

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: January 07, 2020
Medway Senior Center

Call to Order: – With a quorum, this meeting was called to order by Committee Vice Chair, Ms. Malcolm at 7:06 PM.

Committee Attendees:

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

Other Attendees:

Michael Boynton, Town Administrator

Meeting Minutes:

None.

Michael Boynton, Town Administrator will discuss FY2021 recommendations-

- Mr. Boynton talked about the list of recommended projects. He said town will need 200K in FY 2021 for snow and Ice removal.
- \$750K for roads and sidewalks. Proposal is to hold \$200,000 for FY2022 free cash
- Facility study is underway. Mr. Boynton will meet with the department heads next week to understand their needs for FY2021. The submitted list are his

recommendations as a first pass. He asked if the members had any questions about his recommendations.

- Mr. Boynton said High School backfield lights (\$600K) are a priority for EPFRAC. Ms. DelConte said decision was made to remove this item from the list and that parks commission doesn't not have a specific list for FY2020.
- There was some discussion on the pickle ball court item for \$250K. Item is added to the recommendation as "borrowed funding".
- Ms. Raposa asked if the "Munis Payroll software" at \$25,640 is a new or old request? Mr. Boynton said the item was always part of the list.

Discuss Initial Rankings-

- Ms. Malcolm talked about prioritizing the list provided by Mr. Boynton. She requested all members to provide her with a snapshot of the items for capital budget and describe in one sentence why the project is a priority.
- The items will be ranked for FY 2021 projects only. Ms. Malcolm will compile the rankings received from each member into a spreadsheet. Members will discuss the rankings at a future CIPC meeting.
- There was discussion on the format of IT department requests for FY2020. Discussion was that next year requests should clearly indicate the funding sources for each of their requests rather than include everything in one bucket
- Members agreed to keep the pickle ball item in the list but will be moved into an outer year.
- Ms. Malcolm will request Mr. Boucher to provide the estimates for the items listed in IT wish list.

FINCOM UPDATE-

None.

Schedule:

- Next CIPC meeting will be on January 14, 2020 at 6:15 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