



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: 1/28/2010

Meeting Minutes: January 14, 2010 Medway High School Library

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, James Gillingham; Member, Bruce Hamblin; Member, Richard Briggs; Town Administrator, Suzanne Kennedy; Town Treasurer, Melanie Phillips; Director of the Department of Public Services, Tom Holder; Deputy Director of the Department of Public Services, Dave D'Amico; School Committee Member, Deb Trindade; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Thomas Anderson, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of December 17, 2009. The motion was approved unanimously.

Michelle's Timesheet: A motion was made by Thomas Anderson, seconded by Rich Briggs, to approve Michelle Reed's timesheet through December 2009. The motion was approved unanimously.

Additional FY11 Project Requests: Three additional project requests were presented to the Committee for their consideration.

- **Integrated Timekeeping System** - The request is to implement a new timekeeping system for municipal employees located at the Highway Barn and Water and Sewer facility. This system would eliminate some data entry and would be more accurate and efficient than the current system. The technology would allow employees to swipe their badge upon entering the buildings and this information would be immediately uploaded to MUNIS. At this point, the police and fire departments would not be integrated but the goal would be to have the ability to add them at a later date.

- **Inflow and Infiltration** - Tom Holder would like to update the Inflow and Infiltration Study (I/I) and the Sanitary Sewer Evaluation Survey (SSES) that were completed between 1997 and 1999. The goal would be to identify the areas where inflow and infiltration are most prominent, which will allow the Town to make further reductions in its levels of inflow and infiltration. The reduction of inflow and infiltration leads to the reduction of extraneous flow transported from Medway to the Charles River Pollution District (CRPD) for treatment and discharge. By reducing this extraneous flow, Medway will make available permitted sewer capacity at CRPD, which is presently used up by wasteful quantities of groundwater and stormwater. This is particularly important because Medway is nearing its wastewater discharge capacity.
- **Heating Unit in Town Hall Foyer** - The current heater in foyer of the Town Hall no longer works. As a result, the offices are cold from the doors being open and shut throughout the day. Dave D'Amico wants to look at what other options are available for heating that space and the costs associated.

School Committee Update: Deb Trindade said that a presentation was recently made to the School Committee about the traffic conditions at the Burke-Memorial School and Middle School. The School Committee was not provided with any cost estimates for these projects. The CIPC discussed whether the parking lot reconstruction at Burke-Memorial could be a capital expense.

5 Year Capital Plan: The CIPC reviewed and made revisions to their draft 5 Year Capital Plan report. The following information is still needed:

- Quote to repair the heating unit in the Town Hall foyer.
- Whether a certain amount of capital funds should be set aside annually for routine maintenance.
- Quote for integrated timecard request. The Committee also needs to know what the quote includes and if any additional equipment will be needed.
- Write-ups for the three new project requests that were presented to the Committee.
- Has free cash been certified and if so, what amount?
- Can some of the road funds be used to repair the parking lot at Burke-Memorial School?
- Have the new water meters been approved?
- Should the Enterprise Funds be included in the 5 Year Plan?
- What was the town's bond rating and what it is now? When did the rating change?
- Will the Middle School gym floors be considered as part of the MSBA project?
- Does the police radio request include the DPW's radio request?
- Bruce's write-ups need to be incorporated into the 5 Year Plan.
- The section on the Master Plan needs to be summarized.
- Tom is going to work on the paragraph about maintenance in the 5 Year Plan.
- FY11 Capital Budget write-up and warrant write-up need attention.
- Need info on the \$12 million that was approved so it can be included in the report.

Next Meeting: The next meeting is January 28, 2010 at 7:00 p.m. in the Medway High School Library.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant



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Thomas Anderson, Vice Chairman
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James Gillingham, Member
Bruce Hamblin, Member

Approved: 2/4/2010

Meeting Minutes: January 28, 2010 Medway High School Library

Call to Order: With a quorum, this meeting was called to order by Chairman Palladino at 7:03 p.m.

Attendees: Chairman, James Palladino; Vice Chairman, Thomas Anderson; Member, James Gillingham; Town Administrator, Suzanne Kennedy; Information Systems Director, Rich Boucher; Financial Committee Member, Mark Brown; School Committee Member, Deb Trindade; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Thomas Anderson, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of January 14, 2010. The motion was approved unanimously.

5 Year Capital Plan & FY2011 Capital Budget: The CIPC discussed their concern about the possible increase in debt service over the next couple of years, the 5 year financial projections, which to this point are largely based on assumptions, and their desire to present a realistic 5 Year Capital Plan. It was decided that the CIPC will present the Board of Selectmen with a draft 5 Year Capital Plan and discuss their concerns about the increase in debt service and its impact. It was also stated that the warrant can be amended from the floor of the Town Meeting if necessary.

They reviewed the list of FY11 capital projects and finalized the list for the warrant and for Melanie's review.

- **Technology** - Rich Boucher said that the schools are in need of new equipment. The computers are old and require constant maintenance and the current equipment is not sufficient to support the curriculum. He said that if his request was funded in total, he could replace all necessary

equipment in the schools and then hopefully fund the annual needs and maintenance through the operating budget.

- DPW Facility - The CIPC wants to stress the importance of funding the initial \$500,000 in FY11, \$5.5 million in FY12, and the remaining \$1.0 million in FY13.
- Inflow and Infiltration Study - It was decided that this study could be funded through the Enterprise fund.
- Exterior Doors at Elementary Schools - The amount for this project was decreased.
- Burke Parking Lot - This project was added to the list for FY11. The rough estimate is \$200,000 but Dave Verdolino is getting bids.
- Playground Equipment - The current playground equipment is out of code. The recommendation is to fund the \$5,000 in FY11.
- Integrated Timekeeping System - Jim Palladino will confirm the request amount for this project. Rich Boucher confirmed that there is remote connectivity to all municipal locations.

FY2011 Capital Project Recommendations: A motion was made by Chairman Palladino, seconded by Thomas Anderson, to submit the FY11 Capital Project Recommendations to the warrant as revised. The motion was approved unanimously.

Cash Capital: The CIPC discussed the possibility of creating a cash capital account in the future that could be used to fund routine maintenance throughout the year. The goal would be to eliminate maintenance as a capital project request. The CIPC will discuss this concept with the Board of Selectmen on March 1 as well as the Financial Committee.

Ethics Training: Michelle will resend the information regarding completing the online portion of the ethics training.

Additional Meeting: The Committee called a meeting for next Thursday, February 4, 2010 at 7:00 p.m. in the Medway High School Library.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:30 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant



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Thomas Anderson, Vice Chairman
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James Gillingham, Member
Bruce Hamblin, Member

Approved: 2/25/2010

Meeting Minutes: February 4, 2010 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, Thomas Anderson; Member, James Gillingham; Member, Richard Briggs, Town Administrator, Suzanne Kennedy; Town Accountant, Carol Pratt; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Thomas Anderson, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of January 28, 2010 as amended. The motion was approved unanimously.

