



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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Peter Sigrist, Chairman
Michelle Reed, Vice Chairman
Jim Gillingham, Member
Dan Perkins, Member

Approved: 4/9/2014

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Meeting Minutes: March 5, 2014
Library Conference Room

Call to Order: – With a quorum, this meeting was called to order by Chairman Sigrist at 7:05 p.m.

Attendees:

	1/22/14	2/26/14	3/5/14		
Peter Sigrist	X	X	X		
Jim Gillingham	X	X	X		
Michelle Reed	X	X	X		
Dan Perkins	X	X	X		
Carol Pratt					

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Also in Attendance: Town Administrator Suzanne Kennedy, Selectman Dennis Crowley, DPS Deputy Director Dave D'Amico, and Fire Chief Jeff Lynch.

1 **March 4, 2014 Board of Selectmen's Meeting:** Michelle took notes for the Board of
2 Selectmen on March 4, 2014. She reported that the Board reviewed and discussed the CIPC's
3 draft recommendations. As the committee reviewed the list, Michelle conveyed the Board's
4 questions and comments.

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6 **Discussion of FY15 Recommendations:** The committee reviewed and discussed each proposed
7 project on their draft FY15 list. The Town has \$1,964,611 in certified free cash. All of the
8 proposed projects will most likely be funded with free cash. Selectman Crowley recommended
9 that \$200k be set aside for carryover to FY15 and \$250k to address the snow and ice removal
10 deficit.

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- 12 • The committee discussed the various road and sidewalk improvements. Dave D'Amico
13 presented a summary of the roadway paving projects for FY14 and FY15. He said the
14 department has been milling the roads to make the funds stretch further but they are not
15 seeing great results and feel they need to do full reclaims. A full reclaim would cost
16 more money, which means less roads would get done each year. The department has
17 started rating the roads based on their pavement condition. A rating of less than 50
18 means the road is in poor condition and needs immediate attention. There is a significant
19 number of streets that have a score less than 50. Dave D'Amico said that the list needs to
20 be updated once the snow melts. He is certain more roads will be added, especially after
21 the harsh winter.
 - 22 • The committee discussed whether the replacement of laptops and desktops and school-
23 wide technology enhancements should be a capital items or operational budget line items.
24 Selectman Crowley said there is already a slight deficit for next year and moving these
25 items into the budget will only increase the deficit. In addition, the Board of Selectmen
26 asked the schools to come through the CIPC for all technology requests to make sure all
27 purchases were vetted and the process was consistent. Selectman Crowley said the Town
28 will most likely receive Chapter 70 funds from the State that could offset the cost of the
29 school-wide technology enhancements. The committee discussed the uncertainty of these
30 funds.
 - 31 • Chief Lynch explained the necessity of replacing the compressor at Fire Station 1. The
32 current system is not working and has exceeded its useful life. He has a quote for \$39k
33 and there will be some additional fees for electrical work that will need to be done. There
34 are some funds that will be repurposed for this project. The committee recommends an
35 additional \$10k to complete this project. The compressor is used for fires and trainings,
36 He estimated it is used about 20 times per year. In addition, Michelle asked Chief Lynch

1 to explain the issue with the radio box system. Chief Lynch said it is currently
2 operational but it is on its last leg and may need attention within the next fiscal year. The
3 part that is in question would cost approximately \$27k to replace.

- 4 • The Board would like additional information on the McGovern lobby redesign. They
5 would like to know if it is just to address security concerns or additional issues as well.
- 6 • The Board would like a firm quote on the sidewalk repairs at the Memorial School.
- 7 • Selectman Crowley asked that the Town Administrator's office be involved in choosing
8 the Town-Wide Energy Improvement projects.
- 9 • Dave D'Amico said that he spoke with Fred Sibley and mentioned that the committee
10 was recommending a new lawn tractor. Mr. Sibley said an infield groomer was needed
11 more than a lawn tractor. He said the lawn tractor is operational but they do not have an
12 infield groomer and really require it. The committee agreed to remove the lawn tractor
13 and add the infield groomer. The infield groomer was requested by the department, it
14 was just a lower priority.
- 15 • The committee discussed the work that needs to be done on the Shaw Street Bridge and
16 the possibility of bonding that project. Administrator Kennedy and Selectman Crowley
17 will discuss this further with the Board of Selectmen. The \$40k is for the engineering
18 study. They will not know the cost of the project until the study is completed.
- 19 • The Cassidy Field bathroom project is estimated at \$50k. There are approximately \$30k
20 that can be repurposed and used for this project. The CIPC is recommending an
21 additional \$20k to complete this project.
- 22 • The committee recommended moving roads and sidewalks up to \$650k and removing the
23 reserve for the DPS facility. It is unknown at this point whether free cash is needed for
24 this project. Administrator Kennedy and Treasurer Melanie Phillips are working on
25 funding scenarios. Administrator Kennedy said even if free cash is not needed, she
26 recommends adding some free cash to the stabilization fund. Selectman Crowley said
27 they will discuss this further with the Board.
- 28 • There is approximately \$108k in free cash remaining. The committee agreed not to
29 allocate it at this point due to the fact that they need firmer numbers on some of the
30 projects.

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32 Selectman Crowley asked Michelle to send him and Administrator Kennedy a list of the projects
33 that are scheduled over the next 5 years that are over \$500k. In addition, he asked Michelle to
34 send him the committee's updated FY15 recommendations so he can bring them back to the
35 Board of Selectmen.

1 **Schedule:** The committee will attend the Board of Selectman on Monday, March 17, 2014. The
2 next CIPC meeting is scheduled for Wednesday, March 19, 2014 at the Library.

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4 **5 Year Plan:** Jim Gillingham is updating the 5 year plan. He will send his draft to the
5 committee for their review.

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7 **Adjournment:** With no further business before this committee, a motion was made and
8 seconded to adjourn at 9:08 p.m.

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10 Respectfully Submitted,

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13 Michelle Reed

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