



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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

Approved: 2/4/15

Meeting Minutes: January 15, 2015
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:

	1/7/15	1/15/15	2/11/15	2/25/15	3/11/15	3/25/15
Peter Sigrist	X	X				
Jim Gillingham	X	X				
Michelle Reed	X	X				
Dan Perkins		X				
Kelly O'Rourke	X	X				
Carol Pratt						

Fire Chief Lynch and Finance Committee liaison Megan Hoffman also attended the meeting.

1 **FY16 Capital Requests Discussion:**

2 Fire Chief Lynch attended the meeting and provided more information on his department's FY16
3 requests.

- 4
5 • Radio Box Fire Alarm System – Chief Lynch has a new quote for \$141k. This includes
6 radio boxes for Town buildings, including Town Hall, Fire Station 1 & 2, DPW Facility,
7 Water Facility on Water Street, DPW rental space on Village Street, Library, Senior
8 Center, and 4 schools. Currently only 8 of these buildings are being monitored with the
9 old master box system. The DPW facilities and Fire Station 2 are not monitored. The
10 units are not specific to the buildings so the unit at the DPW facility can be removed and
11 reinstalled in the new facility. Currently the system is connected by wire. It is very old
12 and very difficult to find parts. There was a small kitchen fire at Mahan Circle last year
13 and the alarm went off but the signal was never received because the wires were
14 corroded. Chief Lynch said if the Town chooses to go with the new radio box system all
15 businesses will need to convert as well. The cost for each unit is about \$7k. If they do
16 not want to buy the unit they will need to pay for a private monitoring service. The
17 Medway Plaza is currently on one master box so they would only need to purchase one
18 radio box for the entire plaza. He would like to have a 3 year conversion period. He will
19 monitor the old system and the new system for three years but at the end of that time
20 everyone will need to convert. Currently if a master box is disconnected there is no way
21 to tell unless someone goes around and inspects the boxes. He said recently they found
22 that two of the master boxes were disconnected. The new system requires every radio
23 box to check in every 24 hours and there is a battery back-up if there is a complete loss of
24 power. If a smoke alarm is disconnected the box will send a message. The system also
25 allows panic buttons to be added to the schools. Chief Lynch will get a quote for the cost
26 to add panic buttons. In the last 2.5 years, only one street box fire alarm has been pulled.
27 At the end of the 3 year conversion period, all street boxes would be removed. On
28 Christmas Day there was a car accident that took out a telephone pole and there was no
29 connection to a large area on Route 109, including the nursing home. These businesses
30 were not being monitored for most of the day and the Fire Department would not have
31 received the signal if there was an issue. Currently, the system only uses one receiver,
32 which does not meet the current standards. It is critical to have 2 receivers so there is
33 redundancy. The only recurring cost would be battery replacement every couple years
34 but this would be an operating expense. Chief Lynch discussed charging businesses a
35 nominal annual fee. The fee would go into a fund to help offset any future costs. The
36 Fire Department would be responsible for battery replacement and maintenance of all
37 units as a result. Norfolk, Franklin, Walpole, and Westwood are all using the radio box
38 system.
- 39 • Enhanced Station Alerting System – There is no alarm at the Fire Station 1 that sounds
40 when a call comes in. Personnel are required to carry around their portables. Chief

1 Lynch has temporarily wired a pager to a speaker in the dormitory so they are alerted
2 when sleeping. The new system would turn on lights and shut down the gas if they are
3 cooking. They have already purchased the speakers and wires. The \$43k is to buy the
4 rest of the components and install.

- 5 • Engine 2 – This project is not on the list but Administrator Boynton and Chief Lynch
6 recently discussed some issues, including the pump, lighting, and body rot. The cost to
7 refurbish Engine 2 is estimated at \$90k but he needs to get quotes. Chief Lynch needs to
8 confirm if this is for FY16 or FY17. He said Engine 2 has about 13 more years before it
9 will need to be replaced.
- 10 • Fire Station 1 Windows and Doors – This is an energy conservation measure. It’s
11 important but a lower priority than the other items.
- 12 • Brush 1 – Brush 2 was refurbished last year. Brush 1 needs to be refurbished but Chief
13 Lynch said this can wait.

14 **DPS Facility Meeting Update:**

- 15 • Peter attended the last DPW Facility meeting. The results of the soil boring tests are back
16 and everything looks good. They do not believe the proximity of the landfill is
17 problematic. There was a presentation on pre-engineered steel buildings. The cost of the
18 actual building is only about 20% of the total cost of the project. Some money can be
19 saved by going with a pre-engineered steel building. The DPW administrative offices
20 will be off-site, which will also reduce the cost of the project. The hope is to have items
21 on the Annual Town Meeting warrant relative to this project.

23 **Economic Development Meeting Update:**

- 24 • Kelly attended the Economic Development Committee meeting last night. They also
25 have no background on the Oak Grove request. The request is for \$75k in FY16 and
26 \$750k in FY17. The Committee is not sure this is a capital expense particularly because
27 the Town will not own the property for an extended period of time. The Committee
28 needs more information on this request.

29 **Minutes:**

30 **Dan moved that the Committee approve the January 7, 2015 meeting minutes as written;**
31 **Jim Gillingham second; No discussion; All ayes 4-0-0.**

33 **Action Items:**

- 34 • Peter will schedule a tour of the schools.
- 35 • The Committee will schedule a tour of the police station.

- 1 • Prepare Year-End Report and send to Allison by February 13, 2015.
- 2 • Michelle will email Meghan Hoffman about the late February FinCom agenda.
- 3 • Michelle will post the February 4, 2015 meeting and find meeting space.
- 4 • Michelle will forward draft prioritized list to Committee. Review and send any feedback.
- 5 • Dan will forward Library carpet quote.

6

7 **Schedule:**

8 The CIPC will meet with the BOS on January 20, 2015 at 7:00 p.m. The next CIPC meeting will
9 be February 4, 2015 at the Senior Center.

10

11 **Adjournment:**

12 With no further business before this committee, a motion was made by Michelle Reed and
13 seconded by Jim Gillingham to adjourn at 9:35 p.m.

14

15 Respectfully Submitted,

16

17 Michelle Reed

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