FY11 Capital Budget & Town Warrant: The recommendations for FY11 that will appear in the warrant are due on February 12. The CIPC will meet on Wednesday, February 10 to vote on their final recommendations. In the warrant, the CIPC needs to state from which source they recommend funding each project, bond, free cash, or enterprise fund.

- It was decided that the DPW facility and paving project at the Burke-Memorial school will not be recommended for FY11 because the cost of both projects are unknown. These projects will be recommended for future years and will be included in the 5 year plan.
- It was decided that more money should be put towards road and sidewalk maintenance for FY11.
- Carol is going to speak with Melanie about the Solid Waste project and whether this project should be bonded.
- Suzanne said that the Metropolitan Area Planning Council (MAPC) has identified the drainage issues in the Brentwood development as a priority. She said there is a possibility that the town will receive money from the MAPC to mitigate these issues.

- The sewer enterprise fund is a new fund and does not have enough retained earnings to fund the Inflow and Infiltration study. This project will need to be bonded.
- The WAN project can be taken off the CIPC's list. Rich Boucher is submitting a warrant article.
- It was suggested that department managers should be invited to a future CIPC meeting to meet the committee members, review the capital project request process, and hear about what types of projects have been funded in the past.

5 Year Capital Plan: At the next meeting, the CIPC will review and revise the 5 Year Capital Plan. This plan will be presented to the Board of Selectmen on March 1.

- A record retention program is already underway at the Town Hall. The CIPC will mention the importance of this project in the 5 year plan and the need to continue it in future years and expand it to the police station.
- The CIPC plans to send the 5 Year Capital Plan to the Board of Selectmen at the end of February so they have time to review it prior to the March 1 meeting. Tom will work on the cover memo for the plan that will discuss the Committee's reasoning and some background on this year's process.

Capital Maintenance Account: The CIPC will discuss the possibility of establishing a capital maintenance account with the Board of Selectmen on March 1. The goal would be to use this account for routine maintenance throughout the year. This would eliminate the need for departments to submit requests for routine maintenance as capital projects or go to the Finance Committee for emergency funds for routine maintenance. The logistics about how the account would be administered and be accounted for in the budget still needs to be discussed. Town Accountant, Carol Pratt, said she would get back to the CIPC about where maintenance funds currently show up in the budget.

Next Meeting: The CIPC meeting on Thursday, February 11, 2010 was moved to Wednesday, February 10, 2010 due to a quorum issue. The meeting will be held at the Medway High School library at 7:00 p.m.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:37 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant



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James Gillingham, Member
Bruce Hamblin, Member

Approved: 2/25/2010

Meeting Minutes: February 10, 2010 Mickey Cassidy's Restaurant

Call to Order: With a quorum, this meeting was called to order by Chairman Palladino at 7:03 p.m.

Attendees: Chairman, James Palladino; Vice Chairman, Thomas Anderson; Member, Bruce Hamblin; Member, Richard Briggs; and Administrative Assistant, Michelle Reed.

FY11 Capital Budget & Warrant: The committee reviewed and revised the FY11 Capital Budget and report for the warrant. The CIPC plans to submit their report for the warrant on February 12. The CIPC will have time to revise their report, if necessary, after their meeting with the Board of Selectmen on March 1. The following items still need to be addressed:

- The CIPC needs to give Suzanne the spreadsheet that shows what was requested by department managers for FY11 and the spreadsheet that shows what is being recommended by the CIPC for FY11 so she can make the necessary changes to her database.
- Confirm the number of capital project requests that were submitted for FY11 and the total cost of these projects.
- Confirm the total cost of the projects the CIPC is recommending for FY11.
- Add information about the solid waste project, including the need for paving and ramps.
- Confirm the amount of money that will be saved in operating costs if the new telecommunications system is implemented.
- Confirm with Melanie how each project will be funded (bond, free cash, enterprise fund, or other source) and include in report.
- The time management software request was made by the Treasurer. This request should not be under the Information Technology section.

FY2011 Capital Budget: A motion was made by Thomas Anderson, seconded by Richard Briggs, to submit the FY11 Capital Budget to the warrant as amended. The motion was approved unanimously.

5 Year Capital Plan: At the next meeting, the CIPC will review and revise the 5 Year Capital Plan. This plan will be presented to the Board of Selectmen on March 1 along with the FY11 Capital Budget. The 5 year plan will be available on the CIPC webpage after it is reviewed by the Board of Selectmen.

- The CIPC is not recommending the initial phase of the DPW facility project for FY11 but the project will be included in the 5 Year Capital Plan. There are concerns about the cost of this project and the effect it will have on the town's debt service if this project and the MSBA project are completed simultaneously. The CIPC wants to see what the results of the preliminary needs study are and evaluate the project at that point. The CIPC hopes that the preliminary needs study will address the following:
 - What the needs of the DPW are;
 - An evaluation of the current location;
 - An evaluation of other possible locations in Medway;
 - Possible remediation that will be needed if the new facility is built on the current site and/or remediation of the current site if the facility is moved.
- The 5 year plan needs to be available to the public. Where should the plan be posted in addition to the CIPC webpage?
- Need clarification on whether the town needs to bond the entire MSBA project even though the town will be reimbursed for half the cost. The CIPC would like to know how this will affect the debt service capacity?

Facility Study: The CIPC needs additional information on the Facility Committee that was recently formed and whether a CIPC member can join the committee. They also need to clarify if the CIPC is still responsible for completing the facility study.

Next Meeting: The next CIPC meeting will be Thursday, February 25, 2010 at 7:00 p.m. Jim will speak with Suzanne about inviting the department managers to an upcoming CIPC meeting or having a CIPC member attend a staff meeting to review the capital project request process. Bruce is going to get additional information on the police car refurbishing project he heard about and bring to back to the CIPC to discuss.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:58 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant



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

Approved: 3/18/2010

Meeting Minutes: February 25, 2010 Sanford 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, Thomas Anderson; Member, James Gillingham; Member, Richard Briggs; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by James Palladino, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of February 4, 2010 and February 10, 2010 as amended. The motion was approved unanimously.

Michelle's Timesheet & Expense Reimbursement: A motion was made by James Palladino, seconded by Rich Briggs, to approve Michelle Reed's timesheet through February 11, 2010 and expense reimbursement for half the cost of an ink cartridge. The motion was approved unanimously.

FY11 Capital Budget: The committee reviewed and revised the FY11 Capital Budget that they will present to the Board of Selectmen on March 1, 2010 and drafted their talking points. The Committee still needs to confirm with Melanie how each project will be funded. They also need clarification on whether the town needs to bond the entire MSBA project even though the town will be reimbursed for half the cost. Jim Palladino will forward a copy of the email that went to the Board of Selectmen to the committee.

FY2011 Capital Budget: A motion was made by Thomas Anderson, seconded by Jim Gillingham, to approve the FY11 Capital Budget as amended. The motion was approved unanimously.

5 Year Capital Plan: At the next regular CIPC meeting, the committee will review the 5 year Capital Plan. The following items need to be addressed:

- The 5 Year Capital Plan needs to be revised to match the FY11 Capital Budget as amended.
- The paragraph on the DPW facility needs to be revised to reflect that the committee is not recommending it for FY11.
- Tom is going to revise the Maintenance paragraph.
- The paragraph on the Burke Middle School parking lot needs to be updated.
- Jim Palladino needs to update the table that contains the CIPC's FY11 recommendations.

