



## 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**  
**Dan Perkins, Member**  
**Kelly O'Rourke, Member**

**Approved: 1/15/15**

Meeting Minutes: January 7, 2015  
Senior Center, Oakland Street

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

**Attendees:**

	1/7/15	1/15/15	2/11/15	2/25/15	3/11/15	3/25/15
Peter Sigrist	X					
Jim Gillingham	X					
Michelle Reed	X					
Dan Perkins						
Kelly O'Rourke	X					
Carol Pratt						

Police Chief Tingley, IS Director Rich Boucher, and Planning and Economic Development Coordinator Susy Affleck-Childs also attended the meeting.

## **FY16 Capital Requests Discussion:**

Police Chief Tingley, IS Director Rich Boucher, and Planning and Economic Development Coordinator Susy Affleck-Childs joined the meeting to discuss the FY16 requests and provide the Committee with additional details on the projects.

### **Police**

- Upgrade Radio Infrastructure – The cost of this project is \$273k. The current system is about 17 years old and is not working well. The system is used by fire, police, and EMS. The cost includes the replacement of 2 repeaters. They are currently looking for a new location for one of the repeaters to address the issue of no service in certain areas of Town. It is extremely important to have a reliable, functioning radio system.
- Solar Powered Traffic Signs – Similar signs have been installed at the intersection of Coffee Street, Lovering Street, and Holliston Street. Chief Tingley said they were installed because of several bad accidents. He said there have not been any accidents since the signs were installed. The FY16 request is for \$12,800 for 6 signs. 2 will be installed at the intersection of Lovering and Winthrop and 4 will be installed at the intersection of Franklin and Village.
- Police Cruiser License Plate Recognition System – This is a piece of equipment that would be installed on one of the cruisers and would automatically look up license plates and run them to check for tickets, warrants etc. The cost is about \$18k. Chief Tingley said this is something that would be nice to have but not critical. He said in big cities many cruisers would have this technology but in a town like Medway they would only have one cruiser with this capability.
- Garage – Chief Tingley said the department is in serious need of a place to store equipment, including ATVs, motorcycles, and shelter supplies. They also need additional storage for records and office space. This would be a 30x50 garage most likely located on the left side of the Police Station.

### **Fire**

- Radio Box Fire Alarm System – IS Director Rich Boucher and Police Chief Tingley said there is an enormous benefit to replacing the existing system. Fire Chief Lynch requested \$155k. Rich Boucher thought it would be more like \$300k. Chief Lynch and Rich Boucher are going to try to get a better quote for the system.

### **Planning & Economic Development**

- Community and Welcome Signs – The CIPC allocated about \$20k to this project several years ago. 4 signs were purchased. 1 was placed at the Town Hall and 3 were placed around Town at main entry points. There is about \$3,600 from the original allocation

1 remaining. These funds were not used for the Historical District signs. Each sign is  
2 approximately \$3k. DPS will install the signs. Lighting still needs to be added and is not  
3 part of the request. The FY16 request is for \$44k. Additional gateway signs will be  
4 added with the next allocation. They will most likely be a smaller version of what was  
5 already installed. The goal is to install about 40 signs throughout Town, including at  
6 parks, buildings, and entry points.

