



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax.: (508) 533-3281

Peter Sigrist, Chairman
Jim Gillingham, Vice Chairman
Richard Briggs, Member
Thomas Anderson, Member
Michelle Reed, Member

Approved: March 14, 2013

Meeting Minutes: January 10, 2013
Sanford Hall

Called to Order – With a quorum, this meeting was called to order by Chairman Sigrist at 7:03pm.

Attendees:

	9/27/12	10/25/12	11/8/12	11/29/12	1/10/2013
Peter Sigrist	X	X		X	X
Jim Gillingham	X	X			
Tom Anderson	X	X		X	X
Rich Briggs		X			
Michelle Reed	X	X			X

Meeting Minutes – A motion was made by Peter Sigrist, seconded by Jim Gillingham, to approve the November 29, 2012 meeting minutes as amended. The motion was approved unanimously.

Initial FY14 Capital Recommendations: The committee reviewed their initial priority list that was compiled using each member's individual rankings. According to Treasurer Melanie Phillips there may be \$1.6 million in free cash available for capital projects. This is only a preliminary figure and most likely will change over the next couple months. Michelle will follow-up with Tom Holder to discuss the 3 water main projects. It is possible that only 2 of the 3 water main projects can be funded in FY14. The committee discussed funding options for the projects. Chairman Sigrist will attend the Board of Selectmen's meeting on January 22, 2013 to discuss the CIPC's initial recommendations.

MSBA Project Update: Tom Anderson provided the committee with an update of the Middle School project and showed the committee before and after pictures of the project. He added that a traffic study needs to be completed to determine the best option for rerouting traffic and also to determine an accurate cost.

Action Items: The committee reviewed and updated their action items.

Next Meetings: The committee will meet on January 17, 2013 to review FY14 priorities and discuss funding. Chairman Sigrist will attend the Board of Selectmen's meeting on January 22, 2013 to discuss the CIPC's initial recommendations.

Adjournment - With no further business before this committee, a motion was made, and seconded, to adjourn at 8:09 p.m.

Respectfully Submitted,

Maureen D. Dooley
CIPC Board Secretary



CAPITAL IMPROVEMENT PLANNING COMMITTEE

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Peter Sigris, Chairman
Jim Gillingham, Vice Chairman
Richard Briggs, Member
Thomas Anderson, Member
Michelle Reed, Member

Approved: March 14, 2013

Meeting Minutes: February 7, 2013
Town Hall, First Floor Conference Room

Called to Order – With a quorum, this meeting was called to order by Chairman Sigris at 7:01pm.

Attendees:

	2/7/13	2/21/13	3/14/13	3/28/13	4/11/13
Peter Sigris	X				
Jim Gillingham	X				
Tom Anderson	X				
Rich Briggs	X				
Michelle Reed	X				

FY14 DPS Capital Requests: Tom Holder and Dave D'Amico from DPS met with the committee to discuss the water main project. Tom H. explained that Medway will be receiving a State Revolving Fund (SRF) for these projects. The Town will apply in August, should be approved in December and then work should begin in January. The benefit of this SRF is that it is a 2% loan for 20 years. Small increases have been factored into the water/sewer rates over the

next several fiscal years to pay for these projects. They could seek appropriation for this for \$3.7 million or defer one of these projects to another year because this SRF is only for 2 million. He said that out of all the projects Adams is of the least importance. The committee requested detailed information on the water main, projects including the cost of each individual project, for their meeting with the Board of Selectmen on February 21, 2013.

Tom Holder and Dave D'Amico stayed to discuss the following items:

- Tom H. suggested that the mixing tank be funded out of the Enterprise fund instead of free cash. Tom A. agreed to move it. This frees up 100k in free cash.
- Tom H. discussed the Sanford Street Bridge. He explained that a year ago they appropriated \$40k for this project. Franklin was also contributing \$40k. The bridge is shared by Medway and Franklin. He explained that when the towns met with Mass DOT, they offered support for this project which would greatly reduce the cost to the Towns. The work is scheduled for this summer. Tom H. is concerned that Mass DOT is not going to follow through on their promise. If they don't, Medway's share would be \$145k (half of the project, technically \$105k because \$40k already set aside). With this concern, Tom H. suggested that out of the \$700k in the free cash for "Various Road/Sidewalk Improvements" Medway could use \$105k of this and make it a road/sidewalk/bridge improvement. He then suggested that at the Fall Town meeting they would have an article requesting the replenishment of the \$105k that was used for the bridge. Tom H. asked why sewer for \$75 k was not included in the proposed FY14 capital projects. Tom H. wanted to stress the importance of the sewer project and how it would save 50k gallons of water a year. Tom H. also discussed that structural damages and leaks were found with the Chicken Brook and Black Swamp. Peter said it was close but did not make the list but that the committee would reconsider.
- Dave spoke about a pilot for new LED street lights. He explained they had money left over from DOER so they decided to use this money for 40 replacement LED street lights that were going to be installed in March 2013. They would like to do the whole town which would cost about \$145k. They are asking for an additional 100k to complete this project.

New DPS Facility: Tom H. talked about some changes in the plan for the new DPS facility. Tom H. explained that the Town continues to purchase new fire equipment which will not fit in Station 2. He said they are not able to renovate Station 2 adequately and are discussing incorporating Station 2 into the new DPS facility.

MSBA Update:

- Tom A. explained that the schools have additional capital projects that were not included in their original list. This will be further discussed at the next meeting once Tom gets more information from the schools.

- Tom A. said the schools are looking at a paving project that would include the Middle School and Burke/Memorial. . Medway brought in consultants to see what the issues were. Tom A. suggested that when the recommendations come back, the committee can decide if they should go through with it because it is estimated to be about a 1 million dollar project.

Upcoming BOS/CIPC Meeting on February 21, 2013: This is going to be a joint meeting of the BOS and the CIPC. Everyone should prepare for this meeting and go through their projects so they are ready to discuss. CIPC is anticipating that the BOS will ask how they got to the list, how they prioritized the list, why certain projects were included and/or excluded.

Meeting Minutes: It was decided that Michelle would revise the minutes from the January 17, 2013 and will be approved at the next meeting.

Action Items: The committee reviewed and updated their action items.