Next Meeting: The CIPC will meet with the Board of Selectmen on Monday, March 1, 2010 at 7:00 p.m. in Sanford Hall. Michelle will contact the FinCom to confirm the joint meeting on March 10, 2010 to review the FY11 Capital Budget. The next regularly scheduled CIPC meeting will take place on March 11, 2010 at 7:00 p.m. in Sanford Hall.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:03 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant



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James Gillingham, Member
Bruce Hamblin, Member

Approved: 4/5/2010

Meeting Minutes: March 18, 2010 Medway High School Library

Call to Order: With a quorum, this meeting was called to order by Chairman Palladino at 7:03 p.m.

Attendees: Chairman, James Palladino; Vice Chairman, Thomas Anderson; Member, Richard Briggs; Selectman, Glenn Trindade; School Committee Member, Deb Trindade; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Thomas Anderson, seconded by Rich Briggs, to approve the Capital Improvement Planning Committee meeting minutes of February 25, 2010. The motion was approved unanimously.

Meetings with the Board of Selectmen and the Finance Committee: The CIPC met with The Board of Selectmen and the Finance Committee to review the CIPC's FY11 Capital Budget and 5 Year Capital Plan. The CIPC received the following feedback:

- Why are we replacing the Town Hall roof versus installing a new membrane.
- Questions about the accuracy of the cost estimates for the Town Hall roof, recycling center, Burke/Memorial parking lot, and the DPW facility.
- Possibly not being able to fund the entire \$420,000 that was requested for new technology and what the impact would be.
- Where the new playground equipment would be installed.
- How many families are affected by the Brentwood drainage issue.
- If any of the proposed FY11 projects will have ongoing expenses.
- Both the BOS and FinCom were very pleased with the CIPC's 5 year plan.

FY11 Capital Budget: The CIPC is still waiting on the following information:

- Solid quotes for the solid waste/recycle center, Town Hall roof, Burke/Memorial parking lot, and the DPW facility. Jim will follow-up with Suzanne about the department heads obtaining additional quotes for these projects.
- Glenn Trindade will forward Jim information about metal buildings to review relative to the DPW facility.
- Amount of free cash available for FY11 and percentage of debt service the town is willing to incur. The CIPC would also like to know how the debt service will be effected if the Enterprise funds are taken out of the calculation.
- The CIPC would like solid quotes for the 2nd and 3rd phase of the GIS project.
- They would also like to know if there are some school funds or paving funds that can be used to remedy the parking lot issues, including Burke/Memorial parking lot, Memorial/Center Street parking lot by the fields, and the McGovern frost heaves.

5 Year Capital Plan: Under the information technology paragraph, the amount of estimated savings for implementing a new telecommunications system needs to be changed to \$8,000 annually. Once the 5 year plan is finalized, it will be posted on the CIPC's webpage.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:45 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant



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

Approved: 4/22/2010

Meeting Minutes: April 5, 2010 **Medway Fire Station**

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

Attendees: Chairman, James Palladino; Vice Chairman, Thomas Anderson; Member, Jim Gillingham; Member, Bruce Hamblin; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Thomas Anderson, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of March 18, 2010. The motion was approved unanimously.

FY11 Capital Budget: The CIPC reviewed the additional information they received for several of the capital project requests. The CIPC is meeting with the Board of Selectmen on Tuesday, April 6, 2010 to review their revised FY11 recommendations in light of the new information they received. The CIPC hopes to receive the amount of funds that are available for capital projects for FY11 in the next week so they can finalize their recommendations.

- **Solid Waste** - The CIPC received a detailed cost estimate for this project, which includes a 15% contingency.
- **Town Hall Roof** - The CIPC received a detailed cost estimate for this project, which includes a \$20,000 contingency if extensive repair is necessary. It was agreed that a membrane is not a viable option due to the amount of damage that exists.
- **Water Maintenance Truck** - The plan is to buy the truck in January 2011. The cost includes a \$4,000 contingency for price increases between now and the time of purchase.
- **Technology** - The request is for 560 new computers, which cost \$750 each. If the entire \$420,000 cannot be funded in FY11, the CIPC believes it is necessary to fund the remainder in FY12.

- **Playground Equipment** - The project request is for new equipment at the playground on North Street.
- **Vinyl Siding on Police Station** - The CIPC needs clarification on the cost. There is a \$10,000 difference between the amount that was requested and the Coakley Bros. quote. Chief Tingley is going to forward the CIPC a second estimate that he requested. The CIPC would also like to request an additional quote for this project.
- **Police Radios** - The CIPC would like a copy of the state bid for this project.
- **Brentwood Development Drainage** - The initial information the CIPC received on this project is very different from the new information they received, including the cost and completion time. They would like to know what the cost includes, specifically whether the cost includes repaving the areas that will be affected. They also want additional information on the \$575,000 grant that is possibly available for this project and what portion of this project can be completed with this grant and the \$300,000 that was requested from the CIPC.
- **Inflow & Infiltration Study** - The CIPC would like additional information on the cost and scope of this project. They originally thought that the study would encompass the Town's entire sewer system. They would also like an additional quote for this project.

Next Meeting: The CIPC is meeting with the Board of Selectmen on April 6, 2010 and will meet again on April 8, 2010 at the Town Hall.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:15 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant



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

Approved: 4/22/2010

Meeting Minutes: April 12, 2010 **Medway High School Library**

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

Attendees: Chairman, James Palladino; Vice Chairman, Thomas Anderson; Member, Jim Gillingham; Selectman, Glenn Trindade; School Committee Member, Deb Trindade; Financial Committee Member, Mark Brown; and Administrative Assistant, Michelle Reed.

Meeting with the Board of Selectmen: The CIPC met with the Board of Selectmen on April 8, 2010 to review their FY11 recommendations and provide the BOS with additional information on several capital projects. The BOS agreed with the CIPC's recommendations for FY11 and gave the CIPC an additional \$360,000 to spend on capital projects in FY11. The BOS asked the CIPC to meet as a committee, review the remaining projects, and come back to them with their recommendations for how to spend the additional \$360,000.

New Project Requests: Several new projects were brought to the CIPC's attention.

- **Center Street Parking Lot** - The Center Street parking lot has drainage issues that are causing serious damage to the parking lot. Tom Holder gave the CIPC several different options for fixing the parking lot. Tom's recommendation is to remove the pavement, add drainage, and repave the parking lot. The cost of this option is \$60,000 and with regular maintenance this would last about 20 years. Tom said if cost was an issue, he recommends removing the pavement and putting down gravel as a short-term fix. This option would cost \$5,000.
- **Town Clerk Record Retention** - The Town Clerk is requesting secure file cabinets to store documents that are required by law to be held in a secure area. The cost for the cabinets is \$10,000. The CIPC did not receive a formal request for this project. The CIPC wants to look at

a long-term solution for record retention for Medway, which would include the police station. At one point, there was discussion about using the basement of the Burke School as a storage area.