## 7 **IS**

- 8 • Approximately \$2.7 million has been spent on infrastructure and equipment over the last  
9 5 years. The following items are part of the FY16 request:
  - 10 ○ Replace Police Phone System – The current system is about 20 years old. They  
11 have been told that this is the last year the provider will service the system. Parts  
12 are no longer available. The cost is \$25k.
  - 13 ○ Police Cruiser Computers – The current laptops are 8-9 years old, are at their end  
14 of useful life, and endure lots of wear and tear. There are 7 cruisers. They are  
15 planning to install touchscreen tablets. Their useful life will be about 5-6 years  
16 but most likely the entire system will not need to be replaced just some of the  
17 components. Chief Tingley said his officers are looking forward to using the  
18 tablets. The \$90k includes software, licensing, and installation.
  - 19 ○ Desktops – They are planning to replace 200 desktops. There are roughly 900  
20 desktops throughout Town. They are hoping to get away from desktops but this is  
21 dependent on whether the Town adopts the PARC exam, which requires the  
22 students to take the exam on a desktop. The FY16 request is for \$115k. 600  
23 desktops were bought in 2010 so the plan is to replace 200 each year.
  - 24 ○ IPads, Chromebooks and Projectors – The FY16 request is for \$160k. The  
25 projectors are for the High School. Half will be replaced in 2016 and the other  
26 half in 2017. The projectors are \$75k.
  - 27 ○ Security Cameras – The cameras at Choate were already installed so the request  
28 can be reduced to \$89k. There are currently cameras at the Library, Town Hall,  
29 and the Senior Center. They would like to add cameras to main intersections.
  - 30 ○ There are approximately 2,050 devices throughout Town. This includes laptops,  
31 IPads, Chromebooks, and desktops. The goal is to increase this to 2,500 by 2018.

32  
33 Peter will attend the DPS facility meeting tomorrow night. He said the results of the soil boring  
34 tests are available. There is a Special Town Meeting on March 9, 2015 to vote on the McGovern  
35 Window Replacement project. This project can be removed from the FY16 requests.

1 **Minutes:**

2 **Kelly O'Rourke moved that the Committee approve the November 19 , 2014 meeting**  
3 **minutes as written; Jim Gillingham second; No discussion; All ayes 4-0-0.**

4  
5 **Kelly O'Rourke moved that the Committee approve the December 17, 2014 meeting**  
6 **minutes as written; Jim Gillingham second; No discussion; All ayes 4-0-0.**

7  
8 **Action Items:**

- 9       • Peter will schedule a tour of the schools.
- 10       • The Committee will schedule a tour of the police station.
- 11       • Prepare Year-End Report and send to Allison by February 13, 2015.
- 12       • Peter will forward last year's Annual Report.
- 13       • Michelle will forward Dave D'Amico's email about roads.

14  
15 **Schedule:**

16 The next CIPC meeting will be January 15, 2015 at 7:00 p.m. at the Senior Center.

17  
18 **Adjournment:**

19 With no further business before this committee, a motion was made by Michelle Reed and  
20 seconded by Kelly O'Rourke to adjourn at 9:15 p.m.

21  
22 Respectfully Submitted,

23  
24 Michelle Reed



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**Peter Sigrist, Chairman**  
**Michelle Reed, Vice Chairman**  
**Jim Gillingham, Member**  
**Dan Perkins, Member**  
**Kelly O'Rourke, Member**

**Approved: 2/4/15**

Meeting Minutes: January 15, 2015  
Senior Center, Oakland Street

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Sigrist at 7:01 p.m.

**Attendees:**

	1/7/15	1/15/15	2/11/15	2/25/15	3/11/15	3/25/15
Peter Sigrist	X	X				
Jim Gillingham	X	X				
Michelle Reed	X	X				
Dan Perkins		X				
Kelly O'Rourke	X	X				
Carol Pratt						

Fire Chief Lynch and Finance Committee liaison Megan Hoffman also attended the meeting.