Action	Assigned To	Date
Prepare for the upcoming BOS/CIPC meeting	All committee members	By February 21, 2013 meeting
Redo minutes from Jan 17	Michelle	By February 21, 2013 meeting

Schedule: The committee will meet on February 21, 2013.

Adjournment: With no further business before this committee, a motion was made and seconded to adjourn at 8:15 pm.

Respectfully Submitted,

Jillian Morley

Capital Improvement Planning Committee
February 21, 2013 – 7:00 PM
Medway Senior Center
76 Oakland Street

Joint Meeting with the Board of Selectmen

Minutes approved: March 14, 2013

Present: Peter Sigrist, Chair; James Gillingham, Vice Chair; Tom Anderson.

Board of Selectmen Present: Selectman Andrew Espinosa, Chairman; Selectman Glenn Trindade (7:17), Vice-Chair; Selectman John Foresto (8:15), Clerk; Selectman Dennis Crowley; and Selectman Richard D’Innocenzo.

Others Present: Suzanne Kennedy, Town Administrator; Tom Holder, Director, Department of Public Services; David D’Amico, Deputy Director, Department of Public Services; Fire Chief Jeffery Lynch.

There being a quorum present; Chairman Sigrist called the meeting to order at 7:08 PM.

Discussion – FY14-FY18 Capital Budget:

In preparation for this meeting, the Committee received the following information: (1) Summary – FY2014 Only; (2) Summary By Rank; (3) Summary All Years; (4) Proposed project list from CIPC, dated 1/22/2013; (5) Updated Project List from CIPC, dated 2/21/2013; and (6) Excerpt from 2013 Annual Town Meeting Warrant (Draft), Articles 7 thru 11.

Selectman Espinosa stated the purpose of this meeting was to learn about the process, including how the group prioritizes the items on its list, as well as review the proposed items.

Mr. Peter Sigrist, Chairman, Capital Improvement Planning Committee, briefly explained that the review process begins in October. After the requests come in, CIPC members connect with various groups in Town to get additional information on their requests. Later CIPC meets as a group to discuss the requests, sometimes determining whether a tour of a department or facility is warranted. The group continues to ask questions until there are no more questions. Each CIPC member ranks each request utilizing a point system. If the rankings are very different, discussion will follow to discover what may have caused the broad range. As quote estimates are received, the cost amounts will be updated right up until Town Meeting.

Brief discussion followed on how requests were handled from the schools. It was noted that the final list was received only that morning. Ms. Kennedy mentioned that sometimes the schools don’t get the instructions when she sends them out in August. She believed it would be a good time as school was not in session, but apparently this is not the case. She suggested changing the timetable so that the schools can provide their lists more efficiently. Mr. Tom Anderson noted that it has always been a challenge to get information from the schools, suggesting that it is not a high enough priority for the schools given their educational responsibilities. Discussion followed.

Responding to a question from Selectman Crowley about the paving for the “guest” parking lot at the middle school, Mr. Anderson stated a cost has not yet been attached to that project. Chairman Sigrist noted there have been two parking lot paving requests – the middle school, and Burke Elementary. Mr. Anderson theorized that the cost for this “guest” parking lot was either going to come out of the school budget or it may be part of a larger paving project. Schools are giving back \$124,000 to the Town, but there are a lot of things the Board of Selectmen would like to do for the schools out of that money. Ms. Kennedy reminded the Board that a Warrant Article can be created for specific project once that has been determined. Selectman Crowley emphasized the importance of maintaining an open dialogue between the schools, Board of Selectmen and CIPC. Mr. David D’Amico, Deputy Director, Department of Public Services, noted that the Department of Public Services is continually reaching out to the schools to do just that.

Using the updated list dated 2/21/13, projects on the **Free Cash List** was considered first.

Various Road/Sidewalk Improvements – This has been a priority with CIPC for years, and this year bridge improvements will be included in this line item. Mr. Tom Holder, Director, Department of Public Services, stated that, because of an anticipated MassDOT contribution to repairs, the cost to repair the Franklin Street Bridge is significantly less than originally estimated. If bridge improvements are included in this item, the funds will be available in case the state does not contribute what they have promised. The funds can be returned to the CIPC program via a Warrant Article in the fall. Medway’s half of the project is \$145,000, and \$40,000 has already been contributed. The Town of Franklin will contribute the other half. It is anticipated the work would be done during July-August when the water is the lowest of the season. After discussion, it was agreed to include bridge improvements to this entry.

Replace Ballistic Vest w/Trauma Plates – No questions.

Repair Library Front Walkway – This has been submitted for a couple of years. Chairman Sigrist noted that it continues to deteriorate so it was added to the list.

Emergency Generator Replacement – This generator is at the McGovern School and is the last generator to be replaced. It is critical to have a full bank of generators in the event of prolonged power outages.

Replace Senior Center Sidewalk & Kitchen Improvements – CIPC toured the kitchen and determined that many things need to be replaced. Selectman Crowley would like to know specifically which items are being replaced or repaired as residents will ask. Background information will be forwarded to him.

Reroof Buildings at Water Street – Mr. Tom Holder explained that these buildings are being repaired. While repairs have been made to the roofs, leaks are still occurring. He noted this could also be funded out of the Water Enterprise Fund.

Technology Equipment – Chairman Sigrist reported a specific list of items being replaced has not been submitted. CIPC does know that two-thirds of the proposed equipment is at the schools. A detailed list has been requested, and has not yet been received. CIPC would like to know the breakdown of computers, servers, or other costs. Concern was expressed that these equipment costs seem to be rising each year. Discussion followed on annual replacement of a portion of the equipment and getting on a schedule to stagger replacement over a five-year period as well as upgrades at the middle school. It was noted that three additional IT staff members have been hired this year.

Tank Truck (Tender) – Fire Chief Jeffrey Lynch noted that approximately one-third of Medway is without hydrant coverage, making fire protection very challenging. Recently the department had to lay hose for 450 feet to get water to knock down a fire. He plans to trade one of the engines in to make room for the tank truck in the fire house. Engine 5 will be relocated to another station in order to open the space with the appropriate door height. Each engine holds 1,000 gallons while a tanker holds 3,000 gallons. Selectman Crowley asked how often a fire requires more than 2,000 gallons to knock it down. He expressed concern that there have been a lot of Fire Department requests for funding recently, and residents are beginning to question the necessity. Chief Lynch stated there have been two structure fires since he came to Medway, and he could have used a tanker for one of them. Roughly 16,000 gallons of water would have been needed. He believes they could have saved that house, had more water been readily available. Discussion followed.

