

Capital Improvement Planning Committee  
February 21, 2013 – 7:00 PM  
Medway Senior Center  
76 Oakland Street

Joint Meeting with the Board of Selectmen

Minutes approved: March 14, 2013

Present: Peter Sigrist, Chair; James Gillingham, Vice Chair; Tom Anderson.

Board of Selectmen Present: Selectman Andrew Espinosa, Chairman; Selectman Glenn Trindade (7:17), Vice-Chair; Selectman John Foresto (8:15), Clerk; Selectman Dennis Crowley; and Selectman Richard D’Innocenzo.

Others Present: Suzanne Kennedy, Town Administrator; Tom Holder, Director, Department of Public Services; David D’Amico, Deputy Director, Department of Public Services; Fire Chief Jeffery Lynch.

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There being a quorum present; Chairman Sigrist called the meeting to order at 7:08 PM.

**Discussion – FY14-FY18 Capital Budget:**

*In preparation for this meeting, the Committee received the following information: (1) Summary – FY2014 Only; (2) Summary By Rank; (3) Summary All Years; (4) Proposed project list from CIPC, dated 1/22/2013; (5) Updated Project List from CIPC, dated 2/21/2013; and (6) Excerpt from 2013 Annual Town Meeting Warrant (Draft), Articles 7 thru 11.*

Selectman Espinosa stated the purpose of this meeting was to learn about the process, including how the group prioritizes the items on its list, as well as review the proposed items.

Mr. Peter Sigrist, Chairman, Capital Improvement Planning Committee, briefly explained that the review process begins in October. After the requests come in, CIPC members connect with various groups in Town to get additional information on their requests. Later CIPC meets as a group to discuss the requests, sometimes determining whether a tour of a department or facility is warranted. The group continues to ask questions until there are no more questions. Each CIPC member ranks each request utilizing a point system. If the rankings are very different, discussion will follow to discover what may have caused the broad range. As quote estimates are received, the cost amounts will be updated right up until Town Meeting.

Brief discussion followed on how requests were handled from the schools. It was noted that the final list was received only that morning. Ms. Kennedy mentioned that sometimes the schools don’t get the instructions when she sends them out in August. She believed it would be a good time as school was not in session, but apparently this is not the case. She suggested changing the timetable so that the schools can provide their lists more efficiently. Mr. Tom Anderson noted that it has always been a challenge to get information from the schools, suggesting that it is not a high enough priority for the schools given their educational responsibilities. Discussion followed.

Responding to a question from Selectman Crowley about the paving for the “guest” parking lot at the middle school, Mr. Anderson stated a cost has not yet been attached to that project. Chairman Sigrist noted there have been two parking lot paving requests – the middle school, and Burke Elementary. Mr. Anderson theorized that the cost for this “guest” parking lot was either going to come out of the school budget or it may be part of a larger paving project. Schools are giving back \$124,000 to the Town, but there are a lot of things the Board of Selectmen would like to do for the schools out of that money. Ms. Kennedy reminded the Board that a Warrant Article can be created for specific project once that has been determined. Selectman Crowley emphasized the importance of maintaining an open dialogue between the schools, Board of Selectmen and CIPC. Mr. David D’Amico, Deputy Director, Department of Public Services, noted that the Department of Public Services is continually reaching out to the schools to do just that.

Using the updated list dated 2/21/13, projects on the **Free Cash List** was considered first.

Various Road/Sidewalk Improvements – This has been a priority with CIPC for years, and this year bridge improvements will be included in this line item. Mr. Tom Holder, Director, Department of Public Services, stated that, because of an anticipated MassDOT contribution to repairs, the cost to repair the Franklin Street Bridge is significantly less than originally estimated. If bridge improvements are included in this item, the funds will be available in case the state does not contribute what they have promised. The funds can be returned to the CIPC program via a Warrant Article in the fall. Medway’s half of the project is \$145,000, and \$40,000 has already been contributed. The Town of Franklin will contribute the other half. It is anticipated the work would be done during July-August when the water is the lowest of the season. After discussion, it was agreed to include bridge improvements to this entry.

Replace Ballistic Vest w/Trauma Plates – No questions.

Repair Library Front Walkway – This has been submitted for a couple of years. Chairman Sigrist noted that it continues to deteriorate so it was added to the list.

Emergency Generator Replacement – This generator is at the McGovern School and is the last generator to be replaced. It is critical to have a full bank of generators in the event of prolonged power outages.

Replace Senior Center Sidewalk & Kitchen Improvements–CIPC toured the kitchen and determined that many things need to be replaced. Selectman Crowley would like to know specifically which items are being replaced or repaired as residents will ask. Background information will be forwarded to him.

Reroof Buildings at Water Street – Mr. Tom Holder explained that these buildings are being repaired. While repairs have been made to the roofs, leaks are still occurring. He noted this could also be funded out of the Water Enterprise Fund.

