



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
Peter Sigrist, Member

Meeting Minutes: January 6, 2011 **High School Library**

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

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Jim Gillingham; Peter Sigrist; Suzanne Kennedy, Tom Holder, Paul and Dave from Kleinfelder SEA, authors of the Integrated Water Resources Management Plan.

Minutes: A vote of minutes was deferred to the 2/10/11 meeting.

Integrated Water Resource Management Plan: Tom Holder announced that the project for water main replacements needs to be increased from \$1.9M to \$2.1M based on the most recent figure from the Engineer's quote.

Tom indicated the need for an integrated study of all aspects of water management including water, sewer, and storm water. Previous studies in 1999 and 2009 focused on the water or sewer and do not include needs for storm water. All three must be considered when addressing the town's capacity and growth capability. The recommendation by the DPS is to obtain low interest state funding for an integrated study. The loan from the Massachusetts department of Environmental Protection will be bonded at 2% over 20 years and provide the town with a detailed analysis of the needs in all 3 water management areas.

Tom explained that both water and sewer are operated using an enterprise account where the fee structure is designed to generate revenues to finance operations as well as all capital improvements for the department infrastructure. The fees within the water and sewer departments have not been aligned to the capital needs of the department so they have relied in

town bonding capacity to maintain the infrastructure. Tom also indicated that in other towns, storm drainage utilizes an enterprise account to fund inflow and infiltration projects by charging customers a cost per square footage of “drainable” space on all properties in town.

Tom discussed the new permit (regulation) for reducing phosphorous levels that will be enforced by the Environmental Protection Agency (EPA) in Medway in the near future. Surrounding up-river towns have been issued permits. The purpose of the permit is to reduce the amount of the element that is added to the Charles River basin. The DPW would like for Medway to be in a position to comply with the permit rather than react after the permit is issued. Being prepared for the permit reflects positively on Medway once the regulations are imposed. The first phase, in 2003, addressed restrictions without consequences for non-compliance. Medway has issued an appeal because the deadlines and costs are too aggressive.

5-Year Plan: Tom Anderson has updated the 5-Year Plan. Committee members were asked to review the document and submit their feedback to Tom.

Conflict of Interest Law: Chairman Tom Anderson handed all CIPC members a copy of the Summary of the Conflict of Interest Law for Municipal Employees. Members are required to read and sign the document and submit to the Town Clerk.

Reference documentation:

Town of Medway Integrated Water Resources Management Plan.

Tasks 1&2 Years

Map of Medway water resources

Environmental Protection Agency Residual Designation Pursuant to Clean Water Act

Town of Medway Department of Public Works Update Meeting 9/14/10

Summary of the Conflict of Interest Law for Municipal Employees

CIPC 5-Year Plan

Action for the Next Meeting:

Update CIPC Committee Member Department Liaison Assignments

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:20 p.m.

Respectfully Submitted,

Jim Palladino
CIPC Vice Chairman



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Peter Sigrist, Member

Meeting Minutes: January 20, 2011 **High School Library**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:05 p.m.

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Jim Gillingham; Peter Sigrist; and Richard Briggs.

Minutes: A vote of minutes was deferred to the 2/10/11 meeting.

Upcoming Schedule:

February 7: CIPC attends the Board of Selectmen's Meeting

February 10: CIPC Meeting

February 11: Warrant Article is due to Town Administration

February 24: CIPC Meeting

March 4: Annual report is due to Town Administration

Actions:

Committee members were asked to request updated quotations for all recommended projects.

Tom Anderson took the action to update the 5-Year Plan and distribute a draft to the committee.

Jim Gillingham took the action to write the warrant article and distribute a draft to the committee.

Jim Palladino took the action to write the annual report and distribute a draft to Richard Briggs for his input then submit a draft to the committee.

5-Year Plan: Tom Anderson has updated the 5-Year Plan. Committee members were asked to review the document and submit their feedback to Tom.

Conflict of Interest Law: Chairman Tom Anderson handed all CIPC members a copy of the Summary of the Conflict of Interest Law for Municipal Employees. Members are required to read and sign the document and submit to the Town Clerk.

Reference documentation:

Summary of the Conflict of Interest Law for Municipal Employees
CIPC 5-Year Plan

Action for the Next Meeting:

Update CIPC Committee Member Department Liaison Assignments

Adjournment: With no further business before this Committee, a motion was made by Jim Gillingham and seconded by Peter Sigrist to adjourn. The committee voted unanimously to adjourn at 8:05 p.m.

Respectfully Submitted,

Jim Palladino
CIPC Vice Chairman



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James Gillingham, Member
Peter Sigrist, Member

Approved: 2/24/2011

Meeting Minutes: February 10, 2011 **Sanford Hall**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:07 p.m.

Attendees: Chairman, Tom Anderson; Member, Jim Gillingham; Member, Peter Sigrist; Member, Richard Briggs; and Administrative Assistant, Michelle Reed.

Michelle's Timesheet: A motion was made by Rich Briggs, seconded by Peter Sigrist, to approve Michelle's timesheet in the amount of \$62.32. The motion was approved unanimously.

Minutes: A motion was made by Peter Sigrist, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of January 6, 2011 and January 20, 2011. The motion was approved unanimously.

Update from February 7 Board of Selectmen's Meeting: The CIPC agenda item was moved to a future Board of Selectmen's meeting. Michelle will follow-up with Allison to confirm the date. The committee discussed the possibility that there will be no free cash available this year for capital projects due to the amount of snow removal that was required this winter and state budget cuts.