1 **FY16 Capital Requests Discussion:**

2 Fire Chief Lynch attended the meeting and provided more information on his department's FY16  
3 requests.

- 4
- 5 • Radio Box Fire Alarm System – Chief Lynch has a new quote for \$141k. This includes  
6 radio boxes for Town buildings, including Town Hall, Fire Station 1 & 2, DPW Facility,  
7 Water Facility on Water Street, DPW rental space on Village Street, Library, Senior  
8 Center, and 4 schools. Currently only 8 of these buildings are being monitored with the  
9 old master box system. The DPW facilities and Fire Station 2 are not monitored. The  
10 units are not specific to the buildings so the unit at the DPW facility can be removed and  
11 reinstalled in the new facility. Currently the system is connected by wire. It is very old  
12 and very difficult to find parts. There was a small kitchen fire at Mahan Circle last year  
13 and the alarm went off but the signal was never received because the wires were  
14 corroded. Chief Lynch said if the Town chooses to go with the new radio box system all  
15 businesses will need to convert as well. The cost for each unit is about \$7k. If they do  
16 not want to buy the unit they will need to pay for a private monitoring service. The  
17 Medway Plaza is currently on one master box so they would only need to purchase one  
18 radio box for the entire plaza. He would like to have a 3 year conversion period. He will  
19 monitor the old system and the new system for three years but at the end of that time  
20 everyone will need to convert. Currently if a master box is disconnected there is no way  
21 to tell unless someone goes around and inspects the boxes. He said recently they found  
22 that two of the master boxes were disconnected. The new system requires every radio  
23 box to check in every 24 hours and there is a battery back-up if there is a complete loss of  
24 power. If a smoke alarm is disconnected the box will send a message. The system also  
25 allows panic buttons to be added to the schools. Chief Lynch will get a quote for the cost  
26 to add panic buttons. In the last 2.5 years, only one street box fire alarm has been pulled.  
27 At the end of the 3 year conversion period, all street boxes would be removed. On  
28 Christmas Day there was a car accident that took out a telephone pole and there was no  
29 connection to a large area on Route 109, including the nursing home. These businesses  
30 were not being monitored for most of the day and the Fire Department would not have  
31 received the signal if there was an issue. Currently, the system only uses one receiver,  
32 which does not meet the current standards. It is critical to have 2 receivers so there is  
33 redundancy. The only recurring cost would be battery replacement every couple years  
34 but this would be an operating expense. Chief Lynch discussed charging businesses a  
35 nominal annual fee. The fee would go into a fund to help offset any future costs. The  
36 Fire Department would be responsible for battery replacement and maintenance of all  
37 units as a result. Norfolk, Franklin, Walpole, and Westwood are all using the radio box  
38 system.
  - 39 • Enhanced Station Alerting System – There is no alarm at the Fire Station 1 that sounds  
40 when a call comes in. Personnel are required to carry around their portables. Chief

Lynch has temporarily wired a pager to a speaker in the dormitory so they are alerted when sleeping. The new system would turn on lights and shut down the gas if they are cooking. They have already purchased the speakers and wires. The \$43k is to buy the rest of the components and install.

- Engine 2 – This project is not on the list but Administrator Boynton and Chief Lynch recently discussed some issues, including the pump, lighting, and body rot. The cost to refurbish Engine 2 is estimated at \$90k but he needs to get quotes. Chief Lynch needs to confirm if this is for FY16 or FY17. He said Engine 2 has about 13 more years before it will need to be replaced.
- Fire Station 1 Windows and Doors – This is an energy conservation measure. It's important but a lower priority than the other items.
- Brush 1 – Brush 2 was refurbished last year. Brush 1 needs to be refurbished but Chief Lynch said this can wait.

#### **DPS Facility Meeting Update:**

- Peter attended the last DPW Facility meeting. The results of the soil boring tests are back and everything looks good. They do not believe the proximity of the landfill is problematic. There was a presentation on pre-engineered steel buildings. The cost of the actual building is only about 20% of the total cost of the project. Some money can be saved by going with a pre-engineered steel building. The DPW administrative offices will be off-site, which will also reduce the cost of the project. The hope is to have items on the Annual Town Meeting warrant relative to this project.

#### **Economic Development Meeting Update:**

- Kelly attended the Economic Development Committee meeting last night. They also have no background on the Oak Grove request. The request is for \$75k in FY16 and \$750k in FY17. The Committee is not sure this is a capital expense particularly because the Town will not own the property for an extended period of time. The Committee needs more information on this request.

#### **Minutes:**

**Dan moved that the Committee approve the January 7, 2015 meeting minutes as written; Jim Gillingham second; No discussion; All ayes 4-0-0.**

#### **Action Items:**

- Peter will schedule a tour of the schools.
- The Committee will schedule a tour of the police station.

- Prepare Year-End Report and send to Allison by February 13, 2015.
- Michelle will email Meghan Hoffman about the late February FinCom agenda.
- Michelle will post the February 4, 2015 meeting and find meeting space.
- Michelle will forward draft prioritized list to Committee. Review and send any feedback.
- Dan will forward Library carpet quote.

