



Town of Medway

**Capital Improvement Planning Committee**  
155 Village Street, Medway MA 02053  
(508) 533-3264 • FAX: (508) 321-4988

**Approved: 12/22/15**

Meeting Minutes: December 8, 2015  
Medway Senior Center

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

**Attendees:**

	9/22/15	10/6/15	10/27/15	11/10/15	11/24/15	12/08/15	
Michelle Reed	X	X	X	X	X	X	
Peter Sigrist	X	X	X	X	X	X	
Dan Perkins	X	X	X	X	X	X	
Kelly O'Rourke	X		X	X	X	X	

**Approval of Minutes-**

**Motion was made by Ms. O' Rourke to approve the 11/24/15 minutes as amended, seconded by Mr. Perkins, all were in favor.**

Medway IT Director- Mr. Rich Boucher was at the meeting.

Medway Schools- Mr. Don Aicardi was at the meeting

Director of Medway Facilities- Mr. Jim Maclean was at the meeting

**Discussion with Don Aicardi on the Medway Public Schools FY17 requests-**

Mr. Aicardi thanked the CIPC members for visiting the school. KBA is the consultant working on the proposed redesign of McGovern lobby and the design of the entryway to Memorial School. Decision was made by the School Committee to approve the design plans for the schools with proper safety measures in place. School Choice funds will be used to fund the initial design. Draft plans and initial cost estimates are expected in late January 2016.

Initial cost estimate for design and construction of the lobby at McGovern School is available. The cost estimate for the design and construction of the entryway at Memorial School is not available to be included as part of the FY17 requests. Additional budget was provided to

install doors with automatic locking capability at Medway High School. The auditorium doors are locked during the day unless the space is being used. There is a need to identify funding for smaller projects such as procuring snow blowers, water heaters, pick-up trucks etc. He requested that these items be included in the FY17 Capital list if feasible. Ms. Reed stated that in the traditional town facilities improvement program with \$50,000 (approx.) budget, the list of projects that could use the funds are usually pre-determined. Mr. Aicardi and Mr. Maclean requested that there is a need to establish a dedicated funds pool to support projects that will benefit the departments in short term. Mr. Sigrist stated that security system and condition of furniture and parking lots at middle schools have been a concern and a priority to the Committee. Ms. O'Rourke stated that the condition of the floors and the classrooms at Burke School is also a concern to the Committee.

### **Discussion with Rich Boucher on IS FY17 requests-**

Mr. Boucher stated that operations and maintenance of the school security systems is being taken over by the IT department. The initial request made by the department in the amount of \$185,000 would cover the security enhancements at the front entrances of Memorial, Burke, and McGovern Elementary Schools, and also to replace the aged security system at the high school. The security system upgrades at the middle school is part of the construction project. The estimate for the new plan is \$350,000 (approximately) and it includes the creation of a comprehensive full scale plan, installation of security cameras at the high school, middle schools. The Medway School Committee has not seen the plan as of 12/08/2015. The spending of the \$350,000 can be phased. The front door security system at the Medway Schools is a top priority to the School Committee. IT department's priority is to maintain the device replacement cycle (five year cycle) and also to add additional devices (500 Chrome Books, and 110 desktops) to the Medway Schools. Procurement of iPads for the Memorial and McGovern Schools is a priority. Training will be provided to build teachers skills to use the Chrome Books at high school. Procurement of wireless high school projection system is another priority. Medway Schools will eventually move towards Google Classroom system. Purchase of color copier is on the FY17 list but is not a high priority at this time. Initial cost estimate for the surveillance system will be submitted to the Committee.

### **Discussion continued on Committee's initial FY17 rankings –**

- Roads and sidewalks – Committee priority and up for discussion at the 12/21/2015 meeting
- Technology equipment – Committee priority and up for discussion at the meeting on 12/21/2015
- Safety and Security enhancements at McGovern School lobby- Committee's priority. Initial estimate for the enhancements is anticipated to be available at the end of January 2016.
- Police Defibrillators – Committee priority
- Food service equipment- Committee priority
- Engine2 – Committee priority
- Voting booths- Committee priority

- Doors and threshold at Senior Center- Committee priority
- Used vans for DPS- discussion on this item will be put on hold until Mr. Holder's presentation at the December 22, 2015 CIPC meeting.
- Water Mains – Committee priority
- Admin Color Copier- Wait to hear from Mike
- Library fire alarm panel – Committee priority
- Classroom furniture- Committee priority. Prefer a phased approach.
- School Surveillance- will be discussed again
- Town wide facilities- Committee priority. Amount to be determined.

**Schedule:**

CIPC meets with Board of Selectman on December 21, 2015.

Next CIPC meeting: December 22, 2015

**Adjournment:**

With no further business before this committee, motion was made by Ms. Rourke to adjourn, seconded by Mr. Sigrist at 9:03 P.M.

Respectfully Submitted,

Sreelatha Allam