Warrant for Annual Town Meeting: The committee revised the prioritized project list relative to free cash. Bathroom partition replacement at the McGovern School was removed because it was already completed and walkway repairs at the Memorial School was also removed. The committee added replacing the flashing at the Memorial School to the list. The committee then drafted the warrants relative to capital projects for the Annual Town Meeting.

5-Year Plan: The committee reviewed the project list and discussed the Town's limited bonding capacity for the next several years. Tom will revise the project list and circulate to the committee for their review. Due to the limited amount of funds that will be available, some projects will need to be moved to future years.

School Building Committee Update: Tom reported that the residents voted to approve the project funding in January and they are moving forward with the planning and design phase. A project manager has been hired and they expect construction to begin this fall.

Meeting Schedule: Michelle will confirm the dates that the CIPC will meet with the Finance Committee and the Board of Selectmen.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:10 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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Peter Sigrist, Member

Approved: 3/24/2011

Meeting Minutes: February 24, 2011 **Sanford Hall**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:17 p.m.

Attendees: Chairman, Tom Anderson; Member, Jim Gillingham; Member, Peter Sigrist; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Jim Gillingham, seconded by Peter Sigrist, to approve the Capital Improvement Planning Committee meeting minutes of February 10, 2011. The motion was approved unanimously.

Update from February 22 Board of Selectmen's Meeting: The CIPC reviewed their draft FY12 prioritized project list with the Board of Selectmen. The Selectmen said they would get back to the CIPC with the amount that is available for capital projects in FY12. They would like additional information on the water main replacement project, including whether the water main replacement on Rt. 109 needs to happen before the road repair and a timeline for the road repair project. They would also like the cost of water main replacements to be broken into two separate projects because there is not enough money in the enterprise fund to support the cost of the entire project.

Project Quotes: The committee needs to obtain a revised quote for the water main replacement project per the Board of Selectmen's request and a quote for the flashing project at the Memorial School.

5-Year Plan: The committee reviewed the project list and discussed the Town's limited bonding capacity for the next several years and how this will effect capital projects. They looked at what

capital projects could be completed with the debt service that becomes available. Tom will follow-up with Melanie to clarify some information on her debt service comparison spreadsheet. The committee also discussed establishing an asset database and reviewing the list of municipal vehicles and their useful life to determine when they need to be replaced. Committee members were asked to review the 5 year plan before the next meeting and send Tom their comments.

CIPC Member Terms: Tom will follow-up with Allison on this matter. Need to confirm the duration of each member's term.

Meeting Schedule: The CIPC will meet on March 24 instead of March 10. Tom will follow-up with the Finance Committee to see if they still want to meet with the CIPC on March 9 or wait until the Board of Selectmen has determined if there is any free cash available for capital projects in FY12.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:50 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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James Gillingham, Member
Peter Sigrist, Member

Approved: 3/24/2011

Meeting Minutes: March 10, 2011 **Sanford Hall**

Call to Order: With a quorum, this meeting was called to order by Vice Chairman Palladino at 7:05 p.m.

Attendees: Vice Chairman, Jim Palladino; Member, Jim Gillingham; Member, Peter Sigrist; Member, Rich Briggs; Chairman of the Board of Selectmen, Dennis Crowley; Selectman, John Foresto; Selectman, Glenn Trindade; Consultant from Kleinfelder SEA, Betsy Frederick; Consultant from Kleinfelder SEA, Dave Peterson; Town Administrator, Suzanne Kennedy; Director of DPS, Tom Holder; and Administrative Assistant, Michelle Reed.

Discussion about Water Resource Management Plan: The CIPC and Board of Selectmen met with Betsy Frederick and Dave Peterson from Kleinfelder SEA to discuss the proposed water resource management plan. The plan is primarily focused on stormwater management. Medway is currently operating under the 2003-2008 Municipal Separate Storm Sewer System (MS4) permit. The Environmental Protection Agency (EPA) plans to release the new MS4 permit that Medway will be required to comply with this fall. The new permit will have more stringent requirements and regulations. The committee discussed the cost of implementing the plan and complying with the new permit, current budget issues, consequences for noncompliance, and the possibility of sharing the cost with surrounding communities who are also subject to the permit. They also discussed a loan program that may be available through the Department of Environmental Protection (DEP).

The selectmen decided that they would put an article on the warrant for the Annual Town Meeting relative to approving the proposed water resource management plan. When they have a better sense of the FY12 budget, they will decide whether to move forward with this article or postpone it to a future meeting. In the meantime, they decided Medway should start a public

education and outreach program and also bring the Town's bylaws up to date. Betsy recommended contacting Nancy Bryant at the SuAsCo Watershed Community Council to help with the public education and outreach program.

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 Reed
Administrative Assistant



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James Gillingham, Member
Peter Sigrist, Member

Approved: 4/14/2011

Meeting Minutes: March 24, 2011 **High School Library**

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

Attendees: Chairman, Thomas Anderson; Vice Chairman, Jim Palladino; Member, Jim Gillingham; Member, Peter Sigrist; Member, Rich Briggs; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Jim Palladino, seconded by Peter Sigrist, to approve the Capital Improvement Planning Committee meeting minutes of February 24, 2011 and March 10, 2011. The motion was approved unanimously.

Finance Committee Meeting: The CIPC presented their draft FY12 capital plan to the Finance Committee on March 9, 2011.