**Schedule:**

The CIPC will meet with the BOS on January 20, 2015 at 7:00 p.m. The next CIPC meeting will be February 4, 2015 at the Senior Center.

**Adjournment:**

With no further business before this committee, a motion was made by Michelle Reed and seconded by Jim Gillingham to adjourn at 9:35 p.m.

Respectfully Submitted,

Michelle Reed





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**Michelle Reed, Vice Chairman**  
**Jim Gillingham, Member**  
**Dan Perkins, Member**  
**Kelly O'Rourke, Member**

Meeting Minutes: February 4, 2015  
Senior Center, Oakland Street

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

**Attendees:**

	1/7/15	1/15/15	2/04/15	2/23/15	3/11/15	3/25/15
Peter Sigrist	X	X	X			
Jim Gillingham	X	X	X			
Michelle Reed	X	X	X			
Dan Perkins		X	X			
Kelly O'Rourke	X	X	X			
Carol Pratt						

Introductions took place as the committee welcomed the new secretary.

Michelle Reed explained that the previously obtained quotes for Capital requests have been sent to Allison Potter to provide to the Board of Selectmen for their review. Jim Gillingham is in the process of obtaining the Radio Box Fire Alarm System quote from Bobby O'Neil.

Discussions took place regarding the Radio Box Fire Alarm System and McGovern Parking Lot project. What is involved with each, what exactly is the issue on each and what are the specific costs involved. There was also a discussion on the library requests. Chairman Sigrist will contact Jim McLean at the School regarding the McGovern project and Dan Perkins will contact Chief Lynch regarding the Radio Box Fire Alarm project to obtain answers to questions CIPC came up with during the discussions.

Michelle Reed will attend the DPS presentation to the Board of Selectmen on February 16, 2015 and will prepare an updated prioritized list of projects to be sent to Town Administrator Boynton. Michelle will also check with the Finance Committee to be sure CIPC is on their agenda for their March meeting.

Michelle has a draft of the CIPC Annual Report; she will email it to all for feedback and asks that input be forwarded to her promptly as the deadline is February 13, 2015.

Selectman Crowley joined the meeting to discuss items on the list, the theory behind each request and items eligible for bonding. Selectman Crowley suggested speaking with Tom Holder (DPS) regarding the McGovern School parking lot project and suggested Chairman Sigrist contact Melanie Phillips regarding bonding questions.

#### **Minutes:**

**Jim Gillingham moved that the Committee approve the January 15, 2015 meeting minutes as written; Dan Perkins second; No discussion; All ayes 5-0-0.**

#### **Action Items:**

- Peter will contact Jim McLean regarding McGovern School parking lot project.
- Dan will contact Fire Chief regarding Radio Box Fire Alarm questions.
- Michelle will attend DPS presentation to BOS on 2/16/15.
- Michelle will email the draft CIPC Annual Report for feedback.
- Michelle will forward draft a prioritized list to Committee and Administrator Boynton.
- Michelle will contact FinCom to be sure CIPC is on their March agenda.
- Peter will contact Melanie Philips with bonding questions.

#### **Schedule:**

1 The next CIPC meeting will be February 18, 2015 at the Senior Center.

2

3 **Adjournment:**

4 With no further business before this committee, a motion was made by Jim Gillingham and  
5 seconded by Michelle Reed to adjourn at 9:35 p.m.

6

7 Respectfully Submitted,

8

9 Wendy Harrington

10



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**Michelle Reed, Vice Chairman**  
**Dan Perkins, Member**  
**Kelly O'Rourke, Member**  
**Wendy Harrington, Secretary**

**Approved: Approved 11/10/15**

Meeting Minutes: September 22, 2015

Medway Senior Center

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

**Attendees:**

	9/22/15	10/6/15	10/27/15			
Peter Sigrist	X					
Michelle Reed	X					
Dan Perkins	X					
Kelly O'Rourke	X					
Carol Pratt						

**Committee Assignments for FY2017**

Dan Perkins: Library, Fire, Planning Board, Building Department

Peter Sigrist: Open Space, Water/Sewer Commission, CPC, IS, Police, Council on Aging

Kelly O'Rourke: Schools, Redevelopment Authority

Michelle: DPS, Treasurer/Collector, Town Clerk, Assessor, Animal Control, Town Administrator

FY2017 Department requests should be compiled and provided to CIPC by 10/1/15. A copy will be distributed to all members as soon as it is available.

