

Town of Milford
CAPITAL IMPROVEMENT ADVISORY COMMITTEE
MEETING MINUTES
October 25, 2023

Present: Peter Basiliere, Chair, Planning Board Representative
Patricia Kenyon, Secretary, CIP Member
Bill Cooper, Facilities Coordinator, School District Representative
Dana Dahl, CIP Member
Kathy Parenti, Library Trustee Representative
Michael Thornton, CIP Member
John Andruszkiewicz, CIP Member
Susan Smith, Planning Board Representative
Paul Bartolomucci, CIP Member
Terrence Dolan, Community Development Director
Chris Labonte, BOS
Paul Dargie, BOS

Recording Clerk: Jane Hesketh, Community Development

Meeting Agenda

1. Call to Order
2. Review and Approval of Mtg. Minutes: 09/06/23 Mtg., 09/13/23 Mtg., 09/20/23 Mtg., 9/37/23 Mtg., 10/4/23 Mtg.
3. Discussion:
 - a. Continued Analysis of Requested Capital Projects/Review of Updated Master Evaluation Spreadsheet
 - b. Review of the draft Tax Impact Spreadsheet with 2024-2029 projects added
4. Other Business
5. Upcoming Meetings: 11/01/23 and 11/08/23 (BOS Room-Town Hall)
6. Adjournment

Call to Order

Peter Basiliere called the meeting to order. He started with an introduction of himself and the members; all were present. He then moved to the first item on the agenda.

1 **MINUTES**

2 **CAPITAL IMPROVEMENT ADVISORY COMMITTEE, OCTOBER 25, 2023**

3
4
5 **Review and approval of Meeting Minutes**

6
7 **9/6/23:**

8 **Corrections**

9 Page 5 Line 11: typo under Bales School change “one” to “what”

10 Page 5 Line 51: move title line 51 to line 31; lines 32-49 are related to the High School project.

11 Page 5 Line 32: change wording of “Bales School” to “Bales School/High School”

12 Page 5 Line 34: typo change “it” to “at”

13 Page 3 Line 52: typo change “busses” to “bussed”

14 Page 3 Line 20: typo change “2020-2011” to “2010-2011”

15 Page 3 Line 56: typo change “Bale” to “Bales”

16 Page 3 Line 56: change Paul Dargie to Chris Labonte

17 Chair asked for a motion to approve minutes of **9/6/23** with corrections; Mike Thornton made a motion and it was
18 seconded by Bill Cooper. Chair asked for a vote and all were in favor.

19
20 **9/13/23:**

21 **Corrections:**

22 Page 4 Line 21: typo change “won” to “town”

23 Page 2 Line 34: typo change “it” to “if”

24 Chair asked for a motion to approve minutes of **9/13/23** with corrections; Dana Dahl made a motion and it was
25 seconded by Patricia Kenyon. Chair asked for a vote and all were in favor.

26
27 **9/20/23:**

28 **No Corrections**

29 Chair asked for a motion to approve minutes of **9/20/23** with no corrections; Bill Cooper made a motion and it was
30 seconded by Dana Dahl. Chair asked for a vote and all were in favor.

31
32 **9/27/23:**

33 **No Corrections**

34 Chair asked for a motion to approve minutes of **9/27/23** with no corrections; Bill Cooper made a motion and it was
35 seconded by Dana Dahl. Chair asked for a vote and all were in favor.

36
37 **10/04/23:**

38 **Corrections:**

39 Page 3 Line 18: change Darlene to Dana

40 Page 3 Lines 29 and 30: change EB Stations to EV Stations.

41 Chair asked for a motion to approve minutes of **10/04/23** with corrections; Patricia Kenyon made a motion and it
42 was seconded by Dana Dahl. Chair asked for a vote and all were in favor.

43
44 Chair Basiliere moved ahead to the next agenda item. He began by saying the goal for this meeting is to review the
45 rankings/ ratings and decide what projects will be recommended to the Planning Board, School Board and Board of
46 Selectmen as well as the voters. P. Basiliere continued by saying this will be the thinking of the CIP Advisory
47 Committee and will not be final; Planning Board, School Board, Board of Selectman, and voters recommendations
48 will also need to be considered.

