

APPROVED ON 01/16/2018

Town of Medway



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

Meeting Minutes: December 12, 2017
Medway Senior Center,

Call to Order: – With a quorum, this meeting was called to order by Committee Chair, Ms. O'Rourke at 7:05 PM.

Committee Attendees:

	10/17/17	11/21/17	12/12/17		
Kelly O'Rourke	X	X	X		
Leonard Mitchell	X	X	X		
Tracy Malcolm	X	Absent with Notice	X		
Debi Rossi	X	X	X		
Sarah Raposa	X	Absent with Notice	X		

Other Attendees- Ms. Susan Segarra (FINCOM Liaison), Police Chief Tingley, Ms. Courtney Riley, Director, Council on Aging, Dennis Crowley, BOS

- CIPC's preliminary recommendation to the BOS will be given at the end of January 2018 and final recommendations will be made on February 6th.
- Ms. O'Rourke received the FY 2019 Free Cash amount (\$2.15 million) from Ms. Carol Pratt. This amount does not include the cost for roads and sidewalk improvements.
- Mr. Crowley said \$ 2.6 - 2.7 million might be available in free cash for FY2019. Subtracting funds for roads and sidewalk repairs, CIPC should have around \$1.7 million to work with for Fiscal Year 2019.

Report from invited Department Heads

Ms. Courtney Riley, Director, Council on Aging-

- Ms. Riley talked about the need for a generator at the Senior Center. She said it's not a priority at this time but will be good for the building to have. Senior Center was used as a shelter during two town emergencies this year. The quote for the generator is at \$85,000. DPS Department helped her with the quote. Mr. Crowley asked Ms. Riley to get quotes from other local contractors in addition to getting estimates from DPS Department.
- Mr. Crowley asked Police Chief Tingley if having a generator qualifies the Senior Center as a "Shelter". Response was no.
- Heated sidewalk work is complete. Finishing the sidewalk work is high priority and town funded the work. Current power is not enough for new sidewalks and other improvements projects.
- Circuit breaker work will be included in the kitchen renovation work.
- Heating and A/C's are working fine under current conditions but have not been updated since the building was built in 1999. A/C units at \$37,000 is not a current priority but is something to keep in mind for the future.
- \$11,000 to install the Prep Sink and Stainless Steel countertop. Current kitchen work is being done with last year town funds and some donation money (Friends of Elders & Others). Ms. Riley talked about the kitchen renovation work. The cost of kitchen renovation is around \$80,000.
- The following are priorities for the Senior Center
 1. Kitchen Renovation/ Improvements
 2. Heated Sidewalks
 3. Repaint the inside of the Senior Center/ Update Office
 4. Replace Broken Siding

Police Chief Tingley-

- To a question by CIPC member, Chief Tingley reported that the digitization work funded through the Committee in FY 17 is still ongoing.
- **Construct 3 Bay Heated Garage w/ 2nd Floor. Storage at \$390,000** is a priority to the department.
- **Taser Purchase at \$37, 530** is #1 priority to the department for this fiscal year. Chief Tingley said it's a liability for the department to have them. With this purchase, all the 18 officers in the department will have the Tasers.
- Mr. Crowley said it might be better to have this item under the operating budget rather than including it in Free Cash. Everyone agreed to look into that option closely.
- **Replace Ballistic Vests at \$21,725** will be a priority request in FY2020.
- **Cruiser Radio Purchase (2) at \$ 9000** is priority #2 to the department.

- **Replace A/C condensers at \$250,000.** There are 6 condensers in the building. Mr. Mitchell will get more information on the estimate from DPS. Mr. Tingley said the department has a need for them but is not a priority at this time.
- ***License Plate Recognition System at \$18,000*** is a nice-to-have but is not a priority at this time.
- ***Purchase Speed Message Radar Trailer at \$17,900*** is priority #3 for the department.
- ***Speed Radar Trailer at \$7,964*** is not a priority at this time but is good to have.

Report from members on liaison assignments-

- Ms. O'Rourke met with Mr. Aicardi, (School Department) last week. He will attend the first or the second CIPC meeting in January 2018.
 - ❖ Redesign/ Reconstruct McGovern Parking Lot at \$500,000 is on the School Dept. request for Fiscal Year 2019.
 - ❖ Reconfiguration of the libraries at \$20,000 is a request for Fiscal Year 2019. Mr. Crowley said it will be a tough sell to get funded through free cash.
 - ❖ Re-doing IPAK ropes course at High School at \$75,000 is a request for FY19.
 - ❖ Cameras on the buses is another request from school department. Ms. O'Rourke said this is a town level policy issue that should be sorted out before making the request.
- Ms. Malcolm talked about her discussion with the Fire Department and Library on their requests for FY2019.

Fire Department-

- ❖ ***Replace rescue air bags*** at \$7,000 is #1 priority. There was some discussion on the purpose and operation of these air bags. Ms. Malcolm will find out if the need is for rescue packs or bags.
- ❖ ***Replace Command Vehicle*** at \$54,000 is #2 priority for the department.
- ❖ ***Replace Radio Box Fire Alarm System*** at \$155,000 is #3 priority for the department. Members discussed that a similar request Fiscal Year 2018 and was approved by the Committee. Ms. O'Rourke will talk about this request with Mr. Boynton. \$59,000 from enterprise fund was used towards this request in FY18. The request for \$155,000 in FY19 should be reduced by \$59,000 as it was already approved and allocated in FY18.
- ❖ ***Refurbish Brush 1*** item at \$18,000 is not a priority to the department at this time.
- ❖ ***Purchase enhanced station alerting system*** at \$43,000 will be a priority in FY2019.
- ❖ ***Replace Generator at \$100,000*** is another request in FY2019. The current generator is 20 years old.

- ❖ **Replace ambulance stretcher** at \$ 43,000 is #6 priority.
- ❖ **Turnout Gear at \$25,000** is #7 priority
- ❖ **Replace windows and doors** at \$70,000 is #8 priority.

Library Requests-

- ❖ **Vehicle** at \$24,000
- ❖ **Study Carrel Ceiling Insulation** at \$8,000
- ❖ **Makerspace ceiling insulation** at \$10,000 is requested for FY2020.
- ❖ **Rooftop HVAC unit Replacement** is a request for FY2021
- ❖ **Solar Panels – Library roof at \$ 40,000** is request for FY 2023
- ❖ **Makerspace Ventilation** at \$15,000 is request for FY2023.

Ms. Raposa met with Ms. Stephanie Mercandetti, Community & Economic Development Director to discuss their requests.

- ❖ **\$785,850 for Oak Grove Park acquisition**
- ❖ **Purchase/ Install Electronic Personnel System** at \$20,000 is HR department request.

Ms. Rossi met with DPS Director, Dave D’ Amico and Asst. Director, Barry on December 12, 2017.

- ❖ Constructing a new DPS facility has been on the “list” for years. The cost is approx. \$10mil. This will probably need to be bonded.
- ❖ DPS/Parks high priority is Hurricane leaf blower for \$12,000 and 2nd would be a standing mower for \$8,500
- ❖ DPS/Road Repair
 1. Road/Sidewalk Repair - \$750,000
 2. Various bridge improvements (including Walker St) - \$150,000
 3. Various storm water improvements - \$500,000
- ❖ DPS/Sewer
 1. Purchase pre-own sewer jetting truck at \$130,000–this purchase will allow for regular maintenance of sewer lines. It costs around \$130/hour for contractor services. Approximately 4hrs/month is required at \$6240 annual cost
 2. Sewer Inflow & Infiltration repair - \$200,000
- ❖ DPS/Solid Waste
 1. Replace front end loader - \$189,000
- ❖ DPS/Water- Replace 2004 Ford F250 – out of service now (request was for normal replacement, but vehicle has since been placed out of service) - \$45,000
- ❖ The highest priority from CIPC for DPS/Highway include the following:
 - ❖ Replace Sidewalk Plow/Boom Mower. With new sidewalks in town and the high profile on sidewalks this additional piece of machinery is a high priority – approx. cost \$190,000
 - ❖ Replace Street Sweeper at \$290,000

- ❖ Replace Dump Truck – current one is 20yrs old. Approx. cost \$175,000

Mr. Mitchell talked about his discussion with Mr. Boucher. He met with Rich Boucher on 12/11/17 to discuss the 5 year Capital Improvement Plans for IS. There was a revision to the original plan and it has been included in the revised plan. The additional \$47,000 to the Technology Equipment request was due to the IS department inadvertently transposing operation budget line item with free cash line item.

1. Technology Equipment

- ❖ 2019 Cost= \$162,000. This cost will cover replacements, upgrades and additions to own wide tech infrastructure. This includes additional wireless access, server, switch and router upgrades.
- ❖ Replacement cycles for laptops, desktops and work stations.
 - ✓ Laptops every 4-5 years
 - ✓ Desktops every 7 years
 - ✓ CAD and STEM lab workstations are 8-9 years old
- ❖ All 9th and 10th graders will receive Chromebooks this year and all 11-12th graders will receive Chromebooks next year.
- ❖ PreK through 2nd grade use iPADS, Elementary through middle school use Chrome books. The ratio for elementary is 1 cart for every 2 classes and 1 for 1 ratio in middle school. These iPADS and Chromebooks need to be replaced every 4-5 years. Each carts cost \$1400 (approximate).
- ❖ 25 high school class room projectors will be replaced.

2. High school Auditorium Upgrades

- 2019 Cost = \$65,000 (actual cost per quotes \$61,299.62). The current audio/visual system is 14 years old and is prone to failure. The equipment has failed many times during events. Since this space is used for town meetings, community and school events, a replacement and upgrade of the current equipment in the HS auditorium is requested. Some of the speakers will be reused, new processors and amplifiers will be installed. New stage and control monitors will be installed. A new wireless microphone system will be installed. Audio and speaker jacks not in use will be terminated and activated. A new projection system with HDMI capability will be installed as well.
- The cost breakdown is as follows:
 - ✓ Audio replacement: \$34,680.92 2 hr. training included. (quote provided)
 - ✓ Projection replacement: \$26,618.70 (quote provided)

3. Middle School Auditorium Projection

- 2019 Cost = \$25,000 (actual cost from quote is \$23,670.70)
- This is a request to replace the existing projection system in the middle school auditorium. The space is used for school and public events. The current system is 25 years old and is failing. All the infrastructure

cabling has been replaced so this is for the projection system and screen.

Members talked about meeting on January 9th, 2018 in addition to meeting on Jan. 2nd and January 16th. Sreelatha will reserve the meeting at the senior center.

Approve Minutes (11-21-2017)-

A motion was made by Mr. Mitchell to approve the minutes of 11-21-2017 as amended, seconded by Ms. Rossi. Ms. Raposa and Ms. Malcolm abstained. The motion was approved.

FINCOM Update:

12-13-2017 FINCOM meeting is cancelled. Next meeting is in January 2018.

Schedule:

- Next CIPC meeting: January 2, 2017 at 7:00 PM.

Adjournment:

- With no further business before this committee, motion was made by Mr. Mitchell to adjourn the meeting at 10:08 PM; motion was seconded by Ms. Rossi. All were in favor.

Respectfully Submitted,
Sreelatha Allam