Water Resource Management Plan Meeting: The CIPC met with the Board of Selectmen and Betsy Frederick and Dave Peterson from Kleinfelder SEA on March 10, 2011 to discuss the proposed water resource management plan. Jim Palladino provided the committee with a summary of the meeting. The committee discussed the Board of Selectmen's tentative plans to put an article on the warrant for the Annual Town Meeting relative to approving the proposed water resource management plan.

5 Year Capital Plan: The committee reviewed the draft 5 year plan. They decided to include a table that shows what the departments requested and what the committee is recommending. They also plan to include an update on town vehicles and equipment.

Schedule: The next CIPC meeting will be held on Thursday, April 14 at 7:00 p.m. in Sanford Hall.

Action Items:

Action	Assigned To	Date
Follow-up for quote on Memorial flashing project	Tom	Before April 14 meeting
Review draft 5 year plan	All committee members	Before April 14 meeting
Provide update on town vehicles and equipment	Jim Palladino	Before April 14 meeting
Draft paragraph on water study for 5 year plan	Jim Palladino	Before April 14 meeting
Work on master plan section of 5 year plan	Tom Anderson	Before April 14 Meeting
Review 5 year plan and make sure all figures match	All committee members	Before April 14 Meeting
Forward quotes to group	Jim Palladino	ASAP
Forward notes from water resource management meeting	Jim Palladino	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:58 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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James Gillingham, Member
Peter Sigrist, Member

Approved: 4/28/2011

Meeting Minutes: April 14, 2011 **Sanford Hall**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:05 p.m.

Attendees: Chairman, Thomas Anderson; Vice Chairman, Jim Palladino; Member, Peter Sigrist; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Jim Palladino, seconded by Peter Sigrist, to approve the Capital Improvement Planning Committee meeting minutes of March 24, 2011. The motion was approved unanimously.

FY12 Prioritized List: Tom spoke with Chairman Crowley about the CIPC's FY12 prioritized list. Chairman Crowley said he is meeting with Dr. Evans to discuss a possible capital project at one of the schools. Chairman Crowley requested possible funding options for a new ambulance from the Town Treasurer.

5 Year Capital Plan: The committee reviewed and revised the draft 5 year capital plan. The committee also reviewed the section Jim Palladino drafted on the NPDES permit. The committee discussed what additional information should be included in the report. Tom Anderson will email the latest draft to the committee before the next meeting for their review.

Schedule: The next CIPC meeting will be held on Thursday, April 28 at 7:00 p.m.

Action Items:

Action	Assigned To	Date
Follow-up with Dennis Crowley and Melanie on ambulance enterprise balance	Jim Palladino	Before April 28 meeting
Follow-up with Dennis Crowley on his meeting with Dr. Evans and status of school project funding	Tom	Before April 28 meeting
Revise paragraph on rate increase/enterprise funding under master plan section of the 5 year plan	Tom	Before April 28 Meeting
Review 5 year plan and make sure all figures match	All committee members	Before April 28 Meeting
Review draft 5 year plan and send Tom edits	All committee members	Before April 28 meeting
Confirm receipt of all quotes	Michelle	Before April 28 Meeting
Create vehicle and equipment list for committee to review	Jim Palladino	Before April 28 Meeting
Email the group the latest draft of the 5 year plan for their review	Tom	Before April 28 Meeting
Ask Suzanne for updates on previously funded capital projects and update the Projects Approved in Prior Years section of the 5 year plan	Tom	Before April 28 Meeting
Add executive paragraph to the 5 year plan	Tom	Before April 28 Meeting

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:10 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: 5/12/2011

Meeting Minutes: April 28, 2011 **High School Library**

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

Attendees: Chairman, Thomas Anderson; Vice Chairman, Jim Palladino; Member, Peter Sigrist; Member, Jim Gillingham; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Peter Sigrist, seconded by Jim Gillingham, to approve the Capital Improvement Planning Committee meeting minutes of April 14, 2011. The motion was approved unanimously.

Michelle Reed's Timesheet: A motion was made by Jim Palladino, seconded by Jim Gillingham, to approve Michelle Reed's timesheet as presented in the amount of \$65.60. The motion was approved unanimously.

FY12 Prioritized List: Chairman Crowley told Tom that there may be some extra free cash available for FY12 capital projects. They agreed that the funds should be put towards road repairs due to the harsh winter. This would be in addition to all of the CIPC's FY12 recommendations. Tom will follow-up with Dennis on the final figure for FY12 capital projects. The committee needs to amend their warrants and revise the FY12 capital budget once they receive the figure from Chairman Crowley.

5 Year Capital Plan: The committee reviewed and revised the draft 5 year capital plan and assigned action items.

Schedule: The next CIPC meeting will be held on Thursday, May 12 at 7:00 p.m. The Annual Town Meeting is scheduled for Monday, June 13 at 7:30 p.m.