49
50 Chair asked the Committee to start with the updated Master Evaluation Spreadsheet and then review the Tax Impact
51 Spreadsheet.

1 **MINUTES**

2 **CAPITAL IMPROVEMENT ADVISORY COMMITTEE, OCTOBER 25, 2023**

3
4
5 **Committee Discussion**

6
7 **a. Continued Analysis of Requested Capital Projects/Review of Updated Master Evaluation Spreadsheet**

8
9 In looking at the updated Master Evaluation Spreadsheet, Bill Cooper asked why the Band Stand Project
10 was highlighted in yellow. Chair said because it may be coming out; his understanding is that it may be
11 taken care of with a Warrant Article regarding the Capital Reserve Fund. Chair then deferred to
12 Selectman Dargie about this. Paul Dargie said while it has not been decided, it is likely this will happen.
13 The cost of the project, in view of the money from fundraising, was discussed; the balance not paid for by
14 money from fund raising will be taken from the Capital Reserve Fund. Paul Bartolomucci asked if that was
15 the Town Building Capital Reserve Fund; Paul Dargie acknowledged it is that fund.

16
17 **b. Review of the draft Tax Impact Spreadsheet with 2024-2029 projects added**

18
19 Chair reminded the committee about one of the items discussed last week which was to look ahead to
20 level things or to prevent spikes even though there will be increases over time. Chair noted an area that
21 had not been looked at before is what happened in the recent past. Susan Smith provided the committee
22 with 2 handouts. P. Basiliere deferred to Susan Smith for her to explain what she developed.

23 Susan Smith: first page developed from last year's CIP showing 2023 tax impact; 2nd page shows what
24 projects passed in 2023 that were on the CIP and the three 2023 projects that passed which were not on
25 the CIP. S. Smith explained the figures shown on the handouts. She referred back to the Tax Impact
26 Spreadsheet. S. Smith feels the figure she computed should be placed on the line for New Projects Town.

27
28 P. Basiliere stated the Tax Impact Spreadsheet pulls together all the known projects; the existing project
29 numbers include the Waste Water Treatment plant because it is an existing project. Chair addressed
30 figures shown on the Tax Impact Spreadsheet in regards to the projects passed in 2023 as well as the new
31 projected projects for 2024 vs the figures S. Smith developed shown on her handouts. He addressed the
32 projects shown on the Tax Impact document as well the projections.

33
34 Chair noted that \$400,000 is allotted each year for road re-construction even though there is not a CIP for
35 this it is money set aside as a project/warrant unless the BOS does not intend for it to be included; it is a
36 cash payment that is not bonded. A discussion began regarding these funds and the Warrant Article for
37 this money.

38
39 K. Parenti pointed out some changes that need to be made to the Tax Impact Spreadsheet for the Library
40 projects; Library addition is for 2026 and not 2025. Bill Cooper pointed out the Pennichuck Booster
41 Pump Station is listed for 2025. Changes concerning the year for the Pennichuck Booster Pump Station
42 were addressed. T. Dolan stated the latest project request for this shows 2027.

43
44 P. Basiliere stated there are 9 projects (includes 2 School Projects) on the Tax Impact Spreadsheet for
45 next year. Chair to the committee: should all these projects be recommended for this year or move one or
46 more of these projects back a year or move one up. Discussion began about this topic and the costs/impact
47 that would result by moving projects ahead, back or swapping out projects from later years to the current
48 year. Susan Smith pointed out the total Town cost for 2024 is \$2,227,193 vs cost for 2023 was
49 \$2,430,594; the cost has decreased for 2024. Mike Thornton addressed the need to keep costs as level as
50 possible from one year to the next in order to minimize the tax impact. M. Thornton referred to the Tax
51 Impact Spreadsheet to address future years and the costs from one year to the next. The topic of keeping
52 costs level was discussed.

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2 **CAPITAL IMPROVEMENT ADVISORY COMMITTEE, OCTOBER 25, 2023**

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5 **Committee Discussion**

6
7 **b. Review of the draft Tax Impact Spreadsheet with 2024-2029 projects added**

8
9 Chair noted if both School Projects are approved, the numbers will increase. There was discussion about
10 the School LED Lighting costs shown on the spreadsheet. Bill Cooper stated it is included in
11 maintenance/operating costs and then elaborated on that. P. Basiliere stated he will make changes to the
12 spreadsheet for this item.

