



CAPITAL IMPROVEMENT PROGRAM COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax: (508) 533-3281

James Palladino, Chairman
Thomas Anderson, Vice Chairman
Richard Briggs, Member
James Gillingham, Member
Bruce Hamblin, Member

Approved: 12/10/2009

Meeting Minutes: November 12, 2009 Medway High School Library

Call to Order: With a quorum, this meeting was called to order by Chairman Palladino at 7:02 p.m.

Attendees: Chairman, James Palladino; Vice Chairman, Tom Anderson; Member, James Gillingham; Member, Richard Briggs; Member, Bruce Hamblin; Town Administrator, Suzanne Kennedy; Town Accountant, Carol Pratt; Financial Committee Member, Mark Brown; and Administrative Assistant, Michelle Reed.

CIPC Ranking: The members reported back to the group on their meetings with the department representatives. They provided more detail on the projects to help the members with their individual ranking. Each member will prepare their ranking for next week's meeting so that a CIPC ranking can be created. Discussion included questions about the increase in cost to vinyl side the police station, whether firearms and ammunition should be considered capital expenditures, and if there needs to be further discussion on reprogramming funds if projects come in under budget.

5 Year Plan: Bruce will bring his notes to the December meeting so his ideas, including creating a water conservation plan and capping the landfill, can be incorporated into the plan. The committee also wants to look at whether a centralized data center should be incorporated into the plan.

Training: Each member received information on the ethics training that needs to be completed by December 28, 2009.

Adjournment:

With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:53 p.m.



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Approved: 12/10/2009

Meeting Minutes: November 19, 2009 Medway High School Library

Call to Order: With a quorum, this meeting was called to order by Chairman Palladino at 7:08 p.m.

Attendees: Chairman, James Palladino; Vice Chairman, Tom Anderson; Member, Richard Briggs; Member, Bruce Hamblin; Town Administrator, Suzanne Kennedy; Town Treasurer, Melanie Phillips; Town Assessor, Will Naser; Director of the Department of Public Services, Tom Holder; Deputy Director of the Department of Public Services, Dave D'Amico; Information Systems Director, Rich Boucher; Financial Committee Member, Mark Brown; Planning Board Assistant, Susy Affleck-Childs; and Administrative Assistant, Michelle Reed.

Information Systems Project Request: Rich Boucher, Director of Information Systems, provided the Committee with additional information on his capital project requests. He also reviewed what parts of the projects, if any, have been funded.

#1108 Telecommunication Systems – Mr. Boucher reported that in FY2010 the telecommunication systems at all municipal sites in town were replaced, with the exception of the police station. This request is to upgrade the telecommunications systems in the schools. His biggest concerns now are the failing voicemail systems at the Burke and McGovern schools.

#1109 Fiber Metro Area Network (WAN) - Mr. Boucher said he hopes that the Comcast settlement will cover this project. He also stated that the cost of the WAN project is \$120,000, not \$105,000.

#1110 Technology Equipment – Mr. Boucher plans to replace 750 desktops with the funds and add some additional equipment. 550 of the desktops that are in use are over 6 years

old. He said he plans to use refurbished equipment where it is feasible. He also stated that it would be helpful to have a portion of this project funded if it was not possible to fund the entire project.

#837 Establish Central High Speed Print Capability – Mr. Boucher needs to further discuss this request with one of his colleagues before he can provide the Committee with more information.

GIS Demonstration: Tom Holder, Director of the Department of Public Services, demonstrated the Town of Framingham's Geographic Information System (GIS). The Committee discussed what the capabilities of the system are and how it might benefit the citizens and municipal employees of Medway. The next step would be to conduct a study to determine the specific needs of the Town of Medway and the cost of implementation and maintenance. The initial \$25,000 would pay for the study.

Solid Waste Project Request: Tom Holder and Dave D'Amico, Deputy Director of the Department of Public Services, provided additional information on the solid waste project proposal that was recently submitted. The funds would be used to pave the driveway at the recycling center, clean up and remove some items from the area, and also repair the rudimentary drainage system that exists. In addition to the proposal, the Committee discussed the condition of the bathroom at the Highway Garage and the lack of sanitary facilities at Populatic. Dave and Tom are going to look at the bathroom at the Highway Garage and estimate the cost of repairs. They are also going to look into getting a portable unit for Populatic through the operations budget.