Action Items:

Action	Assigned To	Date
Follow-up with Dennis Crowley for final FY12 capital project figure	Tom	ASAP
Email the group the latest draft of the 5 year plan for their review	Tom	ASAP
Review 5 year plan and make sure all figures match	All committee members	ASAP
Review draft 5 year plan and send Tom edits	All committee members	ASAP
Draft paragraph on vehicles and equipment for 5 year plan	Jim Palladino	ASAP
Ask Suzanne for updates on previously funded capital projects and update the Projects Approved in Prior Years section of the 5 year plan	Tom	ASAP
Add executive paragraph to the 5 year plan	Tom	ASAP
Send Tom additional info on Route 109 project to add to 5 year plan	Jim Palladino	ASAP
Follow-up with Melanie on ambulance funding and get back to Dennis	Jim Palladino	ASAP
Follow-up with Suzanne on deadline for submission and if warrants can be revised or whether need to do from floor	Tom	ASAP
Post meeting and email Location	Michelle	ASAP
Follow-up with Allison on Peter's term and update website	Michelle	ASAP
Follow-up with Board of Selectmen on new term (current term expires 6/30/11)	Jim Gillingham	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:42 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: 5/26/2011

Meeting Minutes: May 12, 2011 **Sanford Hall**

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

Attendees: Chairman, Thomas Anderson; Vice Chairman, Jim Palladino; Member, Peter Sigrist; Member, Jim Gillingham; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Tom Anderson, seconded by Jim Palladino, to approve the Capital Improvement Planning Committee meeting minutes of April 28, 2011 as amended. Discussion: The committee amended the third sentence in the FY12 Prioritized List section from "It looks like it will be in addition to all of the CIPC's FY12 recommendations." to "This would be in addition to all of the CIPC's FY12 recommendations." The motion was approved unanimously.

5 Year Capital Plan: The committee reviewed and revised the draft 5 year capital plan. Tom will email the committee the latest draft for their review.

FY12 Prioritized List: The committee discussed funding for the ambulance and reviewed the quotes they received. Jim Palladino reported that Melanie said there is not enough in retained earnings to fund the ambulance. Tom will follow-up with Melanie on the discrepancies in cost and possible funding.

Schedule: The Annual Town Meeting is scheduled for Monday, June 13 at 7:30 p.m. The committee may schedule one more meeting before the Annual Town Meeting or meet on June 13 before the Annual Meeting.

Action Items:

Action	Assigned To	Date
Add executive paragraph to the 5 year plan	Tom	ASAP
Follow-up with Melanie on ambulance funding and quotes	Tom	ASAP
Update final FY12 figures in 5 year plan	Tom	ASAP
Email revised draft of 5 year plan for committee's review	Tom	ASAP
Review 5 year plan and send Tom edits	All committee members	ASAP
Create talk points for Annual Meeting	Tom	Before June 13

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

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: 8/11/11

Meeting Minutes: May 26, 2011 **Sanford Hall**

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

Attendees: Chairman, Thomas Anderson; Vice Chairman, Jim Palladino; Member, Peter Sigrist; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Jim Palladino, seconded by Peter Sigrist, to approve the Capital Improvement Planning Committee meeting minutes of May 12, 2011. The motion was approved unanimously.

5 Year Capital Plan: The committee reviewed and revised the draft 5 year capital plan. Tom will email the draft to Chairman Crowley for the Board of Selectmen's review. Michelle will post the 5 year plan to the website once it is finalized.

FY13 Capital Planning: The purchase of a new ambulance was deferred to the fall town meeting. Rich will follow-up with Chief Trufant for updated quotes. Tom will follow-up with the schools over the summer for their FY13 needs. Tom will also follow-up with Chairman Crowley and Town Administrator Kennedy for any new action items the CIPC should undertake during their FY13 planning. Peter will follow-up with Rich Boucher over the summer on FY13 needs.

Schedule: The Annual Town Meeting is scheduled for Monday, June 13 at 7:30 p.m. The CIPC plans to meet June 23, July 21, and August 18.

Action Items:

Action	Assigned To	Date
Obtain updated quotes for new ambulance	Rich Briggs	Prior to September meeting
Email 5 year plan to Chairman Crowley for BOS review	Tom	ASAP
Follow-up with Karen Kristy on Jim Gillingham's appointment	Tom	ASAP
Post 5 year plan	Michelle	After BOS feedback
Post FY12 liaison list	Michelle	ASAP
Create talk points for Annual Meeting	Tom	Before June 13
Follow-up with schools on FY13 capital needs	Tom	Prior to September meeting
Follow-up with Rich Boucher on FY13 needs	Peter	Prior to September meeting
Follow-up with Chairman Crowley and TA Kennedy on new action items for CIPC	Tom	Prior to September meeting

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



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Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: 9/22/11

Meeting Minutes: August 11, 2011 **Sanford Hall**

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 7:07 p.m.

Attendees: Chairman, Thomas Anderson; Member, Peter Sigrist; Member, Jim Gillingham; Member, Rich Briggs; Finance Committee Member, Kevin Dickie; and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Peter Sigrist, seconded by Rich Briggs, to approve the Capital Improvement Planning Committee meeting minutes of May 26, 2011. The motion was approved unanimously.

FY13 Capital Request Process: Tom spoke with Administrator Kennedy and she plans to have the FY13 capital requests to the CIPC for their review by September 12. The committee plans to have their initial review and discussion at the September 15 meeting. Administrator Kennedy would like the committee's initial prioritization by October 14.

The members provided updates on their contact with department heads. Peter reported that he met with Rich Boucher and that he is requesting funds to replace aging technology. Rich Briggs received an email from Chief Tingley with several small requests, including the virtualization of the police server. Peter is going to follow-up with Rich Boucher on this request. Jim Gillingham is also going to be the liaison to the Route 109 Design Committee. He will attend the meetings and report back to the CIPC on any matters that may affect the capital budget. All members were asked to follow-up with their respective department heads to discuss FY13 capital needs. The committee also decided that they would like to tour the facilities after they review the FY13 capital requests. Tom will follow-up with Administrator Kennedy to arrange the site visits.