FY11 Capital Budget: The CIPC reviewed the list of capital projects that they are recommending for FY11 as well as all other capital project requests that have been submitted. During this process, they decided they need a solid quote on the Town Hall heating project before they can consider funding it. The CIPC decided to appropriate an additional \$260,000 to roads and sidewalks, an additional \$50,000 to GIS, an additional \$20,000 to interior and exterior doors at the elementary schools & Middle school, an additional \$10,000 to playground equipment, and \$20,000 for a heating unit at the Town Hall.

Jim Palladino said he would update the FY11 spreadsheet and the FY11 report and send it to Suzanne prior to Wednesday's Financial Committee meeting. He will also let Suzanne know that she should remove Various Maintenance Projects and High Speed Printer from the master list.

A motion was made by Thomas Anderson, seconded by Jim Gillingham, to appropriate an additional \$260,000 to roads and sidewalks, an additional \$50,000 to GIS, an additional \$20,000 to interior and exterior doors at the elementary schools & Middle school, an additional \$10,000 to playground equipment, and \$20,000 for a heating unit at the Town Hall. The motion was approved unanimously.

Next Meeting: The next CIPC is Thursday, April 22, 2010 at 7:00 p.m. in Sanford Hall.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:06 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant



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James Palladino, Chairman
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Richard Briggs, Member
James Gillingham, Member
Bruce Hamblin, Member

Approved: 5/13/2010

Meeting Minutes: April 22, 2010 Town Hall

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, Bruce Hamblin; Member, Richard Briggs; Human Resource Director, Susan Ellis; Town Clerk, Mary Jane White; School Committee Member, Deb Trindade; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Thomas Anderson, seconded by Rich Briggs, to approve the Capital Improvement Planning Committee meeting minutes of April 5, 2010 as presented and the meeting minutes of April 12, 2010 as amended. The motion was approved unanimously.

FY11 Capital Budget: After the last meeting, the CIPC learned that there is only \$319,000 in additional funds available for capital projects in FY11. Originally, the figure was \$360,000. As a result, the CIPC reviewed its appropriation of additional funds from the previous meeting and revised it accordingly. They also considered the following new projects:

- **Secure File Cabinets** - Town Clerk Mary Jane White presented the CIPC with a quote for four new secure file cabinets that will hold all of the Town's vital records. The CIPC was informed that the cabinets will comply with the State's guidelines for storing these documents in a place where they will be protected from water and fire damage.
- **Furniture for the Town Hall** - Human Resource Director Susan Ellis presented the CIPC with a quote for new furniture for the conference room and Sanford Hall at the Town Hall. The request includes a new table and eight chairs for the conference room. It also includes seven high-back chairs, fifty chairs, a storage cabinet, and a granite counter top for the storage cabinet for Sanford Hall. The CIPC did not consider the request for new carpeting in Sanford Hall because they did not receive a formal quote.

There was additional discussion about the following projects:

- **Center Street Parking Lot** - The CIPC discussed the importance of repairing this parking lot due to the damage and drainage issues that exist. Deb Trindade said that the parking lot is used during the day but more heavily during the nights and weekends to access the fields. She also reported that eight staff members fell in the parking over the winter.
- **Town Hall Heating Unit** - The CIPC decided not to fund the heating unit at the Town Hall because they did not receive a formal quote for this project.
- **Police Station Vinyl Siding** - Tom Anderson followed up with Chief Tingley about the discrepancy between the amount that was requested and the Coakley Bros. quote. Chief Tingley said that he is only requesting \$17,000 from the CIPC to complete the project. He said he is funding the other \$10,000 from another source.
- **Brentwood Drainage** - Tom Anderson spoke with Tom Holder about the Brentwood project. This is a multi-phase project that will cost approximately \$1.9 million. The DPW is requesting \$300,000 from the CIPC. They are also applying for a grant that will help pay for this project. If they receive the grant and the \$300,000 from the CIPC, they will be able to complete Phase 1 and Phase 2 of the project, which consists of repairing Lee St. and the main trunk. If they do not receive the grant, they will only repair Lee St. and a small portion of Route 109. Phase 3 of this project will cost approximately \$1 million and will be considered at a later time.

A motion was made by Thomas Anderson, seconded by Bruce Hamblin, to appropriate an additional \$243,000 to roads, sidewalks, and the Center Street parking lot, an additional \$25,000 to GIS, an additional \$10,000 to interior and exterior doors at the elementary schools & Middle school, an additional \$20,000 to playground equipment, \$10,000 for secure file cabinets for the Town's vital records, and \$10,700 for new furniture at the Town Hall. The motion was approved unanimously.

Action Items:

- Bruce will follow-up with DPS about repairing the Town Hall clock. It is not currently working. He is going to see if they have funds in their operational budget to repair it or if they can get a quote to repair it and possibly submit a capital project request for FY12.
- Jim Palladino will revise the FY11 spreadsheet, FY11 report, and the 5 Year Plan to reflect tonight's decisions. He will include information about the secure file cabinets and Town Hall furniture and also additional detail about the Brentwood project and the vinyl siding project.

Next Meeting: The next meeting is May 13, 2010 at 7:00 p.m. in Sanford Hall.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:29 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant



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: 7/22/2010

Meeting Minutes: May 13, 2010
Town Hall

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, Jim Gillingham; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Thomas Anderson, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of April 22, 2010 as amended. The motion was approved unanimously.

Michelle's Timesheet: A motion was made by Thomas Anderson, seconded by Jim Gillingham, to approve Michelle Reed's timesheet through April 23, 2010. The motion was approved unanimously.

Inflow & Infiltration Study: Tom Anderson met with Tom Holder to discuss the inflow and infiltration study that the DPW requested funding for in FY11. The study is going to focus on the Chicken Brook Run branch of the sewer system. This area was chosen because the amount of water that flows through this section on a rainy day is more than double a dry day. They believe this section has significant leaks.

5 Year Capital Plan: The committee reviewed and revised the 5 Year Capital Plan. The 5 Year Capital Plan will be posted on the committee's webpage on the Town website prior to the Annual Town Meeting on June 14. The committee discussed the following items:

- They would like a status on the DPW facility feasibility study.
- The chart under Department Needs was updated. Several of the projects were removed, several of the figures were changed to match the committee's FY11 recommendations, and the Town Hall furniture and secure file cabinet projects were added.

- The paragraph on the inflow and infiltration study was updated to include specific information about which area of the sewer system is going to be studied.
- The paragraph on the Center Street parking lot was updated to explain that the funds for this project are included in the road repair funds and the distribution of these funds is at the DPW's discretion.
- Jim Palladino is going to follow-up with Suzanne for a status on the facility study.

A motion was made by Tom Anderson, seconded by Jim Gillingham, to accept the Capital Improvement Planning Committee's 5 Year Capital Plan as amended. The motion was approved unanimously.