Technology Equipment – Chairman Sigrist reported a specific list of items being replaced has not been submitted. CIPC does know that two-thirds of the proposed equipment is at the schools. A detailed list has been requested, and has not yet been received. CIPC would like to know the breakdown of computers, servers, or other costs. Concern was expressed that these equipment costs seem to be rising each year. Discussion followed on annual replacement of a portion of the equipment and getting on a schedule to stagger replacement over a five-year period as well as upgrades at the middle school. It was noted that three additional IT staff members have been hired this year.

Tank Truck (Tender) – Fire Chief Jeffrey Lynch noted that approximately one-third of Medway is without hydrant coverage, making fire protection very challenging. Recently the department had to lay hose for 450 feet to get water to knock down a fire. He plans to trade one of the engines in to make room for the tank truck in the fire house. Engine 5 will be relocated to another station in order to open the space with the appropriate door height. Each engine holds 1,000 gallons while a tanker holds 3,000 gallons. Selectman Crowley asked how often a fire requires more than 2,000 gallons to knock it down. He expressed concern that there have been a lot of Fire Department requests for funding recently, and residents are beginning to question the necessity. Chief Lynch stated there have been two structure fires since he came to Medway, and he could have used a tanker for one of them. Roughly 16,000 gallons of water would have been needed. He believes they could have saved that house, had more water been readily available. Discussion followed.

Install Emergency Ops Center – It was noted that this is not for day-to-day use but in the event of serious storms or other emergency use on a large scale. The specifics will be forwarded to the Board of Selectmen to review for their meeting on March 2.

Replace Truck (P-3) – This truck will replace a 1998 truck that needs some sizable repairs. Mr. Holder noted that replacement vehicles for the Department of Public Services are typically something like a Ford F-250 truck. Mr. Anderson pointed out that a staggered replacement plan is ultimately the CIPC's goal as there are roughly 70 vehicles in use by the Town.

Replace Exterior Doors – Some doors at the schools are in bad shape, some are rusted through, and this is the last segment of door replacements, which helps complete the security update. It was noted that this is mostly at the McGovern school, but the CIPC did not want to label it that specifically. This way the funds could be used throughout the schools and not specifically at one that may not need the whole amount. CIPC has requested more information; upon receipt, it will be forwarded to the Board of Selectmen for review.

Purchase Wing Mower – This will replace a 1998 John Deere mower that is nearly completely broken down. Having only one reliable mower makes it difficult to keep up with the mowing schedule. These mowers help with roadside maintenance as well. It was suggested that an outside vendor could be contracted for some of the mowing responsibilities.

This completed the list of items to be funded with **Free Cash**.

#### **New Fire Department Request:**

At this time Ms. Kennedy reported that Chief Lynch has asked to acquire some additional equipment. She stated she emailed Chairman Sigrist if it would be appropriate to review it at this meeting. It was not discussed at the last CIPC meeting, and Chief Lynch can now tell the both CIPC and the Board of Selectmen about the article for \$68,000.

Chief Lynch apologized about being ignorant about the budget process. He stated the request is primarily to replace hoses, nozzles and valves that are about 40-50 years old. Things are starting to fall apart. He theorized that previous chiefs have tried to stay within budget constraints by not purchasing what they really should have had, but now equipment is failing, often while on a fire call. Ideally, he would like to get on a schedule so that equipment is replaced on a staggered basis instead of one lump sum. There is little to no spare hose.

Mr. Tom Anderson pointed out that if it is all replaced now, the possibility of a staggered replacement schedule disappears. Selectman Dennis stated that previous fire chiefs have come to us with increased budget line items allegedly earmarked for hoses, and now he suspects the money was used for something else. Ms. Kennedy will check and see where the money went. Selectman Crowley noted it was added to the Fire Department's operational budget. Chief Lynch noted that one hose is fairly new, replacing the hose that failed at a fire. He invited the Board and CIPC to come down to the station to take a look at the equipment. Both Selectman Trindade and Selectman Espinosa expressed interest in a visit to the fire house. Discussion followed on replacement cycles.

Dormitory – The article is intended to repurpose funds not used for the roofing project. The firefighters want to create a place to rest during the night shifts. Additionally, a shed is proposed at Station 1. Selectman Trindade suggested a metal building might be less expensive, especially if it does not have to be heated. DPS staff could do the work. There is \$29,000 left from the original project. After discussion, it was determined that, because local vendors were used, prevailing rates were not required and money was left over from the appropriation. Selectman Crowley asked for specifics on what items would be requested or any renovations done within the fire station to create this space.

Selectman Crowley reiterated his concern over the numerous requests from the Fire Department. Chief Lynch stated he is available to answer questions from anyone who wants more information.

