

APPROVED ON 01/14/2020



Town of Medway

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

Meeting Minutes: December 10, 2019
Medway Senior Center

Call to Order: – With a quorum, this meeting was called to order by Committee Chair, Mr. Mitchell at 7:08 PM.

Committee Attendees:

Member Name	09/10/19	10/08/19	11/19/19	12/10/19
Leonard Mitchell	X	X	X	X
Tracy Malcolm	X	X	ABSENT WITH NOTICE	X
Sarah Raposa	X	X	X	X
Amanda DelConte	X	ABSENT WITH NOTICE	X	X
Brett Fagan	-	X	X	X

Other Attendees:

Rich Boucher (IT), Jim Kane (Schools)

Meeting Minutes:

11-19-2019- Ms. Raposa made a motion to approve the minutes of 11-19-2019 as amended, Mr. Fagan seconded. All were in favor. Ms. Malcolm abstained.

IT Rich Boucher to discuss 5-year capital projects-

- Mr. Boucher attended the meeting to present and discuss IT requests for FY2020-21. Department received \$395K in IT budget for the current fiscal year. The ask for FY2021 is \$335K.

- Purchase of chrome books is a priority. The current batch is close to the end of their useful life. Funds for this item will come from the operating budget.
- \$30K for projection system is requested for middle school
- Replace IT servers to leverage fire and police dispatching system
- Security Systems are currently installed at Choate Park, Oakland park, town hall, and few intersections in town. Current ask is for \$100K for security projects. High School parking lot is one of the proposed locations to get high definition security cameras. Middle school cameras need to be upgraded. 45 out of 117 cameras do not meet the current/ new system. Intent is to purchase and have IT staff install them. Cost is \$225 per piece.
- \$70K is requested for the projection system in memorial school. However, it's not a priority at this time. Middle school projection system is a priority.
- Request for light replacement is at \$110K. There are two quotes at \$60K and 80K. Mr. Boucher will share the estimates with the committee members
- There was discussion about the approved capital funds spending on individual projects that are not clearly stated in the capital list but masked under a bigger project. Members expressed concern that any unused funds for an approved project is getting rolled into department's surplus for next fiscal year. This situation arises when the funds are not expended for the purpose it was approved for.

Medway Schools Representative- 5 Year capital Projects-

- Facilities study to be completed by June 2020.
- Ask is for \$625K for FY2021. Seven items are a priority to the department
- HVAC upgrade is a priority to the department. Current system is 10 years old and the need is more at middle and high school. Estimate is at \$180K for all schools.
- Purchase of outdoor snow tractor for memorial school. Will replace one of the drivable machines. Estimate is at \$40K. Mr. Kane will communicate with DPW staff to establish the best way to purchase the tractor.
- Middle School lighting is high priority to the department. It's a safety and operations issue.
- Painting McGovern School pods. Estimate is at \$60K
- Roof preventative maintenance for all schools is a priority to the department. Memorial School roof maintenance is on top of the list. Estimate is at \$25K.
- Roofs schematic design at \$. Statement of Interest will be submitted to Massachusetts School Buildings Authority (MSBA) in January 2020.
- Student transportation vans (2) at \$60K is top priority to the department.
- Memorial library upgrade @125K is not a department priority but is a need. Funds will be used to replace carpets, create a teaching area/ room, and add a/c units.

General Discussion on 5 Year Capital Improvements Plan and Rankings-

- Members talked about the pickle ball court and agreed to shelf the idea at this point as the project is included in FY2022 capital list. Parks & Rec department will hold a quorum and bring it up at a future EPFRAC meeting
- ***A motion was made by Mr. Mitchell to shelf the discussion of pickle ball court for next year (FY2022), seconded by Mr. Fagan. All were in favor.***

FINCOM UPDATE-

None.

Schedule:

- Next CIPC meeting will be on January 07, 2020 at 7:00 PM at Medway Senior Center.

Adjournment:

- With no further business before this committee, motion was made by Ms. Delconte to adjourn the meeting at 8:41 PM; motion was seconded by Ms. Raposa. All were in favor.

Respectfully Submitted,
Sreelatha Allam