Kelly O'Rourke will arrange for Committee members to tour Medway Schools.

**Motion by Kelly O'Rourke to nominate Michelle Reed as CIPC Chair, Peter Sigrist seconded, all in favor.**

**Motion by Michelle to nominate Peter Sigrist as CIPC Vice Chair, Kelly O'Rourke seconded, all in favor.**

**The CIPC 5-Year Plan was reviewed. Michelle Reed will put together updates as discussed and will have completed to vote on at the October 6, 2015 meeting.**

**It was agreed that the Committee will meet on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays going forward.**

**Next meetings:**

**October 6, 2015**

**October 27, 2015**

**Adjournment:**

**With no further business before this committee, a motion was made by Chairman Reed and seconded by Kelly O'Rourke to adjourn at 8:15 p.m.**

Respectfully Submitted,

Wendy Harrington, Secretary



Town of Medway

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

**Approved: 11/10/15**

Meeting Minutes: October 6, 2015  
Medway Senior Center

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

**Attendees:**

	9/22/15	10/6/15					
Michelle Reed	X	X					
Peter Sigrist	X	X					
Dan Perkins	X	X					
Kelly O'Rourke	X						

**Liaison List:**

The Committee reviewed the FY16 Liaison List. Michelle will post it on website.

**5 Year Plan:**

The Committee reviewed the 5 year plan. The Committee discussed several edits.

**Dan Perkins moved that the Committee approve the 5 Year Capital Plan FY16-FY20; as revised; Peter second; No discussion; 3-0-0.**

**FY17 Capital Plan:**

The Committee briefly discussed the requests for FY17. Committee members should meet with department heads to discuss the specific FY17 requests and future fiscal years requests in the next several weeks. The next meeting will be October 27 and will consist of a tour of all of Medway Public Schools. At the November 10 meeting the CIPC will discuss FY17 requests.

**Action Items:**

- Members should meet with department heads to discuss FY17 requests.

**Schedule:**

The next meeting will be October 27, 2015. The Committee will meet at the Medway Middle School and tour the other schools.

Upcoming meetings: November 10, 2015 and November 24, 2015 needs to be discussed.

**Adjournment:**

With no further business before this committee, a motion was made by Peter, seconded by Dan to adjourn at 8:30 p.m.

Respectfully Submitted,

Michelle Reed



Town of Medway

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

**Approved: 11/24/15**

Meeting Minutes: October 27, 2015  
Medway Middle School

**Call to Order:** – Tours began at 6:30pm

**Attendees:**

	9/22/15	10/6/15	10/27/15				
Michelle Reed	X	X	X				
Peter Sigrist	X	X	X				
Dan Perkins	X	X	X				
Kelly O'Rourke	X		X				

The meeting began with a tour of Medway Middle School. Principal Cari Perchase showed the committee the need for new furniture in classrooms. Eli Norris, Food Services, explained the need for new food serving equipment in the cafeteria. We toured the wing, which houses the Superintendent and other district offices. And Dr. Pires showed the new configuration and placement of Medway DPS, which will soon be housed in the Middle School. The list of projects the Middle School requires was addressed.

We visited the Burke/Memorial School and reviewed the list of changes requested there. We toured the parking lot, talked about roof replacement, reconfiguring the library and toured the Burke School, which now houses the day care for the town employee's children.

The McGovern School's needs were reviewed and the plan for a more secure lobby as well as the sprinkler/fire systems and library were discussed.

We concluded our tour by discussing the High School Acid Neutralizer tank and what is required to replace that system.



**Schedule:**

The next meeting will be November 10, 2015. The Committee will meet at the Medway Senior Center.

**Adjournment:**

With no further business before this committee, a motion was made by Peter, seconded by Dan to adjourn at 8:30 p.m.

Respectfully Submitted,

Wendy Harrington



Town of Medway

**Capital Improvement Planning Committee**  
155 Village Street, Medway MA 02053  
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**Approved: 11/24/15**

Meeting Minutes: November 10, 2015  
Medway Senior Center

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

**Attendees:**

	9/22/15	10/6/15	10/27/15	11/10/15	11/24/15	12/8/15	12/22/15
Michelle Reed	X	X	X	X			
Peter Sigrist	X	X	X	X			
Dan Perkins	X	X	X	X			
Kelly O'Rourke	X		X	X			

**Approval of Minutes**

**Motion by Michelle Reed to approve the 9/22/15 Minutes, Kelly O'Rourke seconded, all in favor.**

**Motion by Kelly O'Rourke to approve the 10/6/16 Minutes as revised, Peter Sigrist seconded, all in favor.**

**Peter Sigrist:**

Police- will review at another meeting

IT- Met with Rich Boucher and reviewed his expenses and discussed ChromeBooks

Open Space-no requests, planting of trees were discussed. Michelle will speak to the Town Administrator to see if trees are a Capital Expense

**Kelly O'Rourke:**

Schools- Met with Don and he is extremely pleased with the School/Town Relationship. A discussion took place with CIPC on how to provide the school with a small equipment line item for requests that don't get touched. Kelly will meet with Don to discuss further.

Redevelopment Authority- no new requests

Thayer- Met with Dennis Crowley, no capital requests as they are working on left over money

**Michelle Reed:**

Town Clerk- new voting booths have been discussed, the current ones are a safety hazard  
DPS- They are considering purchasing property with a building on it instead of building a new building. The Selectmen asked for a 10-year road plan. Route 109 will be torn up for 24 months starting in May 2016. DPS is trying to purchase used vehicles to provide the new people they have hired. Looking to replace a leaf box vacuum or attachment for another vehicle and sewer jetting equipment, which will be helpful in a few years. LED street lights have also been requested.

**Dan Perkins:**

Fire-Chief Lynch requested Radio Box and enhanced station alerting system, and some engine refurbishing

Library- Requesting the fire panel to be fixed, a new roof and shingles and gutters are a low priority

Planning Board-requested more Welcome to Medway signs, Michelle will speak to the Town Administrator regarding the Selectmen's opinion on the signs as they have been requested multiple years in a row

**Action Items:**

- Michelle suggested a priority list be established. Each member should submit his or her opinion of the top priorities before the next meeting.

**Schedule:**

Upcoming meetings: November 24, 2015 needs to be discussed.

**Adjournment:**

With no further business before this committee, motion to adjourn by Peter, seconded by Dan at 8:32 p.m.

Respectfully Submitted,

Wendy Harrington



Town of Medway

**Capital Improvement Planning Committee**

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

**Approved: 12/8/2015**

Meeting Minutes: November 24, 2015  
Medway Senior Center

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

**Attendees:**

	9/22/15	10/6/15	10/27/15	11/10/15	11/24/15		
Michelle Reed	X	X	X	X	X		
Peter Sigrist	X	X	X	X	X		
Dan Perkins	X	X	X	X	X		
Kelly O'Rourke	X		X	X	X		

**Approval of Minutes:**

Motion was made by Ms. O' Rourke to approve the 10/27/15 minutes with the change that the last name of Medway Middle School Principal be added. The full name should appear as Ms. Cari Purchase, seconded by Mr. Perkins, all were in favor.

Motion was made by Mr. Sigrist to approve the 11/10/2015 minutes with the change that the date 10/06/2016 in the document be changed to 10/06/2015, seconded by Ms. Reed, all were in favor.

**FY17 Fire Department Capital Requests:**

Fire Chief Lynch was present at the meeting. The replacement of the bucket truck is not on this year's capital list. The Town of Milford agreed to lend their bucket truck to Medway as needed. The length of Medway's bucket is 35 feet. Per Fire Chief Lynch, new trucks should be bigger than 35'. Town Administrator will spear head the effort and the vehicle will be used across multiple Medway departments. The existing radio box system needs to be replaced. The cost of the new receiver is approximately \$57,000. Chief Lynch reported that the Town is working with

a new development that is being built in Medway to purchase this item. This should be moved to the FY18 list. Refurbishing Engine 2 is a critical item that should be addressed this year. Upgrades are needed to make it safety compliant. A front suction will be installed on the truck. The initial estimate for these repairs is \$156,400 with additional 10% for contingency. Chief Lynch said he is applying for a grant to replace the airpicks. If the grant is awarded, Medway will be responsible for approximately 5% of the cost.

Chief Lynch discussed replacing the ambulance A-2. There are 91,000 miles on the truck. With additional staff, department is able to respond to level 1 and 2 type emergencies. Department generates \$500 - \$1500 in revenue based on the type of insurance per ride. Town of Millis is currently looking to purchase a truck. Chief Lynch proposes to coordinate efforts with Millis so that both the communities could get a better price if purchased together.

There was discussion about the fire alarm and sprinkler system at McGovern School. Preliminary estimate to install fire alarm system is \$75,000 (approx.). As a safety issue, Chief Lynch stated he would support the idea to include the fire alarm/sprinkler system installation in this year's capital list.

**Peter Sigrist:**

Mr. Sigrist received information from Mr. Rich Boucher on IT's requests. He will share the list with the members and also check with Mr. Boucher if he can attend the December 8, 2015 meeting.

**Kelly O'Rourke:**

Ms. O' Rourke received an email from Mr. Don Aicardi with the list of potential items for inclusion into the FY17 Capital projects list. He will attend the December 8, 2015 meeting. She also spoke with Selectman Crowley on the Thayer Homestead and he said there are no capital requests for FY17.

**Michelle Reed:**

Ms. Reed met with Michael Boynton and Ms. Allison Potter on November 13, 2015 to discuss the installation of Welcome to Medway signs and procurement of radio boxes for the town. Ms. Reed was informed that these items will not be considered for this year. \$500,000 will be budgeted for the new Medway DPS facility. \$1.2 million might be available in free cash depending on the severity of winter. Limited borrowing will be allowed. Oak Grove and Arbor beautification projects are not included in the FY17 list.

**Action Items:**

Michelle requested that each member review their FY17 rankings and make any changes before the next meeting. She also reported that the Route 109 project will commence in spring 2016. Project construction is anticipated to be completed in two years. Roadwork abutting and in the vicinity of Route 109 will be minimal during the construction of the project. There will be some sidewalk improvements. The budget for FY17 for road work might be lower (\$450K) compared with the previous years (\$750K). DPS Director Tom Holder will attend the meeting on December 22, 2015.

Medway Library Director Margaret Perkins might attend the December 8<sup>th</sup> meeting to discuss her list of projects. Installation of a new fire alarm panel at the Library is her priority. The Committee needs to clarify if there are funds remaining from a previous year. The group also discussed the Police Department's need for additional space.

**FY17 Initial Rankings Discussion:**

The Committee reviewed and discussed their initial rankings for FY17.

**Schedule:**

Schedule (Dec. 2015- June 2016) and location for upcoming 2016 CIPC meetings has been finalized. Senior Center has been reserved for all of the scheduled meetings. The next meeting will be December 08, 2015.

**Adjournment:**

With no further business before this committee, motion was made by Ms. Reed to adjourn, seconded by Mr. Perkins at 8:29 P.M.

Respectfully Submitted,

Sreelatha Allam



Town of Medway

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

**Approved: 12/22/15**

Meeting Minutes: December 8, 2015  
Medway Senior Center

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Reed at 7:01 p.m.

**Attendees:**

	9/22/15	10/6/15	10/27/15	11/10/15	11/24/15	12/08/15	
Michelle Reed	X	X	X	X	X	X	
Peter Sigrist	X	X	X	X	X	X	
Dan Perkins	X	X	X	X	X	X	
Kelly O'Rourke	X		X	X	X	X	

**Approval of Minutes-**

**Motion was made by Ms. O' Rourke to approve the 11/24/15 minutes as amended, seconded by Mr. Perkins, all were in favor.**

Medway IT Director- Mr. Rich Boucher was at the meeting.

