

# APPROVED ON 11/06/2018



Town of Medway

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

Meeting Minutes: October 02, 2018  
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:**

	02/27/18	03/27/18	10/02/18	
Kelly O'Rourke	X	X	X	
Leonard Mitchell	X	X	X	
Tracy Malcolm	X	X	X	
Sarah Raposa	X	Absent with Notice	X	

## **Other Attendees-**

**Dr. Pires, Medway Schools Superintendent**

**Amanda Delconte - Prospective CIPC Member**

**Michael Callahan– Prospective CIPC Member**

**Principal, McGovern School**

**Principal, Memorial School**

**MEPTO Board Members**

**Larry Ellsworth, Energy Committee**

## **Introduction of Prospective Members:**

- Ms. O' Rourke opened the discussion and provided general introduction of CIPC members to the two prospective members, Ms. Delconte and Mr. Callahan. She said in addition to the one vacant seat, there was some town level discussion to add another member to the Committee. A decision was finally made to add two new members.
- Ms. O' Rourke provided an overview of CIPC and its responsibilities as an advisory board to various boards and Committees. She said the FY19 capital requests were in the amount of \$13.0 million.

- Ms. Delconte introduced herself to the Committee. She works for a financial services consulting firm in the HR department. She is a Medway resident and expressed her interest in being involved with various activities in Medway.
- Mr. Callahan introduced himself to the Committee and other members in the room. He ran for School Committee but was unsuccessful. He is a Medway resident and has worked with the Governor's Office and currently owns his own law firm.
- Both candidates expressed interest in serving the community and in being more involved.
- CIPC will send a letter of recommendation to the BOS recommending both members.
- *A motion was made by Ms. Raposa to appoint Ms. Delconte and Mr. Callahan as the two new members of CIPC, seconded by Mr. Mitchell. All were in favor.*

#### **Dr. Pires- Playground Project-**

- Dr. Pires opened the discussion on this topic.
- There's a Committee working on this project for few years. Committee members introduced themselves:
  1. Amy McDonald, Principal McGovern School
  2. Amanda Louise, Principal Memorial School
  3. Dr. Pires, Medway Schools Superintendent
  4. Jeff Segarra, School Committee member
  5. Cindy Sullivan, School Committee member
  6. Christine Barrow, Parent and MEPTO Board member
  7. Barbara Holmes, Parent and MEPTO Board Member
  8. Guy (No last name), Parent and MEPTO Board Member
  9. Parent and MEPTO Board Member
  10. Jess Earl, Parent and MEPTO Board Member
- Town has been working with O' Brien & Sons and Andy Berger to take a look at the existing play structures in the elementary schools. The structures are at the end of their useful life. However they are not deemed unsafe at this point.
- There's been lot of interest from the MEPTO community about changing the play structures and making them more suitable for student's needs. Both projects will include a centralized feature. About six years ago, there's been a shift in grade/ configuration of the schools. It used to be that Memorial School had students from Pre-K, K, Grades 3 and 4, McGovern School had Grades 1 and 2. When that shift occurred, McGovern became the early childhood center with Pre-K, K and 1<sup>st</sup> grades included and memorial school had 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grades. The age and size of the students at McGovern makes it a bit concerning with the existing play structures at the school. It's larger than it should be for some of the students.

- *Ms. Louise (Burke Memorial School)* talked about why the project is required for the town. The school developed a social wellness program and the proposed playgrounds design was taken into consideration when the program was developed. These play structures will help kids to connect, problem-solve, and to engage in imaginative way. In the last few years, recess has been expanded from 15mins to 25 minutes, children are making use of the play structures during this time. There are about 825 students using the area during recess. The goal of this project is to give them opportunity to explore and expand. Poured surface for the play area is being considered at this time. They make the surface accessible to people with disabilities as well. The proposed structures provide different access points to kids. Interest level in the project is super high.
- *Ms. McDonald (Principal-McGovern School)* - New playground will allow more accessibility for students with physical and visual challenges. These playgrounds will provide our students with the opportunity to play and socialize in a safe and inviting space. Proposed project will accommodate kids from both schools during recess. There will be multiple access points to the play area making the space safer to the students. The surface would be engineered wood fiber surface.
- School Districts generally partner with NESDC (New England School Development Council). School Committee engaged with them for the purpose of this project.
- A rendering of the proposed playground at Memorial School was shown to the members.
- Dr. Pires said consideration should be given for the timeline of the project. At McGovern school, installation of the equipment during summer months will be optimal. This means an approval for the project is required at the 2019 spring town meeting and the installation would likely occur in the summer of 2019.
- The installation of equipment at Memorial School could be done during the school year.
- The estimated cost of the project (both projects) is \$542,000. DPS department will undertake the demolition of the current structures. There will also be some in-kind services that will be determined soon. Contractor will collect and dispose the demolished structures. Volunteers with adequate supervision provided by O' Brien & Sons will install the equipment. The final inspection of the play structures will be done by O' Brien & Sons.
- MEPTO (Medway Elementary Parent Teacher Organization) has committed to \$50,000 for the project. The monies will be distributed equally between both projects. \$5000 from MEDI (Medway Extended Day Inc.) and an additional \$5000 from Exelon have been committed towards this project.

- Ms. O' Rourke talked about the sloping and back component issue at the McGovern playground. Dr. Pires said the real issue is unwanted things getting into the woods which could be addressed through fencing.
- Dr. Pires said he will request the school committee to dedicate some funding from the revolving fund for this project. Request is to have this project included in the FY2020 projects list.
- Ms. Delconte asked if any outreach and / or research was done to find out about similar projects done by the neighboring communities recently to know about lessons-learned. Response was that outreach was made to learn about popular play structures. Nursing data was requested to see if there were any injuries with the new installed structures.
- Ms. O' Rourke said that a request has not been made for the fall town meeting. She asked if a formal request will be made for funding for McGovern School. Dr. Pires said school committee is not seeking a warrant article for the fall town meeting as more work needs to be done. Project at McGovern school seems more attainable at \$235K (estimate).
- As next steps, project discussion is happening with the BOS and the town administrator. In the next 4 weeks, town will figure out various funding ideas for the project. Ms. O' Rourke asked if a presentation will be made to the CPC. Dr. Pires said Mr. Trindade has been helping the group through the process.
- A question was asked if the request for a student information system will be included in the FY2020 list. Response was that it will not be part of the list for FY2020.

#### **Review Fall Town Meeting free cash capital requests-**

- Ms. O' Rourke received an email from Mr. Crowley with free cash number. The general fund number is \$4,897,000.
- Members went over the list of items provided by Mr. Boynton. These items were approved by CIPC for the fall town meeting.
  1. The first two items that need to be funded are sidewalk-tractor/plough (through DPS) and replacing heavy duty dump truck (both items through DPS). The two items were not approved for spring town meeting but were earmarked for approval for cash at the fall town meeting.
  2. *Replacing the sander for \$20,000.* It's ranked in high 40's and has not been a priority to CIPC.
  3. *Perimeter fencing around Idylbrook:* Members had no previous knowledge of this item.
  4. *Choate Park Sign for \$45,000-* Ms. O' Rourke contacted Ms. Susy Affleck Childs, Planning Coordinator to talk about this item. She was informed that this item was being discussed since October 2017. There was some discussion

on the location, size, and type of the sign. Ms. O' Rourke will gather more information about the sign.

5. *Green Communities Grant Match Funding*- \$29,000

6. *Police Ballistic Vests*- \$21,000. Ms. O' Rourke will get more information on this item.

7. *External Defibrillators* for \$30,000.

- Ms. O'Rourke will investigate more on items 5-7 listed above.
- Capital budget for FY2020 will be submitted to the committee on 11/01.

#### **Meeting Schedule-**

10/16, 11/06, 11/20, 12/04, 12/18, 01/08, 01/22, 01/29, 02/26, 03/12, 03/26, 04/09, 04/23

#### **Approve Meeting Minutes-**

*03-27-2018: A motion was made by Mr. Mitchell to approve the minutes of 03/27/2018 as presented, seconded by Ms. Malcolm. Ms. Raposa abstained and Ms. Rossi is not a current member of the Committee. Motion was approved.*

#### **FINCOM UPDATE-**

None.

#### **Schedule:**

- Next CIPC meeting will be on October 16<sup>th</sup>, 2018 at 7:00 PM at the Senior Center.

#### **Adjournment:**

- With no further business before this committee, motion was made by Mr. Mitchell to adjourn the meeting at 8:50 PM; motion was seconded by Ms. Malcolm. All were in favor.

Respectfully Submitted,  
Sreelatha Allam