Install Emergency Ops Center – It was noted that this is not for day-to-day use but in the event of serious storms or other emergency use on a large scale. The specifics will be forwarded to the Board of Selectmen to review for their meeting on March 2.

Replace Truck (P-3) – This truck will replace a 1998 truck that needs some sizable repairs. Mr. Holder noted that replacement vehicles for the Department of Public Services are typically something like a Ford F-250 truck. Mr. Anderson pointed out that a staggered replacement plan is ultimately the CIPC's goal as there are roughly 70 vehicles in use by the Town.

Replace Exterior Doors – Some doors at the schools are in bad shape, some are rusted through, and this is the last segment of door replacements, which helps complete the security update. It was noted that this is mostly at the McGovern school, but the CIPC did not want to label it that specifically. This way the funds could be used throughout the schools and not specifically at one that may not need the whole amount. CIPC has requested more information; upon receipt, it will be forwarded to the Board of Selectmen for review.

Purchase Wing Mower – This will replace a 1998 John Deere mower that is nearly completely broken down. Having only one reliable mower makes it difficult to keep up with the mowing schedule. These mowers help with roadside maintenance as well. It was suggested that an outside vendor could be contracted for some of the mowing responsibilities.

This completed the list of items to be funded with **Free Cash**.

New Fire Department Request:

At this time Ms. Kennedy reported that Chief Lynch has asked to acquire some additional equipment. She stated she emailed Chairman Sigrist if it would be appropriate to review it at this meeting. It was not discussed at the last CIPC meeting, and Chief Lynch can now tell the both CIPC and the Board of Selectmen about the article for \$68,000.

Chief Lynch apologized about being ignorant about the budget process. He stated the request is primarily to replace hoses, nozzles and valves that are about 40-50 years old. Things are starting to fall apart. He theorized that previous chiefs have tried to stay within budget constraints by not purchasing what they really should have had, but now equipment is failing, often while on a fire call. Ideally, he would like to get on a schedule so that equipment is replaced on a staggered basis instead of one lump sum. There is little to no spare hose.

Mr. Tom Anderson pointed out that if it is all replaced now, the possibility of a staggered replacement schedule disappears. Selectman Dennis stated that previous fire chiefs have come to us with increased budget line items allegedly earmarked for hoses, and now he suspects the money was used for something else. Ms. Kennedy will check and see where the money went. Selectman Crowley noted it was added to the Fire Department's operational budget. Chief Lynch noted that one hose is fairly new, replacing the hose that failed at a fire. He invited the Board and CIPC to come down to the station to take a look at the equipment. Both Selectman Trindade and Selectman Espinosa expressed interest in a visit to the fire house. Discussion followed on replacement cycles.

Dormitory – The article is intended to repurpose funds not used for the roofing project. The firefighters want to create a place to rest during the night shifts. Additionally, a shed is proposed at Station 1. Selectman Trindade suggested a metal building might be less expensive, especially if it does not have to be heated. DPS staff could do the work. There is \$29,000 left from the original project. After discussion, it was determined that, because local vendors were used, prevailing rates were not required and money was left over from the appropriation. Selectman Crowley asked for specifics on what items would be requested or any renovations done within the fire station to create this space.

Selectman Crowley reiterated his concern over the numerous requests from the Fire Department. Chief Lynch stated he is available to answer questions from anyone who wants more information.

Mr. Tom Anderson asked if the hoses could be replaced in stages instead of all at once. Chief Lynch stated it could be possible to do it in stages, but a fair portion need to be replaced now. Selectman Espinosa reminded everyone that all department heads are encouraged to let the Board of Selectmen know what their needs are, and let the Board try to work something out as funds become available. It was noted that it is the Board's fiduciary responsibility to take a close look at how funds are being spent. Chief Lynch responded that he is happy to defend his requests and will be a strong advocate for the Fire Department's needs. Chairman Sigrist acknowledged that Chief Lynch has submitted a five-year plan to the CIPC.

General Discussion: Mr. Tom Anderson asked if there was a ballpark figure for Free Cash that CIPC can work with, aside from the totals they are now using. He noted that requests are still coming in. Mr. Tom Holder estimates that the Department of Public Services will go beyond the Snow and Ice Budget for this year, noting that the anticipated snow for this coming weekend could be a \$90,000 event. Selectman Crowley suggested a placeholder article for \$150,000 to augment the Snow and Ice Budget.

At this time, Items in the **Enterprise/Bond Fund** section were considered.

Selectman Crowley expressed disappointment that the Board was not informed of the anticipated dollar amounts listed in Article 10 relative to the Water Enterprise Account. It would have been nice to receive an email or some advance information instead of first seeing it in the Draft Warrant. Mr. Holder stated all these projects were presented three years ago, but admitted he could have highlighted it now. He agreed to forward additional information prior to the March 2 Selectmen meeting.

Inflow & Infiltration Study (Article 11) -- Some funds were secured two years ago to help determine places where repairs are necessary. Last year additional funds were secured to help manage those repairs. This new funding will help evaluate repair in order to meet mandated water usage levels (eliminate leaks). Discussion followed.

Install Lovering Tank Mixer Equipment—Every July MassDEP performs a survey, which includes inspecting all equipment. Disinfected water sits in tanks for 2-3 days, and the disinfection deteriorates over time. This mixing equipment will keep the water moving to keep the disinfection intact. It will require only a day or so to get it up and running.

The rest of the Enterprise/Bond Fund list involved work to water mains. Mr. Tom Holder briefly explained that Medway may be available for a low-cost loan through MassDEP. As a requirement of the loan approval, the Town must appropriate the full amount, but the spending schedule can be spread out over a period of years. Referring to Mr. Holder's five-year plan, Selectman Crowley asked if a cost analysis can be provided for the March 2 meeting. Tom Holder estimated the report may be ready by the third week in March.

Selectman Trindade expressed disappointment that detailed information was not provided ahead of time to make review of the current materials easier to understand. It would eliminate a lot of questions at meetings. Selectman Crowley agreed.