The committee reviewed the capital request process and timeline with Finance Committee member Kevin Dickie. They explained that they make an initial prioritization of the capital requests in the fall and then review and revise the list once they meet with the Board of Selectmen, Administrator Kennedy, and Town Collector/ Treasurer Melanie Phillips to discuss the Town's bonding capacity and certified free cash in the spring. The CIPC will plan to meet with the Finance Committee in March 2012 to review their FY13 capital request prioritization.

MSBA Update: Tom reported that the project has been phased and they are going out for bids this summer. He said that they have relocated some of the classrooms so that the construction area can be isolated. He also explained that the cost of relocating the classrooms was not included in the initial budget so they need to use the contingency funds to pay for the relocations.

Schedule: The next scheduled CIPC meeting is Thursday, September 15 at 7:00 p.m. The committee also decided that the members would take turns attending the Board of Selectmen's meetings. The following is the schedule:

- September 6, 2011 – Tom
- September 19, 2011 – Peter
- October 3, 2011 – Jim Gillingham
- October 17, 2011 – Rich

Action Items:

Action	Assigned To	Date
Obtain updated quotes for new ambulance	Rich Briggs	Prior to September 15 meeting
F/U with Rich Boucher on police server virtualization request	Peter	Prior to September 15 meeting
Talk to Suzanne about scheduling site visits	Tom	ASAP
F/U with department heads on FY13 requests	All members	ASAP
F/U with Route 109 Design Committee as CIPC liaison	Jim Gillingham	ASAP

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



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Richard Briggs, Member
James Gillingham, Member
Peter Sigrist, Member

Approved: 12/1/2011 as amended

Meeting Minutes: October 3, 2011 **Medway Public Schools**

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 Chair, Jim Palladino; Member, Peter Sigrist; and Member, Jim Gillingham, and Medway Public Schools Facilities Director, Jim MacLean.

Schools FY13 Capital Requests:

The committee toured Burke-Memorial, McGovern, and the Middle School and discussed the FY13 capital requests and their prioritization.

1. Sidewalk behind Memorial School - safety hazard.
2. Lockers in the Middle School – need to include cost of removal, installation, and disposal.
3. Doors at Burke School
4. Parking lot flow at Middle School
5. Parking lot flow at Burke/Memorial
6. Parking lot repairs at McGovern. The base for the pavement is failing. Drainage is insufficient allowing water to flow over and under the paved surface, washing away the base. It has been repaired once already. Another repair is necessary or major damage will result when winter plowing begins.
7. Generator at Burke Memorial – cost of removal, installation and disposal. Possible new wiring, transfer switch, poured concrete pad, and outdoor installation.
8. Generator at McGovern – cost of removal, installation and disposal. Possible new wiring, transfer switch, poured concrete pad, and outdoor installation.
9. Windows in Burke/Memorial

10. Windows in McGovern – they are single pane, metal frame.
11. Combine alarm signals for Burke Memorial
12. Replace floors in Burke School – removal, installation and disposal. Possible mitigation cost due to mastic.
13. Urinals in McGovern
14. Acid neutralizer tank at the High School. Original specification was incorrect for the usage of the school. Replace the marble pellet design with a new system.

Projects that are currently in process:

1. Removing the fence around the Middle School field. Concrete and metal disposal. Safety concerns and risk of vandalism without the fence.
2. New lights and ceiling tiles in Burke/Memorial – possible funding available immediately from a recent article.
3. New lights and ceiling tiles in McGovern – possible funding available immediately from a recent article.

The committee also discussed concerns about project sign-off authority. Many projects are completed without sign-off by a qualified person. Contractors leave projects incomplete or not completed to the satisfaction of the experts that must maintain the program post completion. The schools need to implement a structured sign-off procedure with punch list after the service is provided.

Adjournment: With no further business before this Committee, a motion was made to adjourn by Jim Palladino, seconded by Richard Briggs. The committee unanimously passed to adjourn at 9:00 p.m.

Respectfully Submitted,

Jim Palladino
CIPC Vice Chairman



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
Peter Sigrist, Member

Approved: 12/1/2011

Meeting Minutes: October 11, 2011 **Medway Public Library**

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

Attendees: Chairman, Thomas Anderson; Member, Peter Sigrist; Member, Rich Briggs; Member, Jim Palladino, Library Director, Margaret Perkins; and Administrative Assistant, Michelle Reed.

Library FY13 Capital Requests: The committee reviewed the library's FY13 capital requests with Ms. Perkins, discussed prioritization, and toured the library.

1. **Replace HVAC unit** – There are 5 HVAC units total, 2 were replaced over the summer using emergency funds. It is critical to replace 1 of them at this time and the remaining 2 are ok for now. There are 2 large units and 3 small units and they are all the same manufacturer. She explained that the two units that were replaced this summer did not require any additional duct work. The committee would like clarification on which size unit needs to be replaced and the cost.
2. **Fire alarm** – The main fire alarm panel is functioning but it is old and replacement parts are not available. The library may change vendors in which case they would replace the entire system. If they go with another vendor the cost would be approximately \$5k but they need a solid quote. If they stay with Simplex it would be closer to \$10k to replace the system.
3. **Water issue in technical services office** – When it rains, the technical services office on the ground level gets water. Ms. Perkins said that DPS did work on the grading and gutters in that area and it helped a bit but they still get water when it rains. It was not clear how the water was getting into the office. The committee would like an

additional evaluation to determine whether the issue is the windows, foundation, or gutters.