13
14 Referring to the spreadsheet, P. Basiliere pointed out the total project cost for new and existing projects
15 (including the School) for 2024 is \$3 million; for only the Town \$2.2 million. Susan Smith noted the
16 project costs between 2023 and 2024 decreased. This was discussed along with the projected costs for the
17 School. Bill Cooper stated the price for Bales is still being negotiated in order to reduce the amount. The
18 bonds for the School Projects, in regards to the term length, were addressed; Bill Cooper will confirm this
19 information.

20
21 The 2024 Project Costs on the spreadsheet continued to be reviewed and changes made. The changes
22 decreased the total project cost for new and existing projects (Town only cost and the School only cost)
23 and continued to show a decrease from 2023.

24
25 P. Basiliere asked the committee what direction they wanted to go in. Susan Smith stated she feels that
26 with the anticipated School costs, this will substantially increase the tax impact; therefore she thinks it
27 would be a good idea to move some projects from 2024 to another year. Mike Thornton noted it would be
28 nice to know the projects that are increasing the fastest and with the greatest need.

29
30 The 2025 Library Electrical System was discussed. P. Basiliere asked how much the Trustees have in the
31 Trust Fund. K. Parenti said she was not sure. P. Basiliere noted the urgency of this project, and questioned
32 why it is not being addressed with the Trust Fund. K. Parenti pointed out that it is a town building that the
33 trust should not have to pay for. P. Basiliere noted this to be a valid point, but this a safety hazard. The
34 safety was discussed with input from B. Cooper. The safety issue continued to be discussed in terms of
35 breaking the project up into replacement of just the panel and then replacement of the lights. K. Parenti
36 did not have a price on just the panel replacement. The thinking is that the cost of about \$90,000 in 2024
37 for just the panel may be more acceptable than the total cost of \$195,000 in 2025 for both the panel and
38 the lights; this would also put the cost for just the lights to be at \$100,000 which also may be more
39 acceptable. This topic was debated in regards to the cost especially if the light replacement was deferred
40 in view of rising costs. Discussions turned to the thought of how the tax payers would view the Library
41 Electrical project in terms of the entire \$195,000 in conjunction with other projects that may be requested
42 at the same time.

43
44 There was discussion about all the projects in terms of how the tax payers will view them taking into
45 consideration the projected tax impact as well as the benefits that will be obtained; specifically the demo
46 of 127 Elm Street. The cost of \$520,000 was questioned and it was noted bids are still being obtained.
47 The project for the Municipal Parking lot was added to the Tax Impact Spreadsheet and the project
48 discussed. The topic of which project (Demo of 127 Elm St. vs Municipal Parking) would be the most
49 beneficial. Mike Thornton presented an idea for the Municipal Parking that could decrease the cost; leave
50 the canopy on South Street which may reduce the number of spaces. The cost for the Municipal Parking
51 was not agreeable to some. The idea was debated along with the benefits of the 127 Elm Street Project
52 and the Municipal Parking Project.

53
54 P. Basiliere stated what he feels the committee is saying; all the projects proposed for 2024 should be
55 included. If this is the case, then the projects need to be prioritized. This can be done based on the criteria.

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2 **CAPITAL IMPROVEMENT ADVISORY COMMITTEE, OCTOBER 25, 2023**

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4
5 **Committee Discussion**

6
7 **b. Review of the draft Tax Impact Spreadsheet with 2024-2029 projects added**

8
9 There was a question raised about moving the Library Electrical System to 2024. Susan Smith again
10 pointed out the total cost for 2024 is less than the 2023 cost without the Library Project being moved.
11 Committee members felt it should be moved and P. Basiliere again stated his feelings regarding the use of
12 the Library Trust Funds for this project. Kathy Parenti said she will look into that with the trustees. Paul
13 Bartolomucci introduced the idea Library Trustees could present a request to the Board of Selectman to
14 share in the cost. Kathy Parenti indicated she would look into this. There was discussion about how the
15 trust could be replenished.

16
17 Pete Basiliere then asked the committee about the priorities based on the criteria; Chair noted the order
18 for the top 4 based on the criteria ratings thus far: Pennichuck Booster Pump Station; CTE Program/High
19 School; Bales School; Replacement of the 2005 Sterling Dump Truck.