Action Item: Jim Palladino is going to follow-up with Suzanne to see what the CIPC's role is at the Annual Town Meeting.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:04 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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

Approved: 8/26/2010

Meeting Minutes: July 22, 2010 **Town Hall**

Call to Order: With a quorum, this meeting was called to order by Chairman Palladino at 7:10 p.m.

Attendees: Chairman, James Palladino; Vice Chairman, Tom Anderson; Member, Jim Gillingham; Member, Bruce Hamblin; and Administrative Assistant, Michelle Reed.

CIPC Budget: The committee reviewed the CIPC's FY10 budget and the breakdown of the FY11 budget.

Open Meeting Laws: Each person needs to read the material that Michelle emailed and send Michelle the signed Certificate of Receipt.

Executive Session: Chairman Palladino asked the committee to review the information that was handed out on convening executive sessions.

CIPC Webpage: The committee reviewed what information is currently on the CIPC webpage and what else they would like to see on there. Michelle will add her town email to the website so that residents can contact the committee with questions or concerns.

CIPC Committee Assignments for FY11: The committee reviewed the FY10 assignments and made revisions for FY11. Michelle will upload the FY11 Committee Assignments to the CIPC webpage. Chairman Palladino is going to follow-up with Suzanne to see if the committee needs to assign someone to the Housing Authority and also see if Animal Control falls under the Police department. The committee also discussed their strategy for contacting department heads.

Chairman Palladino reported that Administrator Kennedy is sending out instructions relative to making capital requests to department heads on August 1 via email. Chairman Palladino will forward

Administrator Kennedy's email to the committee when he receives it. The committee decided they should start contacting department heads in August after they receive the instructions to make sure that all capital requests are received in a timely manner.

Minutes: A motion was made by Thomas Anderson, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of May 13, 2010. The motion was approved unanimously.

FY11 Schedule: The committee will continue to meet on Thursdays at 7:00 p.m. in Sanford Hall. Michelle will draft a tentative schedule for FY11 for the committee's review.

Next Meeting: The next meeting will be August 26, 2010 at 7:00 p.m. in Sanford Hall. Town Administrator Suzanne Kennedy and Board of Selectmen Chair Dennis Crowley will join the meeting to help set the committee's priorities for FY11. The committee would also like to discuss the status of the facility study, whether it is possible to submit the capital budget and operating budget simultaneously, and the projects they recommended in their 5 year plan.

August 9, 2010 Special Town Meeting: Chairman Palladino reported that there will be a Special Town Meeting on August 9, 2010. The major issue is a piece of land that the Town would like to purchase on Adams Street for open space purposes.

Town Accountant's Role with CIPC: Chairman Palladino spoke with Town Accountant Carol Pratt and they agreed that she will attend meetings when requested by the CIPC.

Board of Selectmen Meetings: The committee discussed having a member of the CIPC regularly attend Board of Selectmen meetings. Michelle will email the committee the Board of Selectmen's schedule so they can establish a rotation at the August 26 meeting.

Middle School Building Committee Update: Bruce reported that the Middle School Building Committee is still waiting to receive an itemized list of recommended improvements and their cost from the consultant. The committee is still planning to have this on the fall Town Meeting warrant.

FY11 Committee Expectations: The committee discussed its member expectations for the coming year. Members are expected to check their email daily and let the group know if they are not going to be able to meet a deadline. Michelle will circulate an updated contact list via email.

Committee Organization: A motion was made by Jim Gillingham, second by Bruce Hamblin, to appoint Tom Anderson as Chairman and Jim Palladino as Vice Chairman for FY11. The motion was approved unanimously.

Open Space Committee Update: Bruce reported that the Open Space Committee is looking at having a canoe drop site developed on a piece of property that the Town owns on Shaw Street. The project would be funded by the state.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:17 p.m.

Respectfully Submitted,

Michelle M. Reed
Administrative Assistant



CAPITAL IMPROVEMENT PLANNING COMMITTEE

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

Approved: 9/9/2010

Meeting Minutes: August 19, 2010 **Senior Center**

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

Attendees: Chairman, Tom Anderson; Vice Chairman, James Palladino; Member, Jim Gillingham; Member, Richard Briggs Town Administrator, Suzanne Kennedy, and Selectman Dennis Crowley.

Discuss FY11 priorities with Dennis and Suzanne: The CIPC made several recommendations in the FY2011 5-year plan. These are:

- Facilities study
- Record retention
- Centralized computer hardware
- Park safety kiosk towers
- Emergency traffic Lights
- Motion sensors for light fixtures
- Centralized cafeteria services
- Auto Leasing

The CIPC requested direction on how to proceed with these recommendations so that department heads can create project proposals if they agree that the recommendation has priority. The Selectmen have created a Consolidation Study Committee. Some CIPC recommendations should be discussed with this committee such as the centralized computer hardware, and centralized cafeteria services.

The CIPC requested direction from The Town Administrator and Selectman for the projects that the CIPC was assigned. These included the roads assessment, capital maintenance, and the facility Study.

- **Roads assessment** – The roads assessment is considered completed from the standpoint of the CIPC. The Committee has worked with the DPS and agreed that their process for prioritizing roads was adequate. The manual process would be improved once the new GIS system is

implemented. The DPS Director agreed with the CIPC strategy for ongoing roads maintenance but no decision was made. Selectman Crowley recommended that the CIPC meet with the DPS Director to have the strategy implemented.

- **Capital maintenance** – Selectman Crowley requested a robust recommendation of the proposal to start a capital maintenance budget and approval process. Administrator Kennedy took an action to contact the Administrator for Fairfax County, MD where the concept of Cash Capital originated.
- **Facility Study** – The CIPC expressed concern about the process for requesting quotes for a study. Administrator Kennedy indicated that other towns were able to have facility studies completed for \$150,000. The following questions need to be answered when investigating possibility of a study:
 - How does the study save the town money?
 - What is good or bad about it?
 - What will the town get out of it?

Selectman Crowley recommended that the CIPC begin describing the need for the DPS Facility in our communications with town departments and in the next version of the 5-year-plan. His recommendation is to begin conversations about using future debt service as a source for the study. No solid quotes have been obtained for the study of the facility.

Computers: Selectman Crowley requested that an annual budget is identified for computer replacements. This annual cost would allow older systems to be replaced before they became out-dated technology.

Ambulance: Selectman Crowley suggested that the town ambulance needs replacing. It is 10 years old and there may be money in the enterprise account to fully or partially fund a new one.

Bonding Capacity: Administrator Kennedy indicated that the bonding capacity must be re-evaluated now that the Town refunded a general obligation bond.

School Capital Budget: Discussed the need to give the school sufficient time to develop a capital budget in conjunction with the MSBA project. The School Committee and Board of Selectman had endorse the school working through the CIPC. The Schools may need more time to get concrete estimates, but preliminary ones are fine as long as a final updated estimate is ready by the time the CIPC presents to the Board of Selectman.

Department Maintenance Budgets: Selectman Crowley asked that the CIPC engage departments in maintenance discussions so that they can make sure they are requesting sufficient funding in their operating budgets.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:00 p.m.

