom reported that they have firm quotes for all of the work. The total cost of the projects are approximately \$21,000. The plan is to repurpose funds that were previously allocated to the Fire Station roof and Library HVAC to fund the new projects. The roof came in about \$25,000 under budget and the HVAC units at the library were funded through the Green Community grant. There will be an article on the Fall Town Warrant asking the Town

to approve the repurposing of these funds. The committee agreed that the Town should proceed with these projects and use the repurposed funds.

Minutes: A motion was made by Michelle Reed, seconded by Tom Anderson, to approve the meeting minutes from June 14, 2012. The motion was approved unanimously.

CIPC Department Liaison List: The committee reviewed the liaison list and confirmed each member's assignment. Members were asked to meet with their respective department heads before the October 18, 2012 CIPC meeting to discuss FY14 capital requests and to get a status on projects that were funded last year. Members will report back to the group at the October 18 meeting. The committee plans to tour Fire Station 1, the Senior Center, and the Middle School.

Member Terms: Michelle will update the website to reflect the members' correct terms. The committee would like to talk to the Board of Selectmen about amending the bylaws relative to the staggering of terms. The terms were staggered initially to make sure that everyone did not rotate off at the same time, however, the terms do not need to be staggered going forward. The committee recommends that each member have a 4 year term.

Schedule: The committee will meet on October 18, 2012, November 8, 2012, and November 29, 2012.

MSBA Update: Tom Anderson reported that they expect to finish the project ahead of schedule and under budget. As a result, The Middle School Building Committee (MSBC) is reviewing the wish list to see what projects could be funded with the remaining contingency funds. The additional projects would not be reimbursable by the Middle School Building Authority (MSBA) so the Town's share of the project would increase slightly but due to the lower than expected bond interest rates it will actually cost the taxpayers less.

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

Action	Assigned To	Date
F/U with department heads on FY14 requests	All committee members	By October 18 meeting
Forward FY14 request spreadsheet	Peter	ASAP
Capital project list update from Suzanne/Melanie	Peter	ASAP
Revise member terms on website	Michelle	ASAP
Forward BOS schedule to committee	Michelle	ASAP
F/U with Suzanne and BOS on amending bylaw about terms	Peter/Tom	By October 18 meeting

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:09 p.m.

Respectfully Submitted,