4. **Photocopiers and computers** – The photocopiers and computers are not maintained or replaced through the Town's IT department. Both the computers and photocopiers are 3 years old. The committee would like to talk to Rich Boucher about whether the Town and schools have a contract with Xerox and if so, whether it can be expanded to include the library. They would also like to talk to Rich Boucher about having the library added to the Town's network.
5. **Brick repointing** – This is ok for now but will need to be addressed in the future to prevent cracking and crumbling.
6. **Roof** – The roof is ok for now but the committee would like to know when it was last replaced.
7. **Carpet** – The carpet was last replaced in 1999 during the renovation. It has since been repaired on the primary floor. Ms. Perkins said they plan to go with one color when they replace it because it is less expensive than the current two-tone carpet.
8. **Unfinished portion of the basement** – This area is mostly used for storage and for the book sale. There is a small heating unit but it is unclear whether it works. The committee recommended installing a dehumidifier to help with the moisture issue.

Action Items:

Action	Assigned To	Date
Request excel extract from Suzanne	Tom	ASAP
Draft CIPC operational guidelines for committee's review	Jim P.	Ongoing
Add info on purchasing more economical vehicles to 5 year plan (Will Naser's email)	Jim P.	Ongoing
F/U with fire chief for ambulance quote	Rich	Ongoing
F/U with Rich Boucher on police server virtualization	Peter	ASAP
F/U with Suzanne for status on library projects that were funded through the Green Community grant	Tom	ASAP
F/U for info on size of HVAC unit at library that needs to be replaced and cost	Tom	ASAP
F/U with Margaret for age of library roof	Tom	ASAP
F/U with Rich Boucher about expanding network to include library and photocopier contract	Peter	ASAP

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

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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

Approved: 12/1/2011

Meeting Minutes: October 17, 2011
Town Hall 1st Floor Conference Room

Call to Order: With a quorum, this meeting was called to order by Chairman Anderson at 5:32 PM

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Member, Peter Sigrist; Member, Richard Briggs; Planning & Economic Development Coordinator, Suzy Affleck-Childs; and Director of IT, Rich Boucher.

IT FY13 Capital Requests:

The IT department is requesting funding for system virtualization and technology equipment. The server virtualization project requires \$100K to create a redundant pair of server systems that contain data storage equipment that is capable of performing live back-ups between 2 sites. There was \$30k leftover from a different project that can be used for this project. Rich will provide the CIPC with quotes for the additional funding required. The quote will include the cost of equipment, installation, and training.

The committee also discussed the police server virtualization project. Due to the sensitivity of the data stored by the Police Department, these servers must be separate, isolated, and dedicated servers. These systems will enable onsite backups and provide a high level of security. Rich agrees that this is necessary but the cost is not included in his request. The request for server virtualization from the police and library should be considered separately.

The request for technology equipment includes peripherals, desktops, mobile stations (laptops), projectors in classrooms, and smart boards. There is additional detail in the 5-year capital plan.

Planning & Economic Development Board FY13 Capital Requests:

The Planning & Economic Development Board has requested funding for the Town's GIS project and community signage.

Suzy Affleck-Childs provided the committee with a detailed proposal for the community signage project. The proposal includes gateway signs for all roads that lead to Medway, Town building identifiers, and signs for important landmarks in Town such as Choate Park. Part of the request is for 2 digital message boards that could be remotely updated. Ms. Affleck-Childs provided the committee with quotes for the signs and also mentioned that they would like to have the signs installed in conjunction with the Medway300.

Ms. Affleck-Childs provided the committee with a detailed update of the funding spent on the GIS project. A list of the actions necessary to continue to develop the GIS system was also provided. The GIS system will continue to bring value as long as layers for all Town departments are added.

Other Items:

- There is no request for a Ladder Truck from the Fire Department. The committee will discuss the Ladder Truck with the Police Chief Tingley at Thursday's meeting.
- The HVAC unit in the library will be funded by the Energy Committee.
- The HVAC unit for the Town Hall will not be funded by the Energy Committee.
- There will be a warrant article for an ambulance at the 11/14 Town meeting.
- The Town Hall roof cost less than the expected \$150k. The remaining funding will be repurposed and used for another roof and other building maintenance requirements.

Adjournment: With no further business before this Committee, a motion was made to adjourn by Jim Palladino, seconded by Richard Briggs. The committee unanimously passed to adjourn at 6:33 p.m.

Respectfully Submitted,

Jim Palladino
CIPC Vice Chairman



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

Approved: 12/1/2011

Meeting Minutes: October 20, 2011 **First Floor Conference Room, Town Hall**

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

Attendees: Chairman, Thomas Anderson; Member, Peter Sigrist; Member, Jim Gillingham; Member, Rich Briggs; Director of DPS, Tom Holder; and Administrative Assistant, Michelle Reed.

DPS FY13 Capital Requests: The committee reviewed the DPS FY13 capital requests with Director Holder and discussed the department's prioritization.

1. **New DPS facility** – Director Holder explained that the current facility is inadequate to house all of the department's equipment and is structurally failing. He is requesting \$2 million in FY13 for the design phase and \$12.5 million in FY14 for the construction.
2. **High band radio system** – It is imperative that the current analog low band frequency system is replaced with a digital high band frequency system. It would be the same system that the fire and police departments switched to last year. The current system that the DPS uses cannot be used or serviced as of January 2013 according to new FCC guidelines. He explained that any units or equipment that have been recently purchased can be converted to the new system.
3. **Road/sidewalk projects** – Director Holder said that they receive only about 20% of the funds that are needed through the capital budget and Chapter 90. They are currently designing the sidewalks for parts of Village and Lovering and the project will be bid over the winter and started in the spring. The sidewalks on Lee and Richard are the next on the list to be designed.

4. **Parks & recreation master plan** – He meets with the Open Space Committee and Parks Commission monthly. They are currently replacing equipment at the North Street playground but realize they need to look at all recreational areas in the Town.
5. **Sanford Street Bridge** – The total cost for this project is \$150k and will be shared with the Town of Franklin. The project has been on the list for several years but has not been completed because Medway is waiting for Franklin to sign on with TetraTech, the engineering firm.
6. **Excavator** – The backhoe is the only piece of equipment that DPS currently has that is capable of digging. It is in high demand and the department is taking on more water and sewer projects that will require excavation. This cost would be split between the general fund and enterprise fund. Director Holder also reported that they applied for a grant through MassWorks that will hopefully fund all or part of the \$2.14 million Main Street and West Street sewer projects. They should hear in the next week whether they were awarded the grant.
7. **Emergency generator** – During Hurricane Irene they realized that the generator that is used to power Station #2 behind Town Hall is inadequate to also power Town Hall. It was able to only power the emergency lights at Town Hall, the servers were not powered.
8. **Flatbed truck** – This truck is versatile and has the ability to add different attachments.
9. **General town wide facility improvements** – This could only be funded out of free cash.

After the discussion, the committee toured the DPS facility on Broad Street and the water facility on Populatic Street. At the DPS facility, the committee saw the recently purchased water utility truck that was funded through the capital budget last year.

Action Items:

Action	Assigned To	Date
Request excel extract from Suzanne	Tom	ASAP
Draft CIPC operational guidelines for committee's review	Jim P.	Ongoing
Add info on purchasing more economical vehicles to 5 year plan (Will Naser's email)	Jim P.	Ongoing
F/U with fire chief for ambulance quote	Rich	Ongoing
F/U with Rich Boucher on police server virtualization	Peter	ASAP
F/U with Suzanne for status on library projects that were funded through the Green Community grant		ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:45 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



CAPITAL IMPROVEMENT PLANNING COMMITTEE

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

Approved: 12/1/2011

Meeting Minutes: November 10, 2011
Fire Station, 44 Milford Street, Medway

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

Attendees: Chairman, Thomas Anderson; Member, Peter Sigrist; Member, Jim Gillingham; Member, Rich Briggs; and Administrative Assistant, Michelle Reed.

Fire FY13 Capital Requests: The committee discussed the fire department's capital needs with Chief Trufant and toured the station at 44 Milford Street.

1. **Replace ladder truck** – The current ladder truck was just certified but is 30 years old and starting to rot. Chief Trufant said it is one of the oldest ladder trucks in the area. They are planning to replace the current ladder truck with a ladder/pump combo truck. The ladder will be shorter but will be sufficient. They have started to certify the ground ladders on the truck. Chief Trufant will forward a copy of the quote.
2. **Command vehicle** – The current command vehicle does not have enough room to carry the necessities, including an incident command board. The new vehicle will be an SUV and will have space to store the command board, first aid materials, and a Scott Air-Pak. Bob O'Neil will forward a copy of the quote.

The committee saw the ambulance that was replaced 5 years ago. The Town will vote on replacing the ambulance that was not replaced five years ago at the November 14 Town meeting. Chief Trufant said the ambulance is in bad shape and most likely will not pass the required medical inspection. He said he needs to get clarification on the amount that is being voted on because it is lower than what the department requested. He is wondering if they did not include the amount for the electric stretcher for the ambulance that was replaced five years ago and the

new stair chair. He said that the Town will also vote on an emergency transfer to replace the station's roof that is leaking. They are hoping to go out to bid quickly and have it replaced over the winter.

Next Steps: Chairman Anderson asked the committee to review all of the FY13 capital requests and prepare their initial prioritization for the December 1st meeting.

Meeting Schedule: The CIPC will meet December 1st and December 15th at 7:00 p.m. Michelle will email the location.

Action Items:

Action	Assigned To	Date
Request excel extract from Suzanne	Tom	ASAP
Draft CIPC operational guidelines for committee's review	Jim P.	Ongoing
Add info on purchasing more economical vehicles to 5 year plan (Will Naser's email)	Jim P.	Ongoing
F/U with Rich Boucher on police server virtualization	Peter	ASAP
F/U with Suzanne for status on library projects that were funded through the Green Community grant	Tom	ASAP
F/U with Chief Trufant for quote on fire truck and capital year that it is being requested	Tom	For December 1 meeting
F/U Bob O'Neil for quote on command vehicle	Michelle	For December 1 meeting
Prepare initial prioritization	All members	For December 1 meeting
F/U with Suzanne and Melanie on cost of ambulance and how being funded	Tom	For December 1 meeting

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

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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

Approved: 1/12/12

Meeting Minutes: December 15, 2011 **Town Hall 1st Floor Conference Room**

Call to Order: With a quorum, this meeting was called to order by Vice Chairman Palladino at 7:04 PM

Attendees: Chairman, Tom Anderson; Vice Chair, Jim Palladino; Peter Sigrist; Richard Briggs; Jim Gillingham, Matt Anzivino, Chief Trufant, Chief Tingley.

AED:

Matt Anzivino described the condition of the automated external defibrillators (AED) utilized by the town.

From Wikipedia : An automated external defibrillator or AED is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

With simple audio and visual commands, AEDs are designed to be simple to use for the layman, and the use of AEDs is taught in many first aid, first responder, and basic life support (BLS) level CPR classes.

There are 2 different designs for AED devices, mono-phasic and bi-phasic. Mono-phasic equipment has been deemed obsolete because it is not compatible with current CPR standards. The original equipment purchased by the town was the mono-phasic design. If a patient is connected to a mono-phasic device, it must be removed if a bi-phasic device is available, even if the patient is still in transit to the hospital.

There are 3 models currently in use in Medway. They are LP 500, LP 1000, and CR Plus. The LP 500 is a mono-phasic device. The LP 1000 and CR plus are both bi-phasic designs.

The LP model prefix indicates that the AED is for use by EMT personnel. It has a more durable construction allowing it to be transported in emergency vehicles. The CR Plus model is designed for use by anyone who has been trained. It has a less durable construction and is designed to be placed in a building of office.

There are 17 AEDs owned by the Town of Medway, 9 LP 500, 3 LP 1000 and 5 CR Plus models. 4 of 9 LP 500 models are out of service. As a result, there are 5 cruisers currently without an AED. CR Plus models are removed from buildings and used in emergency vehicles when required. The Fire Department would like to replace the 9 LP 500 obsolete and out-of-service models. There is an immediate need to replace the 4 that are out of service and the Fire Department is seeking immediate funding for that purpose. They would also like to add a capital request to replace the remaining LP 500 models. They also have plans to add another 3 units in new locations.

The CIPC recommends creating a budget for new AEDs to be purchased annually to prevent a large number of AEDs from becoming obsolete and prevent using less durable models in emergency vehicles where they are susceptible to damage.

Reference Document: AED Inventory submitted by Matt Anzivino

Minutes:

A motion was made by Peter Sigris, seconded by Jim Palladino, to approve the minutes from the 12/1/2011 meeting as written. The motion was unanimously approved.

BOS Meetings:

Peter Sigris attended the BOS Meeting on 12/5/2011. He described the use of Blackboard for emergency information and the use of Salesforce.com for non-emergency information. In either case, no additional equipment is required.

Jim Gillingham is scheduled for the 12/19 BOS Meeting.

Tom is scheduled to attend the 1/3 BOS meeting.

New Business:

There is a Virtual Town Hall meeting taking place. The new website will look like the current website.

Jim Palladino provided additional detail about the Sanford Street Bridge repairs, Sewer and Storm water drainage and the Park Master Plan.

Sanford Street Bridge Repairs:

The bridge abutment is not considered a roadway project so the bridge work cannot be merged with the roadway repair capital request. There is a \$5,600 preliminary evaluation

that is shared between Franklin and Medway. Medway approved the money for the evaluation in 12/2010. Franklin has just approved it. Tetrattech will perform the preliminary evaluation. The work will likely take place in one year.

Sewer and Storm Water:

Project #1305 requesting \$200k is for the sewer pipe near Chicken Brook. There is inflow and infiltration of storm water into the sewer pipe that is increasing inflows at the water treatment facility during storms.

Project #1307 requesting \$500k is for repairs to the storm water system. These repairs will provide the work necessary for Medway to comply with the MS4 permit for the first couple of years.

Parks Master Plan:

Project #1226 requesting \$30k is to create a plan for the 17 parks and recreational areas in town. Last year, the North Street playground was re-constructed. The experience from that playground was very positive because of the level of energy, creativity, and interaction from residents. The project is to hire a consultant to interview residents and review demographics for each park. They will look at current use and create a plan that considers potential future use based on growth.

MSBA Update:

Construction on the Middle School has started. They are working on Phase 1 which is the administration wing. They encountered a problem with a storm water drainage pipe. \$30k needed for the repair will come out of the money planned for contingencies. Medium Green is the color scheme chosen for the window frames. It will also be the color of the canopy. There is also discussion about adding a sink and cabinets to the Nurse's office. The decision was made to set up the plumbing but wait to move any further until the overall plan is further along. The process for change orders is still being discussed to minimize scope creep.

Projects:

The following projects were discussed:

- 1229 – Record Scanning - Not a capital item. Should come from operational funds.
- 1004 – Ice Rails for the police station – Delete
- 1315 – Library computers – These will come from the IT Technology Equipment request.
- 1227 – Medway Arbor Beautification – Not a capital item.

Actions:

- Tom – Follow up with Suzanne regarding the Sanford Hall public area renovations.
- Tom – Discuss the process for rejecting items that are not capital requests and prevent them from showing up year after year.
- Peter – Place a ranking on the Ladder Truck and Fire Command Vehicle.
- Jim P – Place a ranking on the Ladder Truck and Fire Command Vehicle.
- Kevin Dickie: Follow up with the library of project #1313 for an HVAC unit for the library is to be removed based on the emergency transfer request on 12/14.

Jim P – Follow up with Tom Holder regarding how the funding for the \$100k requested for general town wide facility improvements from project #1217 will be appropriated for departments that need it.

Tom – Separate the list into enterprise and non-enterprise requests.

Jim – Add a paragraph in the report for runoff status and requests.

Jim – Draft a paragraph for the CIPC report to describe the DPS facility project. Draft a slide for the wording to initiate a conversation to discuss what the Town wants the new facility to include.

All – Tom will resend the list so that everyone can update their project list.

Next Meetings:

The next meeting is on 1/12/11 then 1/26/11.

Adjournment: With no further business before this Committee, a motion was made to adjourn by Jim Palladino, seconded by Richard Briggs. The committee unanimously passed to adjourn at 8:33 p.m.

Respectfully Submitted,

Jim Palladino
CIPC Vice Chairman