Respectfully Submitted,

James Palladino
CIPC Vice Chairman



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

Approved: 9/30/2010

Meeting Minutes: September 9, 2010 **Sanford Hall**

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

Attendees: Chairman, Tom Anderson; Vice Chairman, James Palladino; Member, Jim Gillingham; Member, Richard Briggs; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Jim Palladino, seconded by Rich Briggs, to approve the Capital Improvement Planning Committee meeting minutes of August 19, 2010 as amended. The motion was approved unanimously.

Treasurer/Collector: Treasurer/Collector Melanie Phillips attended the meeting. She said she expected the Town to have about a \$1 million bonding capacity for FY12 but will update the committee later in the fiscal year.

FY11 Priorities: Vice Chair Palladino explained that department heads already have their priorities set for the coming year. Committee members should feel free to talk with the department heads about the recommendations that were in the 5 year plan but the department heads are under no obligation to submit requests for these recommendations.

Department Liaisons:

Jim Gillingham: Jim will follow-up with the Council on Aging. As of right now, the only group he expects to receive a request from is the Planning and Economic Development Board relative to the GIS system.

Jim Palladino: Jim plans to reach out to the Assessor, Town Clerk, and Rich Boucher. The Treasurer/Collector does not expect to submit any requests at this point.

Rich Briggs: Rich has reached out to the Fire Chief but has not heard back. He spoke with the Police Chief and expects to meet with him in the coming weeks.

Tom Anderson: Tom reached out to the schools but due to the start of the school year has not been able to talk to them yet. He is meeting with the Library this week. Tom will follow-up with Bruce to see how he is doing with his list.

MSBA Update: Tom reported that the Middle School Building Committee has received a quote from the consultants for all of the work that needs to be done. The quote is well above the \$10 million that the committee expected. The Town will be responsible for half of the cost of the project. The increased cost is partially due to the fact that the building will need to comply with the American Disabilities Act. A sub-committee is looking at the quote and prioritizing the items. They are hoping to pare it down and meet with the MSBA at the end of the month. Once the MSBA approves the list, the Town has 120 days to have the residents of Medway approve the project. This will require a vote at Town Meeting. There is a possibility that the project will require a debt exclusion.

September 7 Board of Selectmen's Meeting: Tom attended the September 7 Board of Selectmen's meeting. He provided the committee with a summary of the meeting, including an update on some of the projects the CIPC funded for FY11.

The committee set up a rotation for the next several Board of Selectmen's meetings. Jim Gillingham plans to attend the September 20th meeting, Rich Briggs plans to attend the October 5th meeting, and Jim Palladino plans to attend the October 18th meeting. The committee members were encouraged to bring a copy of the 5 Year Capital Plan with them to the meetings in case any questions arise. All CIPC members are welcome to attend any and all Board of Selectmen's meetings.

CIPC Member Expectations: Attendance is a key requirement for being on the committee. If any member misses 50% of the meetings in a calendar year or 4 consecutive meetings, the other committee members can vote to remove that member from the committee. The committee reviewed Chapter 5, Section 5 "Loss of Office, Excessive Absence" of the Town's Charter.

At 8:00 p.m., a motion was made by Jim Gillingham, seconded by Jim Palladino, for the committee to go into Executive Session with the intent of not returning to public session. The motion was approved unanimously.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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

Approved: 10/7/2010

Meeting Minutes: September 30, 2010 **Sanford Hall**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:09 p.m.

Attendees: Chairman, Tom Anderson; Member, Jim Gillingham; Member, Richard Briggs; Town Accountant, Carol Pratt; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Rich Briggs, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of September 9, 2010. The motion was approved unanimously.

Department Liaisons:

Tom Anderson: Tom and Jim Palladino met with the schools. The schools are submitting a significant amount of requests this year, which include repaving the parking lot and changing the traffic pattern at the Middle School, replacing flashing at Memorial, sidewalk repair from the Center Street parking lot, and repaving the Burke parking lot. Some of the requests are maintenance related. There was a discussion about what qualifies as a capital expense and what should be an operating expense. Town Accountant Carol Pratt said that some of the projects could be funded with free cash but it will depend on how much free cash is available.

Jim Gillingham: Jim expects Missy Dzikczek to submit requests on behalf of the Council on Aging. He also expects Suzy Affleck-Childs to submit requests on behalf of the Planning and Economic Development Board relative to the GIS system.

Rich Briggs: Rich has not heard back from the Fire Chief. He expects Police Chief Tingley to submit requests.

MSBA Update: Town Accountant Carol Pratt gave the committee an update on the Middle School project. The MSBA approved the project for \$21 million. The Town will be responsible for about half of the cost of the project. There are some things that are part of the project that are not reimbursable by the MSBA like the work that needs to be done to the administrative wing of the building. The Middle School Building Committee is presenting the details of the project and timeline to the Board of Selectmen on October 18. The Town has 120 days from the date that the MSBA approved the project to get the approval of the residents of Medway. There will be an article at the fall Town Meeting relative to the debt exclusion that is required.

September 20 Board of Selectmen's Meeting: Jim Gillingham gave the committee a summary of the September 20 Selectmen's meeting.

FY12 Capital Project Review Process: The committee discussed the importance of each committee member initially ranking the projects based on what they think are priorities for FY12 without considering available funding.

Next Meeting: The committee added a meeting on October 7, 2010 at 7 p.m. to have an initial review of the FY12 capital requests.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:37 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant

DRAFT



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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Fax.: (508) 533-3281

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

Approved: 10/28/2010

Meeting Minutes: October 7, 2010 **High School Library**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:18 p.m.

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Member, Jim Gillingham; Town Accountant, Carol Pratt; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Jim Gillingham, seconded by Jim Palladino, to approve the Capital Improvement Planning Committee meeting minutes of September 30, 2010. The motion was approved unanimously.

MSBA Update: Chair Tom Anderson reported that the MSBA approved the Middle School repair project for \$21.5 million. The MSBA will reimburse the Town for approximately \$10.6 million. The Town will vote on the project at the fall Town Meeting on November 15. If the Town votes to approve the project, there will be a special election no later than January 2011 relative to the debt exclusion. The repair project includes upgrading the plumbing and electrical systems, renovating the bathrooms, renovating the gymnasium and hallway floors, and replacing the doors and windows. Renovations to the parking lot and recreation fields cannot be included because this is considered a repair project by the MSBA.

FY12 Capital Requests: The committee reviewed the FY12 capital requests. They plan to meet with department heads on October 24 to gather additional information. They also would like clarification on the ranking system, specifically which number designates the highest priority.

Next Meeting: The committee will meet on October 24, 2010 at 4:00 p.m. in Sanford Hall to discuss FY12 capital requests with department heads. Tom will follow-up with Suzanne about this meeting.

DRAFT

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:30 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



CAPITAL IMPROVEMENT PROGRAM COMMITTEE

Town of Medway

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

Approved: 11/18/2010

Meeting Minutes: October 25, 2010 Medway Town Hall – Sanford Hall

Executive Session: Quorum was met and Chairman Tom began the meeting with an Executive Session.

Call to Order: The CIPC meeting was called to order by Chairman Anderson.