New Topic: Baseball Dugouts – Selectman Trindade reported that dugouts have been built at the baseball fields, with all donated labor and materials. Facility improvements are important to the baseball groups, the major one being the addition of bathroom facilities. There is a sewer pipe that runs down Winthrop Street. What would it cost to run that pipe to the field? The baseball group is willing to do all the work if the Town can get the pipe down to the field. He stated he would like to propose that as a project for this year. Tom Anderson asked if there is a price quote; roughly \$40 – 45,000 was an estimated cost. Selectman Crowley noted that does not include any design cost. Mr. Tom Holder stated a DPS consultant already on retainer could evaluate and design it. To get around the bidding process, DPS staff would have to do the work. There would also be a cost to repave whatever portion of Winthrop Street is dug up to access and install the pipe. Discussion followed. Selectman Trindade and Mr. Holder will work together to arrive at a potential cost.

There was concern that, if this proposal is accepted, another project will have to drop off and what would that be. Mr. Tom Anderson pointed out that the dollar amounts are fluidic and some of the anticipated revenues may not materialize.

Mr. Tom Anderson read the list of other items that did not make the list. Items included additional fire equipment, energy system for the Burke school, sewer jetting equipment, replace maintenance truck, mower, brick and masonry work at the library, furniture at the library, parks improvements, general town-wide improvements, pavement milling machine, rebuild upper Memorial field, community signage, Jaws of Life, McGovern school windows, additional GIS work, fire alarm panel at library, Medway Arbor Beautification Project (not sure this qualifies as a capital item), windows for Burke School, water filtration system, speed methods radar trailer, classroom floor replacement at Burke School, replacement of dump trucks, upgrades to fire station, additional water main replacement, tennis court renovations, window blinds at McGovern and Burke Schools, carpeting at library, Senior Center roof, lawn tractor, and various trucks. Some of these items were intended to be funded sometime in the next two to three years.

Chairman Sigrist thanked the Board for their participation in this meeting. Selectman Espinosa thanked the CIPC for their hard work, noting that this is a complicated process and they have handled it with dedication and perseverance. It was noted that previous years did not always have this amount of free cash.

**At 9:06 PM Mr. Tom Anderson moved to adjourn; Mr. James Gillingham seconded. No discussion.
VOTE: 3-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary



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Peter Sigris, Chairman
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Richard Briggs, Member
Thomas Anderson, Member
Michelle Reed, Member

Approved: March 28, 2013

Meeting Minutes: March 14, 2013
Town Hall, Sanford Hall

Called to Order: With a quorum, this meeting was called to order by Chairman Sigris at 7:00PM

Minutes: A motion was made by Michelle, and seconded by Jim to approve the November 8 2012, November 29 2012, and January 10 2013 minutes, all in favor. Tom made a motion to approve February 7, 2013 minutes, seconded by Michelle, all in favor. Michelle motioned to approve the minutes of February 21, 2013, Jim seconded, all in favor.

Attendees:

	2/7/13	2/21/13	3/14/13	3/28/13	4/11/13
Peter Sigris	X	X	X		
Jim Gillingham	X	X	X		
Tom Anderson	X	X	X		
Rich Briggs	X		X		
Michelle Reed	X		X		

Discussion of FINCOM Meeting of March 13: The Board of Selectman took \$124,000 from the school budget that the schools were using for their own Capital Improvements. Board of Selectman said that has to go through the CIPC. Some of the items they wanted included parking lot, security, and van. CIPC did not approve these but Selectman put them on the free cash list. Selectman and FINCOM gave them this information this week. \$68,000 for fire equipment which was originally set up to be in a 3 year plan, the Board of Selectman decided to give them that this year from free cash. FINCOM wanted a list of the specific list of IT equipment needed. A new item added to the free cash is a sewer design for Medway baseball field (Cassidy) for \$15,000. The Town will be installing the sewer line at its cost. The baseball league will raise funds to complete the facilities. The tanker truck is not on the free cash list anymore, this item is now going to be bonded. Enterprise fund was then discussed. There were no issues with these. CIPC and FINCOM wants to know what percentage of their budget is going to school and town as far as the IT free cash meeting. Peter will get a list from IT.

Tom made a motion to approve the free cash spending warrant proposed by Board of Selectman, Rich seconded. All in favor.

Five Year Plan Annual Report: Peter and Jim will work together to go through the plan before next meeting.

MSBA Update: In the conference room, floor had to be ripped up to fix pipes to find out that it was just plugged up. The project has been under budget, only cost \$30,000 instead of \$100,000.

Parking lot project at middle school: There are a couple of items in their warrant for parking lot to connect it to Burke Middle to alleviate congestion in neighborhoods. There are already traffic issues in neighborhood. Possible loop at back at back of school or a connector. Recommendation came back on what it would look like. In addition to money to redo parking, it would be about another million to connect them making it a 2 million dollar project. There is not a plan as of yet for this so \$40,000 from free cash will be used just to repave the parking lot.

Schedule: The committee will meet on March 28, 2013

Adjournment: With no further business before this committee, a motion was made by Rich and Tom seconded to adjourn at 7:39 pm.

Respectfully Submitted,

Jillian Morley



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Richard Briggs, Member
Thomas Anderson, Member
Michelle Reed, Member

Approved: April 11, 2013

Meeting Minutes: March 28, 2013 @ 7 pm
Town Hall, Sanford Hall

Called to Order: With a quorum, this meeting was called to order by Chairman Sigrist at 7:05 pm

Minutes: With amendments, a motion was made by and Tom and seconded by Michelle to approve the minutes from March 14, 2014.

Attendees:

	2/7/13	2/21/13	3/14/13	3/28/13	4/11/13
Peter Sigrist	X	X	X	X	
Jim Gillingham	X	X	X	X	
Tom Anderson	X	X	X	X	
Rich Briggs	X		X		
Michelle Reed	X		X	X	

Warrant Articles: Roofing was kept in the free cash articles by the Board of Selectman. Articles 7, 8, 9 were discussed.

Quotes and information on requests: Information from IT was given to the CIPC. The quotes that the CIPC have include: roads/sidewalks, water street roof, IT, OPS center, wing mower, and water mains. The following quotes the CIPC does not have include: Senior center, ballistic vest, library, generator, truck tanker, P3, exterior doors for school, Cassidy field sewer design, and school van.

