



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: 1/15/15

Meeting Minutes: January 7, 2015
Senior Center, Oakland Street

Call to Order: – With a quorum, this meeting was called to order by Chairman Sigrist at 7:00 p.m.

Attendees:

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

Police Chief Tingley, IS Director Rich Boucher, and Planning and Economic Development Coordinator Susy Affleck-Childs also attended the meeting.

1 **FY16 Capital Requests Discussion:**
2 Police Chief Tingley, IS Director Rich Boucher, and Planning and Economic Development
3 Coordinator Susy Affleck-Childs joined the meeting to discuss the FY16 requests and provide
4 the Committee with additional details on the projects.

5 **Police**

- 6 • Upgrade Radio Infrastructure – The cost of this project is \$273k. The current system is
7 about 17 years old and is not working well. The system is used by fire, police, and EMS.
8 The cost includes the replacement of 2 repeaters. They are currently looking for a new
9 location for one of the repeaters to address the issue of no service in certain areas of
10 Town. It is extremely important to have a reliable, functioning radio system.
- 11 • Solar Powered Traffic Signs – Similar signs have been installed at the intersection of
12 Coffee Street, Lovering Street, and Holliston Street. Chief Tingley said they were
13 installed because of several bad accidents. He said there have not been any accidents
14 since the signs were installed. The FY16 request is for \$12,800 for 6 signs. 2 will be
15 installed at the intersection of Lovering and Winthrop and 4 will be installed at the
16 intersection of Franklin and Village.
- 17 • Police Cruiser License Plate Recognition System – This is a piece of equipment that
18 would be installed on one of the cruisers and would automatically look up license plates
19 and run them to check for tickets, warrants etc. The cost is about \$18k. Chief Tingley
20 said this is something that would be nice to have but not critical. He said in big cities
21 many cruisers would have this technology but in a town like Medway they would only
22 have one cruiser with this capability.
- 23 • Garage – Chief Tingley said the department is in serious need of a place to store
24 equipment, including ATVs, motorcycles, and shelter supplies. They also need
25 additional storage for records and office space. This would be a 30x50 garage most
26 likely located on the left side of the Police Station.

27 **Fire**

- 28 • Radio Box Fire Alarm System – IS Director Rich Boucher and Police Chief Tingley said
29 there is an enormous benefit to replacing the existing system. Fire Chief Lynch requested
30 \$155k. Rich Boucher thought it would be more like \$300k. Chief Lynch and Rich
31 Boucher are going to try to get a better quote for the system.

32

33 **Planning & Economic Development**

- 34 • Community and Welcome Signs – The CIPC allocated about \$20k to this project several
35 years ago. 4 signs were purchased. 1 was placed at the Town Hall and 3 were placed
36 around Town at main entry points. There is about \$3,600 from the original allocation

1 remaining. These funds were not used for the Historical District signs. Each sign is
2 approximately \$3k. DPS will install the signs. Lighting still needs to be added and is not
3 part of the request. The FY16 request is for \$44k. Additional gateway signs will be
4 added with the next allocation. They will most likely be a smaller version of what was
5 already installed. The goal is to install about 40 signs throughout Town, including at
6 parks, buildings, and entry points.

7 **IS**

- 8 • Approximately \$2.7 million has been spent on infrastructure and equipment over the last
9 5 years. The following items are part of the FY16 request:
 - 10 ○ Replace Police Phone System – The current system is about 20 years old. They
11 have been told that this is the last year the provider will service the system. Parts
12 are no longer available. The cost is \$25k.
 - 13 ○ Police Cruiser Computers – The current laptops are 8-9 years old, are at their end
14 if useful life, and endure lots of wear and tear. There are 7 cruisers. They are
15 planning to install touchscreen tablets. Their useful life will be about 5-6 years
16 but most likely the entire system will not need to be replaced just some of the
17 components. Chief Tingley said his officers are looking forward to using the
18 tablets. The \$90k includes software, licensing, and installation.
 - 19 ○ Desktops – They are planning to replace 200 desktops. There are roughly 900
20 desktops throughout Town. They are hoping to get away from desktops but this is
21 dependent on whether the Town adopts the PARC exam, which requires the
22 students to take the exam on a desktop. The FY16 request is for \$115k. 600
23 desktops were bought in 2010 so the plan is to replace 200 each year.
 - 24 ○ iPads, Chromebooks and Projectors – The FY16 request is for \$160k. The
25 projectors are for the High School. Half will be replaced in 2016 and the other
26 half in 2017. The projectors are \$75k.
 - 27 ○ Security Cameras – The cameras at Choate were already installed so the request
28 can be reduced to \$89k. There are currently cameras at the Library, Town Hall,
29 and the Senior Center. They would like to add cameras to main intersections.
 - 30 ○ There are approximately 2,050 devices throughout Town. This includes laptops,
31 iPads, Chromebooks, and desktops. The goal is to increase this to 2,500 by 2018.

32
33 Peter will attend the DPS facility meeting tomorrow night. He said the results of the soil boring
34 tests are available. There is a Special Town Meeting on March 9, 2015 to vote on the McGovern
35 Window Replacement project. This project can be removed from the FY16 requests.

36

1 **Minutes:**

2 **Kelly O'Rourke moved that the Committee approve the November 19 , 2014 meeting**
3 **minutes as written; Jim Gillingham second; No discussion; All ayes 4-0-0.**

4

5 **Kelly O'Rourke moved that the Committee approve the December 17, 2014 meeting**
6 **minutes as written; Jim Gillingham second; No discussion; All ayes 4-0-0.**

7

8 **Action Items:**

- 9 • Peter will schedule a tour of the schools.
- 10 • The Committee will schedule a tour of the police station.
- 11 • Prepare Year-End Report and send to Allison by February 13, 2015.
- 12 • Peter will forward last year's Annual Report.
- 13 • Michelle will forward Dave D'Amico's email about roads.

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15 **Schedule:**

16 The next CIPC meeting will be January 15, 2015 at 7:00 p.m. at the Senior Center.

17

18 **Adjournment:**

19 With no further business before this committee, a motion was made by Michelle Reed and
20 seconded by Kelly O'Rourke to adjourn at 9:15 p.m.

21

22 Respectfully Submitted,

23

24 Michelle Reed

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