Members Present: Chairman Anderson, Vice Chairman Palladino, Member Richard Briggs, Member Jim Gillingham, and Member Bruce Hamblin

Guests: Finance Committee representative, Jim Sheehan; Council on Aging Representative, Missy Dziczek; Planning Board Representative, Susan Affleck-Childs; Fire Chief, Paul L. Trufant; Chief of Police, Allen M Tingley; DPS Representative, Tom Holder; Selectman Crowley; Town Accountant, Carol Pratt.

Council on Aging: Missy Dziczek is requesting an 18 passenger bus for purposes that are not included in the GATRA contract. The bus will replace an existing non-GATRA bus that has many mechanical problems. The wheelchair lift and air conditioning systems are no longer working. Expenses for the bus would be funded by a fee structure for trips. The bus would be used to transport residents to events that are not covered under the GATRA contract. Some examples:

- Springfield Fair (monthly)
- Veteran's Day lunch at the Senior Center for attendees and chorus
- Memorial Day
- Lions Concerts
- Exploring other towns for affordable housing

The cost of the bus is from an actual quote.

There are \$25K unspent funds from the building project.

A future project for the Council on Aging is a new roof in the next 5 to 10 years.

Planning Board: Susan Affleck-Childs indicated the following future requirements for the GIS System:

- GPS devices
- Data collection
- Data conversion from paper to electronic for drawings and water lines

An itemized list of the items required to complete the GIS system will be available in mid-November. The supplier, People GIS, will be completing a 3-day program for describing the framework and meeting with 1X1 with department heads. Information regarding the GIS project can be found at www.mapsonline.net/medwayma

Fire: Fire Chief, Paul Trufant submitted a request for the balance of funds for a new roof on Fire Station #1. \$29,000 was approved several years ago; however, the cost of the project is \$70,000 due to prevailing wage requirements. The roof has been repaired several times and has recently started to leak again. There is a risk that the heating and air conditioning systems in the ceiling could be damaged by the leak. The DPS will make repairs that will last for the winter. It is the original roof from 1987.

A request was placed for a new ambulance. An inspection by the state revealed several issues with the existing ambulance. The alternator failed resulting in the vehicle breaking down in Natick. It was the 4th time that the alternator had been repaired in the past year. Additionally, the front-end was rebuilt. An estimate of \$170,000 to \$175,000 was referenced during the meeting. The existing ambulance will be traded in.

In 2012, a new regulation will require all ambulances to have on-board software that allow reports to be generated while out on a call. Options include purchasing the software for \$41,000 or paying a service fee through a billing agency for a \$250.00 monthly license fee and service fee per run.

Command Vehicle: An SUV was requested to transport required equipment to calls. The command vehicle is required by regulation because it carries first-aid gear and the "first-in" bag. The SUV will replace the existing car. There is an option to lease the vehicle which would not be a capital purchase.

Ladder Truck: In the future, a ladder truck will be required to replace an existing engine and ladder that was purchased in 1982.

DPS: DPS Facility: Tom Holder submitted a request for a new DPS building. The quote is based on an analysis of square footage of buildings constructed in surrounding communities. The building will be large enough for the people and vehicles required for all 7 DPS programs. The cost of the design is estimated at \$950,000. The feasibility study is expected to be completed in November or December.

Selectman Crowley joined the meeting and informed the CIPC that there were 2 roofs in town that required replacement. A total of \$175,000 in funding has been approved for the

Town Hall and Fire Station #2. The town is looking into completing the construction of both roofs using the currently approved funding.

Water Resource Management Plan: The DPS has applied for funding to complete a Water Resource Management Plan. The plan would cover drinking water, waste, and storm water. The plan is necessary because the 4 pumps in the current water system is not capable of keeping tanks full during periods of peak demand. There are pending water system regulations. Local towns are required to comply and Medway will soon follow. Towns will be required to articulate a storm water utility. Each parcel will be assessed to provide a percentage of permeable surfaces and a rate would be assessed that is applied to the storm utility. The DPS is likely to secure funds from a loan. The "SRF" loan recipients will be notified in January and must appropriate funds by June. The town has 2-3 years to pull all actions together for the \$500,000 loan amount. If the town wins the loan but is unable to receive the funds then the town can re-apply. More than one instance of winning the loan and re-applying would make the state question the town's commitment and future approvals of the loan may not be successful.

Video Surveillance: The DPS requested funding for a video surveillance system for all DPS facilities. The system will be an internet system that will be viewable by all residents. The system will improve safety and security.

Sanford Street Bridge: A 2006 inspection revealed that bridge abutments constructed from stone blocks are eroding at the base of the bridge. The blocks at the water's edge have visible cracks and fissures. The \$150,000 in bridge repairs would be funded jointly by Franklin.

Water Mains: West Street: The repairs to the water mains are part of the Water Master Plan. The West Street water main, installed prior to 1921, requires replacement. The road requires immediate repair to the pavement. Funding to replace the water main is required before the road is re-paved. The DPS will be making repairs to the pavement in 2010 due to the current condition of the road.

Main Street: Federal funding in the amount of \$700,000 is available for Main Street reconstruction, however, the water pipe requires replacement and the federal funding is for road reconstruction and does not include the water main. The town must replace the water main because long delays in the reconstruction project will jeopardize the federal funding. The water main must be replaced before the reconstruction is completed.

Police: Call Center Furnishings: The furnishings to the call center are necessary because the equipment in the center has been updated over the years so the furnishings no longer support the equipment. A grant is pending for the request. Chief Tingley will contact the CIPC with a status of the grant.

Replace Weapons: The weapons currently used are over 16 years old. It is difficult to find replacements for the leather accessories required for the weapons. The weapons are heavier than the newer models. The request also includes a less-lethal shotgun. The department received a new quote with a higher trade-in value for the current equipment. Ammunition, training, and range time are included in the quote. The town accountant verified that ammunition can not be purchased as a capital project.

Vests: Vest require replacement after 5 years. They must be replaced next year.

Front Ice Rails: A solid quote was provided for the ice rails, however, the gutter is severely damaged. A solution that includes repair to the gutter is necessary before moving forward with the ice rails.

CIPC members were asked to review the list of projects and submit a prioritized list to Chairmen Tom before the next meeting.

Adjournment:

With no further business before this Committee, a motion was made and seconded to adjourn.

Respectfully Submitted:

Jim Palladino



CAPITAL IMPROVEMENT PLANNING COMMITTEE

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

Approved: 11/18/2010

Meeting Minutes: October 28, 2010
Sanford Hall

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:24 p.m.

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Member, Rich Briggs; Town Administrator, Suzanne Kennedy; Chairman of the Board of Selectmen, Dennis Crowley; Chairman of the Energy Committee, Frank Faist; School Committee Member, Diane Borgatti; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Rich Briggs, seconded by Jim Palladino, to approve the Capital Improvement Planning Committee meeting minutes of October 7, 2010 as amended. The motion was approved unanimously.

