



Town of Medway

Capital Improvement Planning Committee

155 Village Street, Medway MA 02053

(508) 533-3264 • FAX: (508) 321-4988

Meeting Minutes: November 10, 2020

Remote Meeting

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

Committee Attendees:

Member Name	10/13/20	10/27/20	11/10/20		
Leonard Mitchell	X	X	X		
Tracy Malcolm	X	X	X		
Sarah Raposa	X	X	X		
Amanda DelConte	No longer with CIPC	-	-		
Brett Fagan	X	X	X		

Mr. Fagan joined the meeting around 7:08PM.

Other Attendees

KAREN L. NOWICKI- Potential CIPC member

Meeting Minutes:

None.

Rich Boucher to present IS FY22-26 Capital Plan: Mr. Boucher did not attend the meeting today. Ms. Raposa went over the IT projects list with the members. Each project request is separated by the fiscal year. The list includes the following items:

- Technology Equipment
- Projection Equipment
- Infrastructure Equipment
- Security Systems
- High School Auditorium Lighting
- Common Area Projection Systems

Community Ed projects list:

The list includes the following items:

- Redesign Intersection @ Milford and Trotter- FY22 request for \$100,000
- Oak Grove- FY22 request for \$850,000
- Baseline Doc for Conservation Land & Restrictions w/survey: The ask is for \$84,000 and is spread across FY2022- FY2025.

Lenny to present minutes from liaison meeting with Police and Fire Departments

Police Department Requests-

Project# 2008- Police Record Management System: \$13,000 was approved in FY2021 to purchase certain modules of the software. The new vendor states they can transfer existing data at a much lower cost. Chief Tingley stated that the cost will be covered under the police department operating budget. This item will be removed from the FY2022-2026 list.

Project# 1513- Speed/Message Radar Trailer: This item was approved for FY2021. It's been purchased and will be removed from the list.

Project# 2105- Replace Windows and Doors: This item was added by building maintenance. It's currently put on hold waiting for final results from the town wide facility study.

Project# 1602- 3 Bay Heated Garage/Storage: Under the existing condition police cruisers are unprotected in the winter season. The vehicles are constantly running or snow cleaned regularly in case an emergency call comes in. The funding request is for FY2024 and will stay on the list if the new municipal building is not approved. This building would also alleviate the storage issue. Currently, the department uses the hallways, stairwells, offices for storage.

Project# 1009-- Ballistic Vests: It's a FY2024 request for \$22,811.

Fire Department Requests-

Project# 2018- Replace Turnout Gear (FY22): The ask is for \$117,090 (estimate for 30 sets) for FY2022. The old turn out gear is at the end of the life and will not meet state requirements. Due to the COVID pandemic, the PPE vendors have raised the prices. However, the final price could be negotiated and brought down to around \$105,090.

Project# 2106- Auxiliary Building for Secondary Apparatus (FY22): The ask is for \$2.0 million. The project will replace Station# 1 which is in such disrepair and any further repairs to the structure is not deemed cost effective. Also many custom/specialized apparatuses are housed at Station# 2. The construction funding source would most likely be from the Bond funds. A similar building in Needham, MA cost the town around \$2.0 million.

Project# 2203- Storage room and Office (FY22): The ask is for \$50,000. Station#1 has maxed out of space. Stairwells, hallways, and apparatus floors are being used for storage which is against building code requirements. The proposed project will convert the meeting room into

store room and an office will be built to meet with the public, vendors, hold training meetings, etc. [11] The cost estimate was put together by a firefighter who also works as a contractor. [12]

Project# 2026- *Replace Exterior Windows and doors (FY22)*: The ask is for \$90,000. The windows and doors are original to the building which was built in 1990. They are not insulated thereby allowing heat cold temperatures to pass through them. New doors will also allow better security to the building.

Project# 2021- *Remodel Bathrooms and flooring (FY22)*: The ask is for \$100,000. The staff size has significantly increased from the time the bathrooms were built. Due to the usage, they have significant wear and needs attention. There's no official quote(s) available at this time.

Project# 2023- *Turnout Gear Extractor and Washer (FY22)*: The current equipment is 12 years old and at the end of its life. Each Turnout set needs to be washed after exposure to smoke and hazardous materials. Only one set can be washed at a time and sometimes can take up to 6 days to clean all the gear. Chief Lynch stated the department will most likely pay for this item through the FEMA grant that was not used for the sprinklers. More information will be provided at the 11/24 meeting.

Project# 2025- *Replace Car 4 (FY24)*: Chief Lynch stated the request is for FY2024. The ask is for \$65,000. The existing vehicle is nearing 150,000 miles.

Project# 2108- *Replace Engine 2*: The ask is for \$750,000 for FY2025. The engine will be 25 yr. old in 2026. May replace with Mini-pumper due to the fact that it won't fit in Station 2 and the Exelon pumper is at Station# 1.

Project# 2111- *Replace 20 Portable Radios (FY24)*: The ask is for \$80,000. The current radios are 8 years old and need replacement.

Project# 2109- *Replace Squad 3*: The ask is for \$85,000 for FY2025. Currently the vehicle is 2 years old and will be 7 years into its useful life with over 80k miles by year 2025.

The CIPC remote meeting abruptly ended at 7:37PM due to the zoom call exit. Everyone rejoined and the zoom meeting restarted at 7:44PM. Mr. Mitchell dialed into the meeting around 7:47PM.

KAREN L. NOWICKI- Potential CIPC member

Ms. Nowicki introduced herself to the committee. She has a law degree and has been a Medway resident since 1997. She expressed interest in joining the group. Members provided an overview of the committee and talked about member's roles and responsibilities. The CIPC process, funding source, and distribution mechanism were discussed.

A motion was made by Mr. Mitchell to recommend Ms. Nowicki to the BOS, seconded by Ms. Raposa.

Roll Call Vote:

Lenny Mitchell- Aye

Tracy Malcolm- Aye

Sarah Raposa- Aye

Brett Fagan - Aye

The motion passed.

Schedule:

- Next CIPC meeting will be on 11/24/2020.

Adjournment:

Motion was made by Ms. Malcolm to adjourn the meeting, seconded by Ms. Raposa.

Roll Call Vote:

Lenny Mitchell- Aye

Tracy Malcolm- Aye

Sarah Raposa- Aye

Brett Fagan - Aye

The motion passed.

The meeting was adjourned at 8:10p.m.

Respectfully Submitted,

Sreelatha Allam