Mr. Tom Anderson asked if the hoses could be replaced in stages instead of all at once. Chief Lynch stated it could be possible to do it in stages, but a fair portion need to be replaced now. Selectman Espinosa reminded everyone that all department heads are encouraged to let the Board of Selectmen know what their needs are, and let the Board try to work something out as funds become available. It was noted that it is the Board's fiduciary responsibility to take a close look at how funds are being spent. Chief Lynch responded that he is happy to defend his requests and will be a strong advocate for the Fire Department's needs. Chairman Sigrist acknowledged that Chief Lynch has submitted a five-year plan to the CIPC.

General Discussion: Mr. Tom Anderson asked if there was a ballpark figure for Free Cash that CIPC can work with, aside from the totals they are now using. He noted that requests are still coming in. Mr. Tom Holder estimates that the Department of Public Services will go beyond the Snow and Ice Budget for this year, noting that the anticipated snow for this coming weekend could be a \$90,000 event. Selectman Crowley suggested a placeholder article for \$150,000 to augment the Snow and Ice Budget

At this time, Items in the **Enterprise/Bond Fund** section were considered.

Selectman Crowley expressed disappointment that the Board was not informed of the anticipated dollar amounts listed in Article 10 relative to the Water Enterprise Account. It would have been nice to receive an email or some advance information instead of first seeing it in the Draft Warrant. Mr. Holder stated all these projects were presented three years ago, but admitted he could have highlighted it now. He agreed to forward additional information prior to the March 2 Selectmen meeting.

Inflow & Infiltration Study (Article 11) -- Some funds were secured two years ago to help determine places where repairs are necessary. Last year additional funds were secured to help manage those repairs. This new funding will help evaluate repair in order to meet mandated water usage levels (eliminate leaks). Discussion followed.

Install Lowering Tank Mixer Equipment—Every July MassDEP performs a survey, which includes inspecting all equipment. Disinfected water sits in tanks for 2-3 days, and the disinfection deteriorates over time. This mixing equipment will keep the water moving to keep the disinfection intact. It will require only a day or so to get it up and running.

The rest of the Enterprise/Bond Fund list involved work to water mains. Mr. Tom Holder briefly explained that Medway may be available for a low-cost loan through MassDEP. As a requirement of the loan approval, the Town must appropriate the full amount, but the spending schedule can be spread out over a period of years. Referring to Mr. Holder's five-year plan, Selectman Crowley asked if a cost analysis can be provided for the March 2 meeting. Tom Holder estimated the report may be ready by the third week in March.

Selectman Trindade expressed disappointment that detailed information was not provided ahead of time to make review of the current materials easier to understand. It would eliminate a lot of questions at meetings. Selectman Crowley agreed.

New Topic: Baseball Dugouts – Selectman Trindade reported that dugouts have been built at the baseball fields, with all donated labor and materials. Facility improvements are important to the baseball groups, the major one being the addition of bathroom facilities. There is a sewer pipe that runs down Winthrop Street. What would it cost to run that pipe to the field? The baseball group is willing to do all the work if the Town can get the pipe down to the field. He stated he would like to propose that as a project for this year. Tom Anderson asked if there is a price quote; roughly \$40 – 45,000 was an estimated cost. Selectman Crowley noted that does not include any design cost. Mr. Tom Holder stated a DPS consultant already on retainer could evaluate and design it. To get around the bidding process, DPS staff would have to do the work. There would also be a cost to repave whatever portion of Winthrop Street is dug up to access and install the pipe. Discussion followed. Selectman Trindade and Mr. Holder will work together to arrive at a potential cost.

There was concern that, if this proposal is accepted, another project will have to drop off and what would that be. Mr. Tom Anderson pointed out that the dollar amounts are fluidic and some of the anticipated revenues may not materialize.

Mr. Tom Anderson read the list of other items that did not make the list. Items included additional fire equipment, energy system for the Burke school, sewer jetting equipment, replace maintenance truck, mower, brick and masonry work at the library, furniture at the library, parks improvements, general town-wide improvements, pavement milling machine, rebuild upper Memorial field, community signage, Jaws of Life, McGovern school windows, additional GIS work, fire alarm panel at library, Medway Arbor Beautification Project (not sure this qualifies as a capital item), windows for Burke School, water filtration system, speed methods radar trailer, classroom floor replacement at Burke School, replacement of dump trucks, upgrades to fire station, additional water main replacement, tennis court renovations, window blinds at McGovern and Burke Schools, carpeting at library, Senior Center roof, lawn tractor, and various trucks. Some of these items were intended to be funded sometime in the next two to three years.

Chairman Sigrist thanked the Board for their participation in this meeting. Selectman Espinosa thanked the CIPC for their hard work, noting that this is a complicated process and they have handled it with dedication and perseverance. It was noted that previous years did not always have this amount of free cash.

**At 9:06 PM Mr. Tom Anderson moved to adjourn; Mr. James Gillingham seconded. No discussion.  
VOTE: 3-0-0.**

Respectfully submitted,  
Jeanette Galliardt  
Night Board Secretary