Energy Committee Update: Chairman Frank Faist reported that the Energy Committee held a public forum on the Stretch Code on Tuesday night in conjunction with the Planning and Economic Development Board. Chairman Faist explained that Medway is pursuing Green Community designation through the DOER. There are five criteria that the Town must meet to become a Green Community and adopting the Stretch Code is one of them. He explained that the Stretch Code is an amendment to building code and would require new construction to be built 25%-30% more energy efficient than the current regulations. This will increase new construction costs by about \$8,000-\$10,000. There will be an article for vote at the November 15 Town Meeting on Medway's adoption of the Stretch Code. If Medway receives the Green Community designation, it will have access to a pool of grant funds that are only available to Green Communities in Massachusetts. There are currently 35 Green Communities in Massachusetts and this past year the pool of funds was \$8 million. They expect the number of Green Communities and the available funds to increase for next year.

Discussion included how some of the other criteria, including adopting a fuel efficient vehicle policy, might impact requests to the CIPC . The CIPC also agreed to have an item added to their capital request application about whether the request might be funded through Green Community funds.

FY12 IT Capital Requests: Director of IT Rich Boucher provided the committee with additional information on his FY12 capital requests. He explained that the 3rd and final phase of the WAN project is his first priority. He also explained that the cost of technology equipment increased because it includes the necessary infrastructure as well. He said so far they have replaced 500 desktops throughout the town and schools with last year's funds. Administrator Kennedy is going to follow-up with Treasurer/Collector Melanie Phillips about whether the new website is a capital expense.

FY12 Capital Budget Discussion: Chairman of the Board of Selectmen Dennis Crowley and Town Administrator Suzanne Kennedy had a preliminary discussion with the committee about the FY12 capital budget. Chairman Crowley said that the Board of Selectmen is looking at preliminary revenue and expense figures and hope to have the free cash number by next week. The CIPC is going to meet with the Board of Selectmen on December 6 to discuss their preliminary rankings for the FY12 capital requests. Chairman Crowley asked that the committee also include in their presentation whether the project should be bonded or funded from free cash. Administrator Kennedy is going to ask Treasurer/Collector Melanie Phillips to attend the November 18 CIPC Meeting to discuss the Town's bonding capacity.

MSBA Update: School Committee member Diane Borgatti reported that they held public tours at the Middle School last night and plan to do it again during the second week in November. There will be information available on the Middle School repair project at the November 15 Town Meeting. If the Town approves moving ahead with the project on November 15, there will be an election in January.

CIPC Vacancy: The committee reviewed resumes of residents who previously expressed an interest in serving on the committee. Jim Palladino is going to reach out to the residents and see if they are still interested in serving on the committee.

Next Meeting: The committee will meet on November 18, 2010 at 7:00 p.m. in the High School library. The CIPC will meet with the Board of Selectmen on December 6, 2010 to discuss their preliminary FY12 rankings.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:50 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax.: (508) 533-3281

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

Approved: 12/2/2010

Meeting Minutes: November 18, 2010 **High School Library**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:10 p.m.

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Member, Rich Briggs; Member, Jim Gillingham; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Jim Palladino, seconded by Rich Briggs, to approve the Capital Improvement Planning Committee meeting minutes of October 25, 2010 and October 28, 2010 and the Executive Session meeting minutes of September 9, 2010. The motion was approved unanimously.

Michelle's Timesheet and Supply Request: A motion was made Jim Palladino, seconded by Rich Briggs, to approve Michelle's timesheet in the amount of \$160.72 and supply request in the amount of \$8.85. The motion was approved unanimously.

MSBA Update: The Middle School repair project was approved at the November 15, 2010 Town Meeting.

Town-Wide Facility Management Committee Update: Chairman Anderson met with the Town-Wide Facility Management Committee to discuss the role of the Capital Improvement Planning Committee. The committee wanted to know if the CIPC was aware of any existing maintenance issues related to the Town's facilities and equipment. Chairman Anderson said the CIPC would compile a list of maintenance issues they were aware of and also a list of capital projects where the quotes were insufficient or incorrect. The Town-Wide Facility Management Committee plans to propose creating a town-wide facility manager position. The CIPC discussed this matter and also plans to endorse this idea in their 5 year plan.

CIPC Vacancy: Jim Palladino left a message and sent an email to one of the candidates but has not heard back. He is going to reach out to another resident who showed interest.

Preliminary FY12 Capital Project Ranking Discussion: The committee reviewed their preliminary rankings and discussed the projects. They removed the projects that would be considered enterprise projects and also any projects that would not qualify as a capital expense. The committee also discussed the possibility of funding some of the requests through grants, including the request for replacement ballistic vests. Chairman Anderson will follow-up with Frank Faist to see if the HVAC controls at the library and Town Hall heating improvements can be funded through Green Community grants.

For the next meeting, members were asked to review the preliminary priority list and make any revisions they thought were necessary and also break the projects into three funding categories: Enterprise Fund, bonded, free cash. Members were encouraged to contact department heads if they had any additional questions or needed clarification on any of the projects. The committee plans to review the list again at the December 2 meeting and also have a preliminary funding discussion with the Town Administrator and Town Treasurer/Collector.

Next Meeting: The next committee meeting is December 2, 2010 at 7:00 p.m. The committee will meet with the Board of Selectmen on December 6, 2010 to discuss their preliminary FY12 rankings.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:25 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax.: (508) 533-3281

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

Approved: 12/16/2010

Meeting Minutes: December 2, 2010 **High School Library**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:11 p.m.

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Member, Rich Briggs; Town Administrator, Suzanne Kennedy; Town Treasurer/Collector, Melanie Phillips; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Jim Palladino, seconded by Rich Briggs, to approve the Capital Improvement Planning Committee meeting minutes of November 18, 2010 and the Executive Session meeting minutes of October 25, 2010. The motion was approved unanimously.

Preliminary FY12 Capital Project Ranking Discussion: The committee reviewed their preliminary rankings, discussed the projects, and possible funding sources. Chairman Anderson reported that he forwarded Frank Faist information on the HVAC controls at the library and Town Hall heating improvements. The Energy Committee is going to try to apply for a Green Community grant to fund these projects.

The committee will meet with the Board of Selectmen on December 6, 2010 to discuss their preliminary rankings and possible funding sources. After this meeting, the CIPC will review and reprioritize their preliminary rankings and follow-up with department heads for further information and solid quotes where needed.

Preliminary Funding Discussion with Treasurer/Collector: The committee reviewed their preliminary rankings with the Treasurer and Town Administrator and discussed the Town's bonding capacity. The Treasurer prepared a debt service comparison by fiscal year that the

committee reviewed. The Treasurer reported that there is little bonding capacity for capital projects over the next several years due to the Middle school repair project. Capital projects will need to be funded primarily through free cash.

CIPC Vacancy: Jim Palladino spoke with one of the residents who expressed an interest in serving on the committee. He is going to forward his updated resume to Jim and Jim will forward it to the Board of Selectmen for their review.

Meeting Schedule: The committee will meet with the Board of Selectmen on December 6, 2010 to discuss their preliminary FY12 rankings. They will also meet on December 9, 2010 at 7:00 p.m. in Sanford Hall. Michelle will send out the dates of the upcoming FinCom meetings.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:35 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant