



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax.: (508) 533-3281

Peter Sigrist, Chairman
Michelle Reed, Vice Chairman
Jim Gillingham, Member
Dan Perkins, Member
Kelly O'Rourke, Member

Approved: 1/7/15

Meeting Minutes: November 19, 2014

Senior Center, Oakland Street

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

Attendees:

	10/15/14	10/29/14	11/12/14	11/19/14	12/10/14	12/17/14
Peter Sigrist	X	X	X	X		
Jim Gillingham	X	X		X		
Michelle Reed	X		X	X		
Dan Perkins	X	X	X			
Kelly O'Rourke				X		
Carol Pratt						

FY16 Capital Requests Discussion:

Town Administrator Boynton joined the meeting to discuss the FY16 requests. Administrator

Boynton said he is impressed with the process and the amount of detail that the department heads

1 provide on each project. He said the department heads appreciate having the opportunity to sit
2 down with the Committee and discuss their requests.

3
4 Administrator Boynton reported that the Town is hoping to replace the McGovern windows
5 through a grant from the Massachusetts School Building Authority (MSBA). The project is
6 estimated at \$1 million. The MSBA would provide 50% of the funds for the project so the Town
7 would be responsible for \$500,000. They are trying to have the project accelerated. Chairman
8 Sigrist said a tentative tour of the schools is scheduled for December 2, 2014.

9
10 Chairman Sigrist attended the DPS Facility Committee meeting last week. He said they are
11 considering going with a pre-engineered steel frame building. The cost would be closer to \$8
12 million.

13
14 The Committee discussed the Town Administrator's request for \$25k to convert a classroom at
15 the Middle School to office space. Administrator Boynton said most likely DPS administrative
16 staff would move to this new space. There is currently not enough office space at the Town Hall.
17 Community and Economic Development would move into the space at Town Hall that DPS now
18 occupies. The Committee discussed whether \$25k would be sufficient to convert the classroom
19 to office space considering a secure entrance would need to be added. In addition, they
20 discussed the new DPS facility and whether this item realistically can be considered for FY16.
21 Administrator Boynton said they are hoping to have an article on the spring warrant for this item.
22 Depending on where they are in the process, they may ask residents to vote on the funds for
23 design or they may ask residents to vote on the total number for the project. The process is
24 lengthy and most likely construction wouldn't even begin until 2017.

25
26 Administrator Boynton said Stephanie Mercandetti is the new Director of Community and
27 Economic Development and begins next Monday. He encouraged the Committee to follow-up
28 with Ms. Mercandetti for additional information on the Oak Grove project. At the Fall Town
29 Meeting, funds were approved to create the Urban Renewal Plan. Once the plan is created, it
30 will then need to go to the State for approval. Once it is approved, the Redevelopment Authority
31 will have the ability to do takings via eminent domain.

32
33 The Committee also discussed the \$350k IS request for technology. They agreed that a certain
34 amount of money needs to be part of the operating budget for the annual replacement of aging
35 laptops and desktops. Administrator Boynton said they need to identify what is a reasonable

1 number to budget for technology annually. Items like new projectors, SMART boards, and iPads
2 would still be requested through the capital budget.

3 The Committee needs to confirm that the money that was previously allocated for generators at
4 the schools will remain in the capital budget. Administrator Boynton said they should look at
5 converting the High School generator from diesel to natural gas.

6
7 Chairman Sigrist asked if the tennis courts at the Middle School could be repaired using private
8 funds. He said the courts are in really bad shape and used extensively but will not likely make it
9 to the top of the list considering the Town's more pressing infrastructure needs. Administrator
10 Boynton said that the Town could grant a license to a private group to repair the courts. Once
11 the project is complete, the license would expire. They need to see how much income is
12 generated from the rental of these courts and if \$240k is an accurate number to repair the courts.

13
14 Finally, the Committee discussed the replacement of the radio box fire alarm system. Chief
15 Lynch is requesting \$155k in FY16 to replace the current system. Administrator Boynton said a
16 developer in Walpole paid the initial start-up cost for the new system, which was about \$50k.
17 He said he would like to explore this option in Medway with several new developments being
18 discussed. He said it is a very good tool but they need a long-term plan on how they are going to
19 roll out the new system and incorporate the buildings. He also wanted to know if there was a fire
20 alarm revolving account.

21 22 Minutes

23 A motion was made by Jim to approve the November 12, 2014 meeting minutes as written;
24 Chairman Sigrist second; No discussion; 3-0-1 (Kelly abstained).

25 26 Action Items:

- 27 • Michelle will send Kelly the meeting dates for FY15.
- 28 • Michelle will forward Kelly the FY16 spreadsheet.
- 29 • Peter will confirm the tour of the schools. The tentative date is December 2, 2014.
- 30 • Michelle will arrange a tour of the DPS facility.
- 31 • Kelly will follow-up with the Director of Community and Economic Development
32 Stephanie Mercandetti on the Oak Grove project.

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Schedule:

The next CIPC meeting will be December 10, 2014 at 7:00 p.m. at the Senior Center.

Adjournment:

With no further business before this committee, a motion was made by Kelly and seconded by Jim Gillingham to adjourn at 9:03 p.m.

Respectfully Submitted,

Michelle Reed