Medway Schools- Mr. Don Aicardi was at the meeting

Director of Medway Facilities- Mr. Jim Maclean was at the meeting

**Discussion with Don Aicardi on the Medway Public Schools FY17 requests-**

Mr. Aicardi thanked the CIPC members for visiting the school. KBA is the consultant working on the proposed redesign of McGovern lobby and the design of the entryway to Memorial School. Decision was made by the School Committee to approve the design plans for the schools with proper safety measures in place. School Choice funds will be used to fund the initial design. Draft plans and initial cost estimates are expected in late January 2016.

Initial cost estimate for design and construction of the lobby at McGovern School is available. The cost estimate for the design and construction of the entryway at Memorial School is not available to be included as part of the FY17 requests. Additional budget was provided to

install doors with automatic locking capability at Medway High School. The auditorium doors are locked during the day unless the space is being used. There is a need to identify funding for smaller projects such as procuring snow blowers, water heaters, pick-up trucks etc. He requested that these items be included in the FY17 Capital list if feasible. Ms. Reed stated that in the traditional town facilities improvement program with \$50,000 (approx.) budget, the list of projects that could use the funds are usually pre-determined. Mr. Aicardi and Mr. Maclean requested that there is a need to establish a dedicated funds pool to support projects that will benefit the departments in short term. Mr. Sigrist stated that security system and condition of furniture and parking lots at middle schools have been a concern and a priority to the Committee. Ms. O'Rourke stated that the condition of the floors and the classrooms at Burke School is also a concern to the Committee.

### **Discussion with Rich Boucher on IS FY17 requests-**

Mr. Boucher stated that operations and maintenance of the school security systems is being taken over by the IT department. The initial request made by the department in the amount of \$185,000 would cover the security enhancements at the front entrances of Memorial, Burke, and McGovern Elementary Schools, and also to replace the aged security system at the high school. The security system upgrades at the middle school is part of the construction project. The estimate for the new plan is \$350,000 (approximately) and it includes the creation of a comprehensive full scale plan, installation of security cameras at the high school, middle schools. The Medway School Committee has not seen the plan as of 12/08/2015. The spending of the \$350,000 can be phased. The front door security system at the Medway Schools is a top priority to the School Committee. IT department's priority is to maintain the device replacement cycle (five year cycle) and also to add additional devices (500 Chrome Books, and 110 desktops) to the Medway Schools. Procurement of iPads for the Memorial and McGovern Schools is a priority. Training will be provided to build teachers skills to use the Chrome Books at high school. Procurement of wireless high school projection system is another priority. Medway Schools will eventually move towards Google Classroom system. Purchase of color copier is on the FY17 list but is not a high priority at this time. Initial cost estimate for the surveillance system will be submitted to the Committee.

### **Discussion continued on Committee's initial FY17 rankings –**

- Roads and sidewalks – Committee priority and up for discussion at the 12/21/2015 meeting
- Technology equipment – Committee priority and up for discussion at the meeting on 12/21/2015
- Safety and Security enhancements at McGovern School lobby- Committee's priority. Initial estimate for the enhancements is anticipated to be available at the end of January 2016.
- Police Defibrillators – Committee priority
- Food service equipment- Committee priority
- Engine2 – Committee priority
- Voting booths- Committee priority



- Doors and threshold at Senior Center- Committee priority
- Used vans for DPS- discussion on this item will be put on hold until Mr. Holder's presentation at the December 22, 2015 CIPC meeting.
- Water Mains – Committee priority
- Admin Color Copier- Wait to hear from Mike
- Library fire alarm panel – Committee priority
- Classroom furniture- Committee priority. Prefer a phased approach.
- School Surveillance- will be discussed again
- Town wide facilities- Committee priority. Amount to be determined.

**Schedule:**

CIPC meets with Board of Selectman on December 21, 2015.

Next CIPC meeting: December 22, 2015

**Adjournment:**

With no further business before this committee, motion was made by Ms. Rourke to adjourn, seconded by Mr. Sigrist at 9:03 P.M.

Respectfully Submitted,

Sreelatha Allam