Five Year Plan/Annul Report: There is a lot of talk about how the Town can't bond anything. CIPC will get an update from Melanie. Peter is working on the Five Year Plan next. Jim is working on the chart in the Five Year Plan. Annual report needs to be in warrant book.

School Update: The school is not going to move forward anytime soon for school parking lot. The estimated cost is 1 million. School wants to take it out of their budget but BOS says they cannot do this.

Schedule: The committee will meet on April 11 and April 25, 2013.

Adjournment: With no further business before this committee, a motion was made by Tom and seconded by Michelle to adjourn at 7:50 pm.

Respectfully Submitted,

Jillian Morley



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Richard Briggs, Member
Thomas Anderson, Member
Michelle Reed, Member

Approved: April 25, 2013

Meeting Minutes: April 11, 2013 @ 7 pm
Town Hall, Sanford Hall

Called to Order: With a quorum, this meeting was called to order by Chairman Sigrist at 7:02 pm.

Minutes: With amendments, Tom moved to approve the minutes from March 28, Michelle seconded.
All in favor.

Attendees:

	2/7/13	2/21/13	3/14/13	3/28/13	4/11/13
Peter Sigrist	X	X	X	X	X
Jim Gillingham	X	X	X	X	
Tom Anderson	X	X	X	X	X
Rich Briggs	X		X		X
Michelle Reed	X		X	X	X

New Version of Warrants presented by the BOS: The new version of the BOS free cash and warrants were looked at. The Town is purchasing 3 new fuel efficient vehicles. The Committee

wants to know who is using the cars and what kind of cars they are buying. There are several new items now on the free cash list that CIPC had not put on their original list. The new items include: fire equipment, security upgrade, Cassidy field, 3 fuel efficient cars, baseball diamond rebuilding. Mixer went to a separate warrant. Roof replacement is not on there. The water fund for the water main project warrant is complete. A field tractor is now a warrant to be taken from the capital improvement stability fund (\$30,000 for tractor and \$12,000 for an aerator) Cassidy field sewer line from stability fund is \$70,000 is also a new warrant. CIPC was surprised by the additional items added. Significant discussion on new items added was had. A lot of new items were added to free cash and new warrants to take funds out of the stability fund. None of these items or topics went through the CIPC process. The CIPC questions the reasons for all the new added items. A letter of disappointment will be written by the committee to the Board of Selectman expressing their thoughts about all this. Who controls the stability funds? What are the governing rules? Why wasn't the CIPC included in the new items?

Member Updates: Peter and Richard's term are expiring on June 30, 2013. Richard is not extending his appointment. Peter is extending his appointment.

Five Year Plan and Annual Report: Committee discussed the Five Year Plan and the Annual Report. Peter has worked on the Five Year Plan. Tom will write up something about the Middle School Project. Michelle will write up something about the Water and Sewer. Vehicle Fleet was discussed. The committee needs to update this vehicle list. Jim was going to update project list but now that there is a new list. Originally 50% of the debt service would be retired in 2016 but now the Committee needs to get an update from Melanie. The Annual Report is due by the end of April. The stability fund will be mentioned in the Five Year Report. The committee needs quotes of all the new items for the report. Peter will continue to work on the Annual Report and the Five Year Plan.

Verification of quotes for remaining items: The school and the library have not submitted their quotes. Peter will ask Suzanne about the 3 fuel efficient vehicles.

School Update: Parking lots are becoming an issue. The school wants to know when the Town will repave them and the Town wants to know how much this is going to cost.

Schedule: The committee will meet on April 25, 2013.

Adjournment: With no further business before this committee, a motion was made by Tom and seconded by Richard to adjourn at 7:42 pm.

Respectfully Submitted,

Jillian Morley



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Michelle Reed, Member

Approved: May 7, 2013

Meeting Minutes: April 25, 2013
Town Hall, First Floor Conference Room

Called to Order: With a quorum, this meeting was called to order by Chairman Sigrist at 7:00 pm.

Minutes: Tom moved to approve the minutes from April 11, 2013, Michelle seconded. All in favor.

Attendees:

	4/25/13	5/9/13	5/23/13	6/13/13	6/27/13
Peter Sigrist	X				
Jim Gillingham	X				
Tom Anderson	X				
Rich Briggs					
Michelle Reed	X				
Carol Pratt					

Annual Report and Five Year Plan: Peter worked on the Annual Report. The opening 3 paragraphs are about how the CIPC works. It talks about the approved projects. The Annual Report is due by the end of April. It talks about the different request and what is going to happen

over the next 5 years. Capital Stability fund was discussed. It is on the town warrant. The fund was created last year to provide for future emergencies. Some money was air marked for the Sanford St Bridge from this fund originally. The fund is now being used for an aerator, sewer line, and tractor in the warrants. Some of the other warrants were discussed that will be addressed at the town meeting. The stability fund will be discussed in the five year plan. It will also be mentioned in the town meeting. There were \$32.8 million in projects that were originally submitted. Peter questions whether they mention in the five year plan about the school and their involvement in the capital improvement plan. Jim will work on the spreadsheet from the annual report. Peter will continue working on the text of the annual report. After the annual report is done, CIPC will work on the five year plan.

Members: Richard is not renewing his term. CIPC is looking for a new member.

Verification of quotes: CIPC still waiting for some of the quotes. This could mean overfunding or underfunding. There are no quotes for the new warrants. There are no quotes from the school.

BOS Letter: Tom wrote a draft letter to be given to the Board of Selectman. It is a letter of disappointment stating that the CIPC was surprise to see a number of additional items in the free cash warrant and additional warrants drawing funds from the Capital Improvement Stability Fund which were not submitted to the CIPC and have not been discussed with the CIPC. The letter is to express the CIPC issues and concerns. CIPC will ask if one of the BOS can come to the next CIPC meeting to discuss everything in the letter. It was also discussed that the other member of the committee is the town accountant and she should be attending the meetings.

Schedule: The committee will tentatively meet on May 7, 2013.

Adjournment: With no further business before this committee, a motion was made by Tom and seconded by Jim to adjourn at 7:58 pm.

Respectfully Submitted,

Jillian Morley



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax.: (508) 533-3281

Peter Sigrist, Chairman
Jim Gillingham, Vice Chairman
Richard Briggs, Member
Thomas Anderson, Member
Michelle Reed, Member

Approved: June 13 2013

Meeting Minutes: May 9, 2013
Town Hall, Sanford Hall

Called to Order – With a quorum, this meeting was called to order by Chairman Sigrist at 7:40pm.