20
21 The committee discussed the rankings for the top 4 along with the other projects and how to move some
22 projects around or eliminate some. One of the projects highlighted in the discussion was the Dump Truck
23 replacement; points noted: how will the voters respond to a request again for a new truck; how often
24 should the trucks be replaced (every year or every other year); the usage of the trucks; how to present this
25 to the voters in terms of the usage and why the DPW needs a large fleet of trucks.

26
27 Discussion then returned to the Library Electrical System and the safety issue. The safety rating for this
28 project was discussed in regards to how this is rated by the committee. Based on this, the Library
29 Electrical System (including the entire project and not just the panel) was re-rated by each committee
30 member for the cost of \$195,000. After the committee members re-rated the project based on the criteria,
31 the committee discussed the various ratings by each member. Susan Smith raised a question about how
32 the voters would view having 2 Warrant Articles for the Library (Restrooms and Electrical). The
33 committee presented various ideas and thoughts on this topic.

34
35 Peter Basiliere recalculated the 2024-2029 CIP Master Project List with Ratings. For 2024, the Library
36 Electrical System was listed as third overall and first for urgency. The Library Restroom Project ranking
37 for 2024 was discussed.

38
39 The 2024 Project Priorities (based on the Master Project List) were discussed. Bill Cooper suggested the
40 two High School Projects be eliminated from the CIP Master Project List since they will be part of the
41 School Board and a School Warrant Article; should this be done it will affect the Town only project
42 rankings. This suggestion was discussed in terms of where the money comes from; the School budget vs
43 the Town budget.

44
45 After some changes and discussions, the rankings were recalculated. The order for the top 4 based on the
46 criteria ratings: Pennichuck Booster Pump Station; CTE Program/High School; Library Electrical; Bales
47 School. Replacement of the 2005 Sterling Dump Truck was ranked as number 5 with Road
48 Reconstruction rated closely to this project but urgency for the Dump Truck is higher. Discussions
49 centered around the urgency rankings as well as how to rank the remaining projects for 2024.

50
51 P. Basiliere summarized the discussion/decisions so far for the rankings: Pennichuck Booster Pump
52 Station; CTE Program/High School; Library Electrical; Bales School; Road Reconstruction; Replacement
53 of the 2005 Sterling Dump Truck; Library Restrooms; 127 Elm Street; Town Hall HVAC; Municipal
54 Parking Lot. Some of the committee members felt the Town Hall HVAC was not ranked high enough.

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5 **Committee Discussion**

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7 **b. Review of the draft Tax Impact Spreadsheet with 2024-2029 projects added**

8
9 The Town Hall HVAC Project was discussed. Director Terrey Dolan provided input based on his own experience
10 with the HVAC System in Town Hall; difficult to maintain consistent cooling/heating in the building from one
11 department to another. The committee discussed this project as well as the Municipal Parking Lot.
12

13 **The final ranking decision by the committee:**

14 Pennichuck Booster Pump Station; CTE Program/High School; Library Electrical; Bales School; Road
15 Reconstruction; Town Hall HVAC; Replacement of the 2005 Sterling Dump Truck; Library Restrooms;
16 127 Elm Street; Municipal Parking Lot. The List for the 10 projects and their rankings was discussed.
17 Again, there was a concern expressed about presenting two Library projects to the voters; this may not be
18 received well.

19
20 P. Basiliere stated he will update the Master Spreadsheets and send to the committee for review. He then
21 moved ahead to other agenda items.
22

23 **Other business**

24
25 Terrey Dolan pointed out the CIP has only one meeting left to prepare for the 11/7/23 Planning Board Meeting. Paul
26 Bartolomucci said he will not be able to attend the 11/1/23 CIP Meeting.
27

28 11/1: CIP Meeting; Finalize Spreadsheets; Review Draft of CIP Report

29 11/7: Planning Board; CIP Report Presentation

30 11/13: BOS

31 11/21: Planning Board Public Meeting

32 12/5: Planning Board Final Public Meeting
33

34 There will not be a CIP Meeting on 11/8/23.
35

36 **Upcoming meeting:**

37
38 11/01/23
39

40 **Adjournment**

41
42 Chair Basiliere made a motion to adjourn and all were in favor.