

Karen Nowicki, Chair  
Sarah Raposa, Vice Chair  
Darren LaForest, Member  
Keith Goddard, Member  
Emre Guzelsu, Member



**CAPITAL IMPROVEMENT PLANNING  
COMMITTEE (CIPC)**  
Town of Medway  
155 Village Street, Medway MA 02053  
Tel: (508) 533-3264

**Minutes: Thursday, January 4, 2024 at 7:00 PM**  
Medway Town Hall  
115 Village Street, First Floor Conference Room  
Medway, MA 02053

***Committee Members Present:*** Karen Nowicki, Sarah Raposa, Darren LaForest, Emre Guzelsu, Keith Goddard

***Committee Members Absent:*** none

***Community Members Present:***

1. Call to Order:  
Ms. Nowicki called the meeting to order at 7:01.
2. Citizen comment - none
3. FY2025 Capital Planning Plan (review and prioritize requests, review previous requests and status of funded projects)

Discuss Committee Rankings – Ms. Raposa explained that the spreadsheet compiled all members' rankings and the averages which also contains a running total of free cash dollars for each item. The Committee is still ranking all items, not stopping when the \$2.5 million free cash has been allocated. CIPC is asked to make recommendations on everything.

The Committee reviewed the average rankings row by row noting any wide discrepancies in individual rankings versus the group average. The CIPC came to a consensus on each item. Discussions included:

- The Infrastructure equipment line item was originally a \$100,000 request, but the recommendation is to fund \$50,000.
- Ranking discrepancies with the new voting booths. Ms. Raposa noted that with a presidential election upcoming, it will be important to have equipment to accommodate larger number of voters and be more ADA compliant
- McGovern School cafeteria AC, original request was \$250,000, but the committee recommendation is \$150,000. Ms. Nowicki noted that they didn't have a firm quote.
- MEDI Wing Floor Abatement at Burke School – discussion about whether to fund since

they aren't sure about future use of the building. Ms. Nowicki noted that there is a feasibility study just getting started, so a decision on the building is likely several years away. However, they are currently spending money to regularly wax it and it is currently a health issue.

- Vermac Full Matrix Message Boards (2) – The committee is recommending funding one new sign instead of 2, the amount would be \$22,000.
- Vibroscreen – some discrepancy with member rankings. This would be more needed in a bad winter. With other changes, this could fall within \$2.5 million.

If the rankings are voted on and approved tonight, the CIPC will not have to meet again. The next step would be to present the rankings to the Select Board and then the Finance Committee. Ms. Nowicki will review the process of the CIPC committee explaining the member liaisons and department presentations in the Select Board meeting.

#### Vote on Committee Recommendations

Ms. Raposa made a motion to recommend the CIPCs ranking list to the Select Board as discussed. Mr. Guzelsu seconded the motion. Approved in a unanimous vote, 5-0.

#### 4. Meeting Minutes

Ms. Raposa made a motion to approve the meeting minutes of November 30, 2023. Ms. Nowicki seconded the motion. It was approved in a unanimous vote, 5-0.

Ms. Raposa made a motion to adjourn at 7:51. Mr. Guzelsu seconded the motion. It was approved in a unanimous vote, 5-0.

	CIPC Average	Dept	Project #	Description	\$	Funding Source	CumuCost Avg Rank
1.	2.6	Fire	2411	Hydraulic Extrication Tools	\$100,000	Free Cash	\$100,000
2.	3.4	Police	2407	Emergency Communications Equipment	\$36,000	Free Cash	\$136,000
3.	6.2	DPW	2217	Roads & Sidewalks	\$750,000	Free Cash	\$886,000
4.	8.0	DPW	2204	Various Storm Water improvements	\$200,000	Free Cash	\$1,086,000
5.	9.6	Police	2523	Red Dot Optics	\$11,906	Free Cash	\$1,097,906