Minutes: Tom moved to approve the minutes from April 25, 2013, Michelle seconded. All in favor.

Attendees:

	4/25/13	5/9/13	5/23/13	6/13/13	6/27/13
Peter Sigrist	X	X			
Jim Gillingham	X	X			
Tom Anderson	X	X			
Rich Briggs					
Michelle Reed	X	X			
Carol Pratt					

Selectman Discussion: Chairman Espinosa from the Board of Selectman attended the meeting. The CIPC had disappointment to see a number of additional items in the free cash warrant and additional warrants drawing funds from the Capital Improvements Stability Funds which were not submitted to the CIPC. Chairman Espinosa suggested that CIPC get on the agenda or send the BOS a letter. He feels like it is important for the CIPC to express their opinion to the Board of Selectman of this year's process. The CIPC recognize the powers of the BOS but they are here to advise and what is the point if the Town is going to bypass them. The CIPC questions why they volunteer. Chairman Espinosa thinks the CIPC should express this because they are doing a great job and doesn't want to lose great volunteers. There are no bylaws saying capital items have to go through the CIPC. Chairman Espinosa thinks it is important for the BOS to go through the CIPC process. Michelle talked about the projects that did not go through the CIPC because they did not get quotes. Chairman Espinosa explained to the CIPC those projects bypassed the CIPC and were approved by the BOS so the CIPC does not need these quote projects. CIPC will put their concerns in writing to the Board of Selectman to be read at the next Board of Selectman Meeting.

Tom moved that the CIPC send a letter to the BOS on or before May 20, 2013 (Chairman Espinosa last BOS Meeting), Michelle seconded. All in favor.

Vehicle: The warrant calls for \$20,000 but the green vehicle is now going to cost \$32,000. Four additional vehicles will be purchased as well because the Town needs to get their fleet up to the green standards and they no longer can use old police cars.

New Members: Jim told the committee that he has a friend that may be interested in joining the committee for this year. All candidates should submit their resumes. Peter needs to get re-appointment.

Five Year Plan and Annual Report: If the committee finishes their Annual Report, it will be printed out and passed out at the Town Meeting next Monday. The Annual Report is finished except for Jim is still working on the spreadsheet in the Annual Report

Schedule: The committee will check with Rich to see when he can meet for his final meeting.

Adjournment: With no further business before this committee, a motion was made and seconded to adjourn at 8:20 pm

Respectfully Submitted,

Jillian Morley



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

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Tel: (508) 533-3264

Fax.: (508) 533-3281

Peter Sigrist, Chairman
Jim Gillingham, Vice Chairman
Richard Briggs, Member
Thomas Anderson, Member
Michelle Reed, Member

Approved: July 18 2013

Meeting Minutes: June 13, 2013
Town Hall, Sanford Hall

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

Minutes: A motion was made by Rich to approve the minutes from May 7, 2013, seconded by Tom.
All in favor.

Attendees:

	4/25/13	5/7/13	6/13/13		
Peter Sigrist	X	X	X		
Jim Gillingham	X	X	X		
Tom Anderson	X	X	X		
Rich Briggs			X		
Michelle Reed	X	X	X		
Carol Pratt					

GIS Funding Proposal: Susy Affleck Childs and Tom Holder spoke to the CIPC about the GIS. Medway has the opportunity to participate in a regional procurement of the aerial photography work. With a regional joint effort, the pricing will be better than originally thought. This will be done in spring 2014. She handed out a Fact Sheet about all this. Susy hopes it can come out of FY 14 budget of planning, dps, fire, and policy. The benefits of the town to have this are it is much more finite to a 3 inch resolutions. Dps thinks it is a good tool and for first responders as well. Going from black and white photo to a color photo is an advantage. Tom asked what the benefits of this are. Mr. Holder said he can't see hydrants, sewer lines etc. Chief Tingley and Chief said they would use it in emergency situations. It will come out of all their operating budgets.

New Members and Reappointment: There are no new members. Peter has not received anything for his renewal. Tom is resigning as of July 31 as he maybe moving for his job. If he doesn't move he will stay on the committee.

Election of Chairman for FY2013: CIPC will wait until September to vote for the new Chairman.

Liaison assignment for FY2015 : CIPC will wait until September to vote for the new liaison assignments until September.

Schedule: The committee will meet July 18, 2013.

Adjournment: With no further business before this committee, a motion was made and seconded to adjourn at 7:37 pm.

Respectfully Submitted,

Jillian Morley



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax.: (508) 533-3281

Peter Sigrist, Chairman
Jim Gillingham, Vice Chairman
Richard Briggs, Member
Thomas Anderson, Member
Michelle Reed, Member

Approved: October 9, 2013

Meeting Minutes: July 18, 2013
Town Hall, Sanford Hall

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

Minutes: A motion was made by Tom to approve the minutes from June 15, seconded by Jim. All in favor.

Attendees:

	4/25/13	5/7/13	6/13/13	7/18/13	
Peter Sigrist	X	X	X	X	
Jim Gillingham	X	X	X	X	
Tom Anderson	X	X	X	X	
Rich Briggs			X		
Michelle Reed	X	X	X		
Carol Pratt					

Five year plan: There were a couple of items missing in 5 yr plan. Everything else looked ok. The committee cannot vote to approve this because there isn't the final copy. Spreadsheet is missing. Peter will update what's needed and send update.

Reappointment: Peter has not heard anything about new members. Tom will be moving to Georgia in October. This will be his last meeting. The committee now needs 2 new members. Matt Hayes attended this meeting and would like to join the Committee. He must send a request to the Board of Selectman.

Schedule: The committee will meet in August.

Adjournment: With no further business before this committee, a motion was made and seconded to adjourn at 7:17 pm.

Respectfully Submitted,

Jillian Morley



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax.: (508) 533-3281

Peter Sigrist, Chairman
Michelle Reed, Vice Chairman
Jim Gillingham, Member

Approved: November 6, 2013

Meeting Minutes: October 9, 2013
Medway Library

Called to Order – With a quorum, this meeting was called to order by Chairman Sigrist at 7:22 pm.