Capital Improvements Funding: The CIPC will create a ranked project list and submit it to Melanie Phillips, Town Treasurer, for her review. The rankings will be based on merit and not driven by available funds. Melanie will review the list and come back to the Committee with what the available funds are and how additional funds might be secured. The projects that will be funded from Enterprise should be ranked separately from the rest of the projects.

Schedule: The Committee scheduled an additional meeting for Tuesday, November 24, 2009 at the Town Hall. The meeting will start at 7:00 p.m. The goal of the meeting is create a CIPC ranked project list that will be submitted to Melanie Phillips.

Adjournment:

With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:51 p.m.



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Bruce Hamblin, Member

Approved: 12/10/2009

Meeting Minutes: November 24, 2009 Medway Town Hall

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

Attendees: Chairman, James Palladino; Vice Chairman, Tom Anderson; Member, Richard Briggs; Member, Bruce Hamblin; Member, James Gillingham; Town Administrator, Suzanne Kennedy; and Administrative Assistant, Michelle Reed.

Logistics: Michelle will email the future CIPC meeting dates to Suzanne Kennedy, Carol Pratt, Debra Trindade, and Mark Brown. She will also speak with Liz Langley and Dave D'Amico about getting access to the CIPC page on the town website so she can post future meeting dates and the meeting minutes.

Capital Plan: The CIPC will present the 5 Year Capital Plan and the Capital Budget to the Board of Selectmen on February 16, 2010. Suzanne clarified that the Capital Budget is the first year of the Capital Plan. The CIPC will need to schedule a meeting with the Finance Committee for January to review the Capital Plan and the Capital Budget.

Project Prioritization Discussion: The Committee created a preliminary prioritized project list for FY11 for Melanie Phillips' review. It was agreed that each CIPC member will send their write-ups for the top prioritized projects to Tom.

- Rich is going to follow-up with Alan Tingley to make sure that project #1006 (Police/Fire Radio System Upgrade) and project #1106 (Replace Radio System) are duplicates.
- Bruce is going to collect additional information about his two proposed projects, emergency kiosks and the emergency activated traffic signal, and draft paragraphs about them for consideration in future years.

- Bruce is going to call Dave D'Amico to discuss project #809 (Replace High Band Radio System). There was no supporting documentation for this project.
- Project #1109 (Fiber Metro Area Network-WAN) will most likely be funded through the Comcast settlement so it was excluded from the discussion.
- It was agreed that all MSBA related projects will be excluded from the discussion because the CIPC does not have sufficient cost information and they may be funded by the MSBA. The only possible exception is replacing the Middle School gymnasium floor because it is a hazard and a source of revenue for the town. Tom is going to follow-up with Dave Verdolino about obtaining an additional estimate. There will be a paragraph in the proposal about the importance of these projects and why they were not considered for FY11.
- The proposal will also include an explanation about why the cost of project #914A (Install Vinyl Siding on Second Story of Police Station) increased from \$25k to \$42k.
- Bruce is going to contact the DPW to discuss project #817 (Replace Playground Equipment) and whether the cost is accurate or needs to be increased.
- Project #909 (Replace Exterior Doors) was determined to be a priority, however, this will not include replacing the doors at the Middle School because they may be covered by the MSBA.

Reminder: The mandatory ethics training needs to be completed by December 28.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:55 p.m.



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Approved: 12/17/09

Meeting Minutes: December 10, 2009 Medway Town Hall - Sanford Hall

Call to Order: With a quorum, this meeting was called to order by Chairman Palladino at 7:23 p.m.

Attendees: Chairman, James Palladino; Vice Chairman, Tom Anderson; Member, James Gillingham; Town Administrator, Suzanne Kennedy; Town Treasurer, Melanie Phillips; Finance Committee Member, Mark Brown; School Committee Member, Deb Trindade; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Jim Palladino, seconded by Tom Anderson to approve the Capital Improvement Planning Committee meeting minutes of November 12, 2009 as amended. The motion was approved unanimously.