6.	10.4	IT	2229	Technology Equipment	\$75,000	Free Cash	\$1,172,906
7.	11.6	IT	2522	Time Management System	\$73,000	Free Cash	\$1,245,906
8.	13.4	Police	2010	Electronic Control Weapon (ECW) Replacement	\$27,929	Free Cash	\$1,273,835
9.	14.2	IT	2230	Infrastructure Equipment // TM rec 50,000	\$50,000	Free Cash	\$1,323,835
10.	14.8	DPW	2221	Replace 347 Wing Mower 2013	\$100,000	Free Cash	\$1,423,835
11.	15.0	IT	2231	Security Systems	\$25,000	Free Cash	\$1,448,835
12.	15.0	Schools	2029	High School: Auditorium Stage Lighting	\$117,000	Free Cash	\$1,565,835
13.	15.0	DPW- Admin	2501	Village Street Drainage improvements	\$30,500	Free Cash	\$1,596,335
14.	17.2	IT	2343	Projection	\$50,000	Free Cash	\$1,646,335
15.	17.4	IT	2404	Middle School - Departmental Furniture, Fixtures and Equipment	\$10,000	Free Cash	\$1,656,335
16.	17.8	Town Clerk	2533	New Voting booths + tables	\$9,800	Free Cash	\$1,666,135
17.	18.4	Schools	2360	District: Replace 2014 F250	\$68,000	Free Cash	\$1,734,135
18.	19.0	DPW-Hwy	2507	Curb Box Machine	\$13,000	Free Cash	\$1,747,135
19.	19.8	Library	2538	Story Hr Room & area ventilation	\$30,000	Free Cash	\$1,777,135
20.	20.0	DPW- Admin	2506	Replace 715	\$30,000	Free Cash	\$1,807,135
21.	20.4	Schools	2526	McGovern cafeteria AC // TM rec 150,000 for 1 Board	\$150,000	Free Cash	\$1,957,135
22.	21.2	DPW- Admin	2504	Replace 714, non-hybrid	\$45,617	Free Cash	\$2,002,752
23.	21.4	DPW -Hwy	2503	Replace Light Towers	\$65,000	Free Cash	\$2,067,752
24.	21.8	Schools	2525	MEDI wing Floor abatement and retile	\$150,000	Free Cash	\$2,217,752

25.	22.4	Library	2537	Possible sink hole outside story hour room	\$5,000	Free Cash	\$2,222,752
26.	22.6	IT	2346	Government Transparency Initiative	\$75,000	Free Cash	\$2,297,752
27.	23.2	C&ED	2201	Baseline Doc for Conserv Land&Restrictions w/ surv	\$24,000	Free Cash	\$2,321,752
28.	23.8	Communications	2403	Vermac Full Matrix Message Boards (2) // TM rec 22,000 for 1 Board	\$22,000	Free Cash	\$2,343,752
29.	28.2	DPW-Maintenance	2511	Police Station light fixture replacement	\$30,000	Free Cash	\$2,373,752
30.	28.4	DPW-Hwy/Parks	2508	Vibroscreen	\$130,000	Free Cash	\$2,503,752
31.	29.4	DPW- Hwy	2312	Replace 263- 2014 Holder	\$240,000	Free Cash	\$2,743,752
32.	31.8	Fire	2025	REPLACE CAR 10 (Previously Car 4)	\$97,000	Free Cash	\$2,840,752
33.	32.2	Police	2410	Mobile Operations Trailer	\$46,000	Free Cash	\$2,886,752
34.	32.4	DPW- Admin	2502	Lower Holliston Drainage Improvement Design	\$84,000	Free Cash	\$2,970,752
35.	33.6	Library	2435	Paint parking spaces in front of library	\$5,000	Free Cash	\$2,975,752
36.	33.8	DPW-Maintenance	2516	Police Station Increase service from 100W to 150W	\$200,000	Free Cash	\$3,175,752
37.	34.4	Police	2524	L5F Cameras with Comm Boxes & Mounting Brackets	\$126,412	Free Cash	\$3,302,164
38.	34.8	Library	2214	Repointing Stone Walls & Emergency Door Stairs	\$10,000	Free Cash	\$3,312,164
39.	35.2	DPW- Hwy	2326	Diamond Guard Rail Mower Attachment for John Deere	\$40,000	Free Cash	\$3,352,164
40.	38.8	Schools	2118	Memorial Library Upgrade	\$125,000	Free Cash	\$3,477,164
41.	41.0	Library	2433	New Furniture	\$6,000	Free Cash	\$3,483,164
42.	41.8	Library	2431	Interior Painting	\$5,000	Free Cash	\$3,488,164