Minutes: A motion was made by Michelle to approve the minutes from July 18, 2013 seconded by Jim.
All in favor.

Attendees:

	10/9/13				
Peter Sigrist	X				
Jim Gillingham	X				
Michelle Reed	X				
Carol Pratt					

Selection of Chair and Vice Chair: Michelle made a motion to nominate Peter as Chairman, seconded by Jim. All in favor. Jim made a motion to nominate Michelle as Vice Chairman, seconded by Peter. All in favor.

Selection of Liaison assignment: The Liaison list was discussed. Michelle will take DPS, Tax Collector, Town Clerk, Assessor, and Town Administrator. Jim will take on the Council on Aging, IT, Police, and Fire. Peter will take Schools, Library, and Planning and Economic Development,

Meeting Schedule for FY2015 season: The committee will meet the second (Library) and fourth (Sanford Hall) Wednesday of each month except for the next coming months will be: Novembers schedule will be Nov 6 and Nov 20. December will be Dec 4 and 18.

Discussion of potential committee members: The committee does not know of anyone interested in becoming a member. Peter will reach out to the Board of Selectman.

Funding Request for FY2015: The committee took a first look at the funding request for FY 2015. CIPC is now responsible for funding school projects. The roads and sidewalks will be a big project again this year. The committee will each read though the FY 2015 requests.

Five Year Plan: This needs to be voted on. There still needs a chart of spending in the plan. This needs to be up to date.

Schedule: The committee will meet October 23, 2013.

Adjournment: With no further business before this committee, a motion was made and seconded to adjourn at 8:01 pm.

Respectfully Submitted,

Jillian Morley



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax.: (508) 533-3281

Peter Sigrist, Chairman
Michelle Reed, Vice Chairman
Jim Gillingham, Member

Approved: December 5, 2013

Meeting Minutes: November 6, 2013
Medway Library, Cole Room

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

Minutes: A motion was made by Jim to approve the minutes from October 9, 2013 seconded by Michelle. All in favor.

Attendees:

	10/9/13	11/6/13			
Peter Sigrist	X	X			
Jim Gillingham	X	X			
Michelle Reed	X	X			
Carol Pratt					

First contacts with departments and new request: Jim has heard from all his department heads. The Liaison list was looked at again. Peter met with the school and he went over the school committee requests. The top priority is the sidewalks and parking lots. It is unclear how

this will be funded although the CIPC will have to approve this. They are also requesting 180k for software for the heating systems. The savings is 10k a year and the system probably won't last for 18 years. Another request is to purchase a van for the MOVE program. Another item is an engineer redesign of the lobby at McGovern. All other requests are in the future. Peter discussed the acid neutralizer tank and how they may want to move that up. Five years from now the school needs to resurface tracks, replace fields. Michelle met with Tom Holder. His list for requests was very long. Michelle asked him to prioritize his requests. One of their big request is building a highway facilities. Next year it would be 2.5 million for design and in 2016 after that would be 12 million for construction. Another big request was to replace a street sweeper for 180k. Water filtration system was another request for 300k for the design and plan and in 2016 they are asking for 3.1 million to build it. Michelle asked if the 3.1 million could be spread out for a couple of years. The BOS is looking to do 2 fields at the High School funded by the CPC. The turf cannot be fund by CPC so the 700k is for the turf. Peter talked about how the number of students has been decreasing. He asked them when they think the numbers will increase. The school thinks when the economy stabilizes younger families will be moving in Peter then question if the school population is decreasing why there is a need for additional fields. Sewer infiltration is on their list. Shaw Bridge needs repair. Replace LED street lights for 150k is on his list as well. Michelle would like to see his priority list. Michelle met with the deputy assessor. Jim met with Susy Affleck Childs and the only things on her list were Medway signs for 45k. The CIPC questions the signs and what the money they gave them last year was for and what this money is for. Jim met with John Emidy. He does not need anything. Jim met with the Senior Center and they need a roof within the next 4 years. He also met with the Police and they need 13k for software. Jim met with IT and Rich went over what they got with the money they received last year from the CIPC, some of the items include, 3 copiers, 100 desktop computers, 6 tablets, 20 projectors and other misc items. Rich also asked for 120k for 220 desktops to be replaced. And 100k for surveillance. The CIPC would like to know where these desktops located are. They would also like to know how many desktops they have overall. Jim was not able to get in touch with the fire. December 4 meeting they will start ranking their priorities. January they will meet with the Board of Selectman.

New members: Susy said that she might know of someone that is interested in being a member for CIPC.

Schedule: The committee will meet on November 20, 2013.

Adjournment: With no further business before this committee, a motion was made and seconded to adjourn at 8 pm

Respectfully Submitted,

Jillian Morley



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax.: (508) 533-3281

Peter Sigris, Chairman
Michelle Reed, Vice Chairman
Jim Gillingham, Member

Approved: December 5, 2013

Meeting Minutes: November 26, 2013
Medway Library, Conference Room

Called to Order – With a quorum, this meeting was called to order by Chairman Sigris at 7:01 pm.

Attendees:

	10/9/13	11/6/13	11/26/13		
Peter Sigris	X	X	X		
Jim Gillingham	X	X	X		
Michelle Reed	X	X	X		
Carol Pratt					

Also in attendance: Margaret Perkins the Library Director and Dan Perkins a potential member

Special Town Meeting: The Town Meeting was held last Monday November 18. The fire tanker truck request was approved there. The design money for the fields though CPC was also

approved. The turf cannot be paid for through CPC, this could possibly be a capital expense. The Library transferred 20k for materials and other expenses. The library gets 10k from state aid every year and received 17k from the Friends of the Library.

