



Town of Medway

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

Approved: 2/2/16

Meeting Minutes: January 12, 2016
Medway Senior Center

Call to Order: – With a quorum, this meeting was called to order by Chairman Reed at 7:04 p.m.

Attendees:

Michelle Reed, Dan Perkins, Kelly O'Rourke, Town Administrator Michael Boynton, Selectman Dennis Crowley, and Assistant Town Administrator Allison Potter.

FY17 Capital Plan:

Town Administrator Michael Boynton and Selectman Dennis Crowley attended the meeting to discuss the Committee's FY17 capital recommendations. The group agreed to review and discuss Administrator Boynton's list, which included the CIPC's initial recommendations. Administrator Boynton's list also included several new projects. Administrator Boynton said he discussed his recommendations with department heads. The following was discussed:

- Administrator Boynton said numerous DPS vehicles are in disrepair and they need to be replaced before additional vans are purchased for seasonal help.
- Administrator Boynton said he would like to purchase the sewer jetting truck in several years with retained earnings. The Town currently contracts with a local company for this work.
- The Brentwood water main project cannot be done while Route 109 is under construction. This was removed from the 2017 list.
- Administrator Boynton said roadside mowing is a priority and another unit is needed to address this properly.
- The leaf box is needed due to added school grounds maintenance responsibilities.
- Stephanie Mercandetti was recently notified that the Town needs to update the Hazard Mitigation Plan so this was added.
- Administrator Boynton agreed that the airpicks are not a priority for this year. The hope is that Chief Lynch can secure grants to pay for this item.

- Brush 1 is a 1994 truck. It is not worth putting money into this per Administrator Boynton. He said they are discussing whether the Town needs 2 brush trucks. Brush 1 is working if needed.
- The bucket truck needs to be replaced. It will be used by both Fire and DPS.
- The Library's fire alarm panel is being replaced now so it can be taken off the list.
- The Committee needs more info on the police radar units. Chief Tingley originally had this as a 2018 request.
- Administrator Boynton explained that security at the schools is a priority. They would like to install system wide cameras throughout the Medway Public Schools in addition to improving the entrances at McGovern and Memorial. Administrator Boynton is recommending these projects over the food service equipment and classroom furniture. Kelly with follow-up with Don Aicardi for his thoughts. The CIPC was under the impression that the food service equipment and classroom furniture were the top priorities.
- Administrator Boynton and the CIPC need to follow-up with IT Director Rich Boucher on his requests. Mr. Boucher is requesting \$350k. The group wants more info on exactly what will be purchased with the funds. The group discussed having a meeting with the BOS, Administrator Boynton, the School Committee and the CIPC on this matter.
- The tennis courts at the High School were not on the Committee's priority list. Administrator Boynton said they are damaged and if they are not addressed soon the solution will be a lot more expensive. He recommends that this be added.
- The color copier will be moved to the operational budget.
- The group discussed the town wide facility improvements line item. Administrator Boynton increased this from \$25k to \$50k. There was discussion about possibly making this a line item in the operational budget. The Schools, Town Administrator and BOS still need to discuss how to handle the School's smaller capital needs that occur during the year.
- The group discussed the capital process and the need to possibly tweak the timing. Often quotes are obtained long before the project is recommended and the capital item is purchased. The quotes are not valid and often additional funds are needed. The group discussed adding a 10% contingency to each item that is a firm number. For example a 10% contingency will be added to any trucks etc. A contingency will not be added to the roads or technology line items.
- Selectman Crowley said the water retained earnings would need to increase before he would be comfortable using the funds to purchase the 2 water trucks.
- The BOS is waiting for the roads information from Dave D'Amico. The amount could change.

- Administrator Boynton has the ambulance being funded through Free Cash and the EMS Enterprise Fund. The funding of this item still needs to be discussed.
- Administrator Boynton said repairing Fire Engine 2 is a must but he does not think it is worth putting \$170k in. He said the repairs could be done for \$110k. This would not include adding front suction.
- Can the \$277k for the security cameras all be funded through the Fiscal Stability Fund?

Schedule:

The next meeting will be Tuesday, January 26, 2016 at 7:00 p.m. at the Medway Senior Center.

Adjournment:

With no further business before this committee, a motion was made by Kelly, seconded by Dan to adjourn at 9:13 p.m.

Respectfully Submitted,

Michelle Reed