

# APPROVED ON 11-21-2017



Town of Medway

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

Meeting Minutes: October 17, 2017  
Medway Senior Center,

**Call to Order:** – With a quorum, this meeting was called to order by Committee chair, Ms. O’ Rourke at 7:00 PM.

**Committee Attendees:**

	09/26/17	10/17/17				
Kelly O’Rourke	X	X				
Leonard Mitchell	X	X				
Tracy Malcolm	X	X				
Debi Rossi	X	X				
Sarah Raposa	-	X				

**Other Attendees: Ms. Susan Segarra (FINCOM Liaison), Dennis Crowley (BOS)**

- Mr. Crowley was at the meeting to discuss the shifting of monies from free cash to other programs in fiscal year 2018.
- Monies will be used for the upgrade of GIS system in the amount of \$18,000. GIS system is generally used in the Building Inspector’s office.
- \$400,000 will be used for three sets of lights at Cassidy field. Cost of lights and the installation are included in the monies requested. There are currently two fields without lights.
- There was a question on the entity that will be responsible for electric payments after the lights are installed. Mr. Crowley said his understanding was that Medway Youth Baseball will pay for it.
- Mr. Crowley said Medway Youth Baseball is building “Youth Fenway”, little league baseball field. They are building it with their own funds.
- Chair, Ms. O’Rourke expressed Committee’s disappointment over the decision to move the funds from free cash without consulting with the Committee first.

- Mr. Crowley reported that a portion of a gas line on Route 109 project has to be replaced which means Route 109 will have to be dug again. He said inspections are being done tonight. Town will not be responsible for the payment on this work.
- There was some discussion on the town receiving additional monies into free cash. The monies will be coming from the permitting of some major projects proposed in town.
- DPW Director presented the 6 year plan for Medway Roads and Sidewalks improvements. The budget is around \$11.0 million (\$5.5 mil for roads and \$5.0 million for sidewalks)
- There are two warrant articles that are based on free cash and will be brought up at the special town meeting in November 2017.

#### **Distribute town department responsibilities to members-**

Capital Planning lists were due on October 13<sup>th</sup>, 2017. Members will connect with the town departments between now and January to discuss their priorities for FY18.

**Ms. O'Rourke-** School Department, Thayer House

**Debbi Rossi-** DPS, Water & Sewer, Council on Aging

**Sarah Raposa-** Planning Board, Redevelopment Authority, Town Administrator, Town Clerk, Assessors

**Tracy Malcolm-** Fire Department, Library, Building Department

**Lenny Mitchell-** Police Department, Information Technology, Open Space, Animal Control

#### **Discussion-**

- There was discussion on document storage in various town departments. Members said there is a need to digitize the data and that it was discussed during last fiscal year.
- FY18 budget will not be made available until November 7<sup>th</sup>, 2017.
- CIPC was invited to the Memorial School Ribbon Cutting (for new entrance) on 10-19-2017 at 5:00PM.
- Ms. Raposa agreed to post the approved minutes on the CIPC webpage.

#### **Approve Minutes-**

**09-26-2017: A motion was by Mr. O' Rourke to approve the minutes of 09-26-2017 as amended, seconded by Ms. Rossi. Ms. Raposa abstained.**

**FINCOM Update:**

- FINCOM public hearing is tomorrow night in Middle School at 7:00 PM. Committee will go over the warrants and some presentations.
- Free Cash shifting (\$18,000 for GIS System and \$400,000 for lighting Cassidy Field) will also be discussed.

**Schedule:**

- Next CIPC meeting: November 14<sup>th</sup>, 2017 at 7:00 PM.

**Adjournment:**

- With no further business before this committee, motion was made by Ms. O' Rourke to adjourn the meeting at 8:10 PM; motion was seconded by Ms. Rossi. All were in favor.

Respectfully Submitted,  
Sreelatha Allam