Updates on meetings with Department Heads: Jim went to talk to the Fire Department tonight and met with Chief Lynch. The enhanced alerting system is needed for this year. This is more of a preventative measure for the Town to help prevent fires. This is 43k. The jaws of life is also needed for this year. The original jaws of life Medway has are made for steels which now do not work well for new cars. This item is a necessity and is 50k. There are a lot of problems with the Holliston Fire Station as well as the current main fire station. His idea was to make a new station in a centrally located place or to put it in the new DPS facility. This is something they want to do in the future. There is an outside consultant looking at the Town's infrastructure needs for a DPS facility, Fire Station, and more office space. The DPS facility was discussed. There was a committee put together for this but they have never met. The CIPC thinks this committee should also look at a new Fire Station. The DPS facility would be a 14 million dollar project. This plan has started almost 4 years ago when Tom Holder made the plans. Michelle will keep on top of this project to see where it is and if the committee meets. Brush truck two needs to be replaced for 18k. The police are requesting an updated radio software for 13k. The CIPC is going to get the IT departments opinion. Tom sent his DPS priority list. The list includes DPS facility, Shaw Street Bridge, 3 trucks, and general town facilities improvement, park and field improvements which could involve the turf. Open Space committee has identified open space within the town with no money. They have created trails and need to have a study how to get to these open spaces. This maybe something the CIPC may have to fund one day. Michelle thinks this needs to be followed up with.

New members: Dan Perkins attended the meeting. He is a Medway resident who is interested in joining the committee. The committee explained to him that they are an advisory committee to the Board of the Selectman who advises and prioritize capital planning. Each department submits their request and the committee prioritizes these requests and makes their recommendations. If Dan is interested he must send a letter of interest and a resume to the Board of Selectman.

Library Request: Dave D'Amico came up with general items of improvement around town. Margaret stated they don't need to spend 10k on refurbishing furniture. Repointing the masonry was in the report for 35k but it is actually 3500. One item that was not on this list that the Library needs is a couple of dehumidifiers. The estimates were 7500 for the technical service room that they can tie into the ventilation and heat. They have tried a small dehumidifier in that room

which has to be emptied every several hours. This is not practical. This 7500 dehumidifier would be for the technical room, the Story room, and the Cole room. Margaret thinks that the Library should get the dehumidifier before new carpet. Suzanne Kennedy suggested moving up the fire alarm panel to the top of the Library list for this year. An estimate for this which would include replacing the fire alarm, sensors, and fire sprinklers would be 6100. An estimate for the backroom basement dehumidifier is 4500. The estimate for a complete replacement of the carpet (which is 14 years old) from 2 different companies are 70k and 90k. The number on the list was 40k so the actual quote is much higher. The dehumidifier, fire alarm, and carpet are the most important on the Library's list. The fire alarm is at the top of the list. The roof was discussed. There are areas on the roof that have a couple of leaks. The roof will probably have to be in 2018. The HVAC unit in the unfinished part of the basement is on the list or 2017.

Schedule: The committee will meet on December 4, 2013

Adjournment: With no further business before this committee, a motion was made and seconded to adjourn at 8:36 pm.

Respectfully Submitted,

Jillian Morley



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax.: (508) 533-3281

Peter Sigrist, Chairman
Michelle Reed, Vice Chairman
Jim Gillingham, Member

Approved: January 8, 2014

Meeting Minutes: December 5, 2013
Medway Library, Conference Room

Called to Order – With a quorum, this meeting was called to order by Chairman Sigrist at 7:45 pm.

Minutes: A motion was made by Jim to approve the minutes from November 23, seconded by Michelle. All in favor. A motion was made by Jim to approve the minutes with amendments from November 6, seconded by Michelle. All in favor.

Attendees:

	10/9/13	11/6/13	11/26/13	12/5/13	
Peter Sigrist	X	X	X	X	
Jim Gillingham	X	X	X	X	
Michelle Reed	X	X	X	X	
Carol Pratt					

Daniel Perkins, New Member: A motion was made by Jim and seconded by Michelle to recommend Daniel Perkins to the Board of Selectman to become a member of the CIPC. All in the favor.

First update on priorities or FY2015: Michelle spoke to Suzanne about replacing sedans for 70k. There are 2 police cars the Town has recycled that the DPW is using. They would like to replace those 2 with 2 new Ford Focus so the number will now be 32k not 70k. The town wide energy money for 300k is for projects that need to be done that was concluded from the energy audit. The LED project for Senior Center and Library are also on the list. 477k and 150k were on the list for pavements for the school's parking lots. This will probably be funded through State Funds used for outdoor state needs. The water filtration system for 300k next year then 3.1 million next year is on the DPS list. Michelle questioned how this affects the water enterprise funds. She questioned whether they would increase water rates. Peter said that a meeting with FinCom and the Board of Selectman would help the committee answer these questions. The fire panel for the Library is a priority. Jim is meeting with the police about their request next week. Jim has not heard back from the IT department on their opinion on the police equipment that they need. Jim will talk to Susy about the Medway signs. He will contact her this week. Peter wants Jim to ask the Chief of Police about the Fire items such as alarms. Each committee member will prioritize all the items. Peter will ask Melanie what the dollar amount will be in the free cash. Water, sewer, and ambulance will be covered under enterprise funds. The committee will ask Tom Holder, Dave D'Amico, and Suzanne Kennedy to come to the next meeting.

Member's top priority: Michelle's priority list was first discussed. One of Michelle's priorities is the DPS facility. She would not approve 2 million but believes something needs to be done with this. This is a question for the Board of Selectman. The problem is that the committee for this facility has never met. Jaws of Life, Library fire alarm, roads, and the Shaw Street bridge is also on her top priority. The 2 sedans for the Town and a couple of DPW trucks are also on her list. The Library dehumidifier was also on the top of her list.

Peter's top priority list was then discussed. The engineering of McGowan is on Peter's top priority list. Jaws of Life and the sedans are also on his list. IT is also on his list because it benefits the whole Town. Michelle agrees with the IT money.

Jim's priority list was then discussed. The roads were on the top of his list. The Jaws of Life and a couple other fire needs are also on his list. He thinks the police request is also a priority. He agrees with the Library dehumidifier.

The energy efficient projects were discussed. Michelle thinks the energy efficient cars are important. Michelle thinks that some of the items on the list such as the LED street lights are not necessary for the cost of 155k. This would replace lights that are already working. The payback period can be as long as 20 years.

The 50k Town wide facility improvements list was discussed.

Michelle thinks that park and field improvements are going to be a big amount of money needed. Peter questioned why the CIPC has not received the request for this.

The CIPC will ask Tom Holder, Dave D'Amico, and Suzanne Kennedy to come to the meeting. Each member will list their priorities by then.

Schedule: The committee will meet on December 17, 2013.

Adjournment: With no further business before this committee, a motion was made and seconded to adjourn at 8:50 pm.

Respectfully Submitted,

Jillian Morley