A motion was made by Jim Palladino, seconded by Tom Anderson to approve the Capital Improvement Planning Committee meeting minutes of November 19, 2009. The motion was approved unanimously.

A motion was made by Jim Palladino, seconded by Tom Anderson to approve the Capital Improvement Planning Committee meeting minutes of November 24, 2009. The motion was approved unanimously.

Capital Improvements Funding Discussion: Town Treasurer Melanie Phillips presented several different scenarios for funding the prioritized projects. She expects that a portion of the projects will be funded by free cash but will not know exactly how much free cash is available until the town hears back from the Department of Revenue, which is not expected for several weeks. Two of the most likely scenarios would require revising the town's current debt policy, which would require the approval of the Board of Selectmen. The next step is for the CIPC to firm up their prioritized list and send it to Melanie and Suzanne so they can meet with the Board of Selectmen to discuss the debt policy.

School Committee Update: School Committee Member Deb Trindade reported that Compass has been selected as the project manager for the Middle School Building project. This recommendation will be presented to the MSBA in January for their approval. If approved, the next step will be to choose a project architect. A Building Sub-Committee was created to work with Compass on the day to day aspects of the project.

Capital Plan: The joint meetings with the Board of Selectmen and Finance Committee have been moved from January to March. The joint meeting with the Board of Selectmen will most likely be March 1, 2010. Suzanne will confirm this and report back to the CIPC. The joint meeting with the Finance Committee will be March 10, 2010. At the next CIPC meeting, the Committee will incorporate the individual members write-ups and continue to work on the Capital Plan draft.

Green Community Grant: Jim Gillingham is going to get additional information about the grant proposal and report back to the Committee. The CIPC will look at how Medway might be able to take advantage of this grant in the context of capital projects.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:59 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant



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Approved: 1/14/2010

Meeting Minutes: December 17, 2009 Medway High School Library

Call to Order: With a quorum, this meeting was called to order by Chairman Palladino at 7:06 p.m.

Attendees: Chairman, James Palladino; Vice Chairman, Tom Anderson; Member, James Gillingham; Member, Bruce Hamblin; Member, Richard Briggs; Finance Committee Member, Mark Brown; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Jim Palladino, seconded by Richard Briggs, to approve the Capital Improvement Planning Committee meeting minutes of December 10, 2009. The motion was approved unanimously.

FY11 Capital Budget Report: The Committee reviewed and confirmed its FY11 prioritized list. The list will be sent to Melanie and Suzanne so that they can work on a plan for funding. The Capital Budget will include justifications for the projects the CIPC is recommending for FY11 as well as a status on the projects that have been funded in previous years and are in progress. The bulleted items below still need to be drafted and sent to Tom by December 31.

- Town Hall Roof - Jim Palladino
- Replace Police Radio System - Rich will revise the info he sent to Tom previously.
- Construct New DPW Facility - Tom
- Various Roads Projects - Jim P. already drafted. Need to remove the information on the culvert repair.
- Replace Water Maintenance Truck - Jim Gillingham
- Solid Waste - Tom will draft using the info that was sent by Dave D'Amico.
- Exterior Doors at Elementary Schools - Tom

- MSBA - Tom has already drafted information on the MSBA that will be added to the report.

5 Year Capital Plan: The Committee reviewed the Town of Arlington's Capital Report and decided on a preliminary outline for its report, including what types of tables and graphs the report should contain. Jim Palladino is going to email Dave D'Amico for a list of town buildings, including the year each was built and their square footage, so this can be included in the report. Jim Palladino will also summarize the Town Master Plan.

Attached is the list of Committee members and the department write-ups they are responsible for. Committee members should email Tom their write-ups by December 31. The write-ups for the five year plan should go into more detail than the ones for the capital budget. They should include information about the department needs for the next five years, not just FY11, and how the CIPC plans to handle all of the departments requests over the next five years. Tom will email the Capital Plan draft out to the Committee via email the first week in January. Everyone should review the draft and come to the January 14, 2010 CIPC Meeting with their edits so they can be discussed and incorporated.

Meeting Schedule: The next meeting is scheduled for Thursday, January 14, 2010 in Sanford Hall.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:26 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant