

APPROVED ON 02-18-2020



Town of Medway

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

Meeting Minutes: January 14, 2020
Medway Senior Center

Call to Order: – With a quorum, this meeting was called to order by Committee Vice Chair, Ms. Malcolm at 6:15 PM.

Committee Attendees:

Member Name	01/07/20	01/14/20			
Leonard Mitchell	-	-			
Tracy Malcolm	X	X			
Sarah Raposa	X	X			
Amanda DelConte	X	Absent with Notice			
Brett Fagan	X	X			

Other Attendees:

Margaret Perkins, Medway Library

Meeting Minutes:

12/10/2019-A Motion was made by Ms. Raposa to approve the minutes of 12/10/2019 as amended, seconded by Mr. Fagan. All were in favor.

01/07/2020- A motion was made by Ms. Raposa to approve the minutes of 01/07/2020 as presented, seconded by Mr. Fagan. All were in favor

Margaret Perkins- Medway Library -

- Committee member, Mr. Fagan met with Ms. Perkins to go over the library requests for FY 2021.
- Ms. Perkins said installation of handicap railing outside the library is high priority. Request is for \$12,000 for the effort.

- The other request includes building crosswalk in front of the library at an estimated cost of \$20,000- Ms. Perkins explained the current situation where patrons have to cross through the parking lot to get to the library entrance. People in wheelchairs and guide dogs find it difficult to cross the street to get to the library. Members recognized it as a public safety issue.
- The location to the crosswalk was briefly discussed. She mentioned that this request also high priority to the department.
- There was some discussion on water leaks issue in the building due to the failure of a sprinkler pipe. The estimated cost for fixing the issue \$50,000. She said the request is not being pursued at this time as the town facilities study is ongoing and intent to wait to see the recommendations from the study.
- There was discussion on need for funds to replace two light fixtures (FY22 request). The request is for \$5000.

Discuss Initial Rankings-

- Ms. Malcolm went over the FY2021 Capital Lists spreadsheet and explained the methodology for ranking the requests received. Members discussed using the average of the rating(s) assigned by each member and use that as the starting point for determining the final ranking. There was discussion on approving \$170K for FY2021 IT requests.
- There was consensus on the member rankings and below are the list items that will be recommended to the BOS.
 - ✓ Members recognized there are no specific Parks & Recs capital requests for FY2021.
 - ✓ Mr. Fagan said "Vans for student transportation" does not appear in the town administrators list. Members agreed to include it in CIPC recommendations.
 - ✓ Crosswalk in front of the library at \$20,000 was ranked high. Members recognized that did not appear in Mr. Boynton's list.
 - ✓ Roads and Sidewalk's at 750K was retained in the CIPC list and was ranked #1.
 - ✓ Munis Payroll software (\$25,640) request was ranked #2
 - ✓ Replace A-3 (\$351,750) request from fire department was ranked #3
 - ✓ Various storm water improvements (\$90,238) was ranked #4.
 - ✓ Police Server software upgrades (\$13,424) request was ranked #5
 - ✓ Flail Mower/ Tractor (\$133,000) was ranked #6
 - ✓ Library handicap ramp railing (\$12,000) request was ranked #7
 - ✓ Fire department request for inflatable boat (\$15,000) was ranked #8
 - ✓ Roof schematic design (\$40,000) was ranked #9
 - ✓ Student Transportation vans request (\$60,000) was ranked # 10

- ✓ Police Cruiser Radios/ Radar recording counter request (\$11,226) was ranked # 11
- ✓ HS Outdoor Running Track Drainage Repair (\$50,000) request was ranked #12
- ✓ Technology Equipment: 350 Chromebooks (\$110,000) was ranked #13
- ✓ Technology Equipment: 75 - Desktops/Laptops (\$60,000) was ranked#14
- ✓ School request for Roof Preventative Maintenance (\$25,000) was ranked #15
- ✓ Middle School Auditorium Lighting (\$20,000) was ranked #16
- ✓ Paint McGovern School Pods (\$60,000) was ranked # 17
- ✓ DPW request for New Econovan (\$30,000) was ranked #18
- ✓ Library request for building crosswalk was ranked#19
- ✓ DPW request for Sewer Camera System (\$85,000) was ranked#20
- With the above allocations CIPC recommendations for FY2021 projects totaled to \$1,768, 359.

FINCOM UPDATE-

None.

Schedule:

- Next CIPC meeting will be on January 28, 2020 at 7:00 PM at Medway Senior Center.

Adjournment:

- With no further business before this committee, motion was made by Ms. Malcolm to adjourn the meeting at 8:19 PM; motion was seconded by Ms. Raposa. All were in favor.

Respectfully Submitted,
Sreelatha Allam