



Town of Medway

Capital Improvement Planning Committee

155 Village Street, Medway MA 02053

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Meeting Minutes: January 05, 2021

Remote Meeting

Call to Order: – With a quorum, this meeting was called to order by Committee Chair, Mr. Mitchell at 7:10PM.

Committee Attendees:

Member Name	12/22/20	01/05/21			
Leonard Mitchell	X	X			
Tracy Malcolm	ABSENT WITH NOTICE	X			
Sarah Raposa	X	X			
Karen Nowicki	X	X			
Brett Fagan	X	X			

Meeting Minutes:

12-22-2020- A Motion was made by Ms. Raposa to approve the minutes for 12/22/2020 meeting as amended, seconded by Mr. Fagan.

Roll Call Vote:***Lenny Mitchell- Aye******Tracy Malcolm- Aye******Karen Nowicki- Aye******Sarah Raposa- Aye******Brett Fagan - Aye******The motion passed.*****Discuss CIPC free cash Project Rankings**

Ms. Malcolm talked about the ranking of all free cash projects in the CIPC list. The list includes the projects needing funds in outer years. Members went over the individual rankings for the projects.

Project#2217- Roads & Sidewalks: CIPC ranking#1- Recommended Amount- \$700K

Project#2018- Replace Turnout Gear: CIPC ranking#2- Recommended amount- \$105K

Project#2202- Radio Cruisers: CIPC ranking# 3- Recommended amount- \$13,476

Project#2136- Replace Memorial Exhaust Fans: CIPC ranking#4- Recommended amount- \$16,000. The exhaust fans are at the end of their useful life and the requirement is for twelve fans.

Project#2216- Replace Traffic Sensors Main St. at Walgreen: CIPC ranking#5- Recommended amount- \$28,000. Current Wire Loop system is not working well with the video detection system that currently exists along the new stretch of Rt. 109. Several accidents have occurred at this location because of the malfunctioning loop wire system.

Project#2229 Technology Equipment: CIPC ranking #6-The project includes the addition and continued replacement of laptops, desktops, chrome books, iPads, and printers throughout the town and school system. Specific details will be determined on a yearly basis, with the goal to maintain a 1:1 Chromebook ratio for all students and maintain the fleet of equipment to provide efficient operations for all departments. Based on CIPC discussions the recommended amount was \$75K.

Project#2226 All Schools Install Door Access Hardware: CIPC ranking#7- The request is for installing access hardware on five doors that's currently a safety issue. CIPC recommended amount is \$60K.

Project#2013 Air Conditioning Unit Upkeep: CIPC ranking#8- The Council on Aging (COA) request is for the replacement of A/C unit that was originally installed in 1997. There's a need for replacement/upgrade. CIPC recommended amount is \$39K.

Project#1716 Replace 2001 MACK RD690S (216-Truck6): CIPC ranking#9- It's a front line service vehicle that's nearing the end of its useful life. CIPC recommended amount is \$230K.

Project#2227 Burke/ Memorial HVAC Automation Upgrade- CIPC ranking#10- The current EOL/ Hardware is no longer supported; goal is to replace with cloud-based software (allowing for remote access). CIPC recommended amount is \$90K.

Project#2146 Replace 2012 F250 (201): - CIPC ranking#11- Due to the pandemic the vehicle accrued minimal mileage in 2020. It can probably get at least one more year of usage. CIPC recommendation is \$53K.

Project#2231 Security Systems: CIPC ranking#12- The IT department request is for installing video surveillance Systems for town and school properties. Project locations include: Rt.109/Rt126 intersection, Walgreens intersection, school system, camera and server maintenance, upgrades, and replacement. In addition to camera surveillance the goal is to expand the technology to centralized door control systems. Some of this work is already underway/implemented. CIPC recommendation is \$25K.

Project#2230 Infrastructure Equipment: CIPC ranking#13- The equipment includes networking (fiber, switches, routers, firewalls, wireless access), servers, data storage, telecomm systems town wide. Town telecom system is estimated to be replaced in FY25. CIPC recommendation is \$40K which is \$10K less than the original ask.

Project#1805 Replace Wing Mower: CIPC ranking #14- The current mower is constantly used for maintaining the town athletic fields. CIPC recommendation is \$75K.

Project#2117 McGovern Pave Perimeter Asphalt Roadway- CIPC ranking#15- There was discussion about the funds for this item coming out of the Roads & Sidewalks improvements project. No specific funding was recommended by CIPC.

Project#2224 McGovern Café/ Auditorium AC Install: CIPC ranking #16- It's a safety issue and the space gets heated more than required. CIPC recommendation is \$60K.

Project#2151 Countertops (Replacement): CIPC ranking #17- The public facing service desks at the library are worn out and need upgrades. There were originally installed in 1999. CIPC recommendation is \$25K.

Project#2111 Replace 20 Portable radios: CIPC ranking#18- The current radios are nearly eight years old. They average life is around ten years. The manufacturers tend not to support

repairs to the radios after 7-10 years. The equipment is a priority for the fire department. There was discussion about potentially funding for 10 radios in FY22.

Project#2112 Memorial Exterior Site Drainage: CIPC ranking#19

Project#2223 Summer Camp Tent and Supplies: CIPC ranking #21- The request is from Parks & Recreation Department. The tent and supplies are needed to reduce the rental costs to provide the area(s) for camps and town events. The summer camps in town are growing and the purchase will benefit the town. CIPC recommendation is \$10K.

Project#2131 Burke Replace HVAC pumps: CIPC ranking#22- Request is for the purchase of four sets of motors & pumps. They're at the end of their useful life and need replacement. CIPC recommended amount is \$20,000.

Project#2128 High School Replace Exterior Doors: CIPC ranking#23- CIPC recommendations is \$20,000.

Project#2153 Dehumidifier / Temp. Control – Cole Room: CIPC ranking #24- It's a library request and the hot / cold air is venting back into the Cole Room creating excess heat/cold to the users. CIPC recommendation is \$25K

Project#2233 Bridge Signs for Trail Identification: CIPC ranking#25- The trail bridges will be identified for public safety purposes. It was discussed the item could be funded via CPC. Ms. Raposa had a discussion with the CPC member, Mr. Sorrel about the project.

Project#2225 Memorial Replace Café AC Unit: CIPC ranking#26- The existing unit is a residential unit. Intent is to replace it with a commercial unit. CIPC recommendation is \$85K which is \$15K less than the original ask.

Project#2157 Lighting Fixtures: CIPC ranking#27- CIPC recommendation is \$5000.

Project#2201 Baseline info on Conversation Lands: CIPC ranking #28- The proposed funding will be used to perform baseline survey of condition of conservation lands and lands subject to conservation restrictions to allow for proper maintenance and enforcement. CIPC recommendation is \$12K.

Project#2150 COA Van: CIPC ranking#29- The vehicle accrued minimal mileage in 2020 due to the pandemic and can probably get at least one more year. CIPC recommendation is \$84,355.

Members also briefly went over town administrator's ranking of the projects.

Open Discussion.

02/09 and 02/23 were discussed as placeholders for two February meetings.

Schedule:

- Next CIPC meeting will be on 01/26/2021.

Adjournment:

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

Roll Call Vote:

Lenny Mitchell- Aye

Tracy Malcolm- Aye

Karen Nowicki- Aye

Sarah Raposa- Aye

Brett Fagan - Aye

The motion passed.

The meeting was adjourned at 8:08p.m.

Respectfully Submitted,

Sreelatha Allam