43.	43.4	Library	2540	Consultant to advise on improving inside spaces	\$10,000	Free Cash	\$3,498,164
44.	43.8	Fire	2414	Office Buildout	\$100,000	Free Cash	\$3,598,164
45.	44.0	Communications	2330	Electronic Sign at Police Station	\$80,000	Free Cash	\$3,678,164
46.	45.2	Police	2409	Facility Security Upgrade-Rear Lot Security Fencing	\$126,442	Free Cash	\$3,804,606
47.	46.0	Town Manager	2401	Replace Sill at Ide House	\$100,000	Free Cash	\$3,904,606
48.	46.0	DPW-Maintenance	2515	Fire Escape Scrape & Paint at Town Hall	\$10,000	Free Cash	\$3,914,606
49.	48.4	DPW-Maintenance	2514	New Tents/Tables/Chairs/Pop-ups	\$30,000	Free Cash	\$3,944,606
50.	49.4	DPW-Maintenance	2512	Replace Police Front walkway	\$30,000	Free Cash	\$3,974,606
51.	49.6	C&ED	1928	REDESIGN MILFORD & TROTTER INTERSECTION	\$150,000	Free Cash	\$4,124,606
52.	50.0	Police	2105	Replace Windows and Doors at Police Station	\$90,000	Free Cash	\$4,214,606
53.	51.8	DPW-Maintenance	2510	Police Station Vestibule replacement	\$30,000	Free Cash	\$4,244,606
54.	52.0	Library	2539	Outdoor seating/reading area	\$5,000	Free Cash	\$4,249,606
55.	52.6	Fire	2026	REPLACE WINDOWS AND DOORS AT STATION 1	\$150,000	Free Cash	\$4,399,606
56.	53.2	Schools	2127	Burke Replace Windows/Doors	\$1,400,000	Free Cash	\$5,799,606
57.	53.2	Parks & Recreation	2436	Basketball/Multisport Court at Choate Park	\$500,000	Free Cash	\$6,299,606
58.	54.2	Senior Center	2332	Full bathroom renovation for male and female bathroom	\$105,000	Free Cash	\$6,404,606
59.	55.0	Library	2432	Mural	\$5,000	Free Cash	\$6,409,606

	999.0	Fire	2110	Replace A2	\$485,000	Amb Fund	\$6,894,606
	999.0	Police	2461	Dispatch Radio Consoles	\$456,785	GF Borrowing	\$7,351,391
	999.0	Schools	2137	Memorial Replace Ballast Roof (1997)	\$3,550,000	Facility Stabilization	\$10,901,391
	999.0	DPW-Parks	2319	Replace 345- 2014 Smithco Tractor	\$47,000	Parks Revolving	\$10,948,391
	999.0	DPW	2423	Replace Fence at Kelly St Softball Field	\$30,000	Parks Revolving	\$10,978,391
	999.0	DPW	2424	Replace Fence at Middle School Baseball Field (FUNDED LAST YEAR??)	\$30,000	Parks Revolving	\$11,008,391
	999.0	DPW	2209	Replace 417 (2013 F550)	\$105,000	Water Revolving	\$11,113,391
	999.0	DPW	2236	REHAB LOVERING WATER TANK	\$1,400,000	Water Borrowing	\$12,513,391
	999.0	DPW	1426c	SEWER INFLOW & INFILTRATION REPAIRS	\$200,000	Sewer Revolving	\$12,713,391
	999.0	Parks & Recreation	2164	High School Track	\$800,000	GF Borrowing	\$13,513,391
	999.0	Parks & Recreation	2165	High School Turf Field (1)	\$800,000	GF Borrowing	\$14,313,391