

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN WORK SESSION
May 5, 2014

PRESENT: Gary Daniels, Chairman
Katherine Bauer, Member
Kevin Federico, Member
Mike Putnam, Member
Guy Scaife, Town Administrator
Darlene J. Bouffard, Recording Secretary
Niko Giokas, Videographer
Ethen Brocklehurst, Videographer

EXCUSED: Mark Fougere, Vice Chairman

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING

INSTRUCTIONS: Chairman Daniels called the public work session to order at 5:30 p.m. Chairman Daniels led the audience in the Pledge of Allegiance, and then introduced members of the Board, noting that Vice Chairman Fougere is excused from tonight's meeting. Chairman Daniels indicated that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.

2. DISCUSSIONS. Tonight's meeting is called to discuss the condition of Milford roads with DPW Director Rick Riendeau and Cartegraph Representative Valerie Lange. Guy Scaife commented that the Cartegraph is one method that can be used to evaluate the town roads and sidewalks as well as curbing, signage, etc. as well as the condition of them. This would then be used to create an inventory on the computer which could be updated as work is done. The town must look at the town wide operations, which are the back bone of the town, driven with some type of software application. Water utilities, finance, tax collection, car registration, planning, assessing, zoning, GIS, billing, payroll all use very sophisticated software applications. This would be a way to use software to inventory and also to track the town's infrastructure. The town already owns the software and is using it for work orders, but are still lacking in applications to manage the business and strategic view of department assets, long term plans and uses. Rick Riendeau has identified the shortcomings of his department and has worked toward resolving those shortcomings. We talk about evaluating roads and the value of assets that DPW manages. Rick Riendeau will review the assets, some of which have a sufficient inventory and are difficult to manage (signs). If a sign is run over, it must be replaced, there is sometimes a question as to what sign had been there, and any new signs erected must have the reflector style. The list the town has identifies over 1,100 signs for which there is over 90% accounting. With the right application and capabilities we are developing we could look the sign up in this software to look at what type and size of sign is required when a replacement request is received.

Rick Riendeau said in looking ahead he wants to show the Board of Selectmen what he is looking at and what is in his head for the future. There are 95 miles of roads and traffic signs as well as sidewalks that must be inventoried. There are also 30 miles of drainage, bridges, parking lots, guard rails, 432 street lights, 15 parks, five dams, 5 cemeteries, two pedestrian bridges, and 18 DPW vehicles. There are fourteen buildings under DPW and there is a town pool, dugouts, the bandstand, the new pergola, still good shed, and warming hut. It can be just a sign or something more complex such as a building so that the department can plan long term projects and get them into a rotation and budget for that. This is an integral system which will track the life cycle to manage the town assets. We have a millions of dollars' worth of assets that we need to manage. Selectman Putnam asked if DPW manages those assets now. Rick Riendeau responded yes, but it is difficult the way it is tracked now, all the buildings to keep track of, it will take a while before we can tell how much is in one building. It is important to keep it in one place. Selectman Putnam does not want the people watching to think we do not track it. Rick Riendeau said we do track it but this is a software program that will assist with that. Selectman Bauer asked if a few more assets could be listed. Rick Riendeau responded the Library, Town Hall, Library Annex, DPW, Ambulance facility, Facility Maintenance Building, Fire, Police, DPW garages, Transfer Station, Pool House, dugouts, there are a lot of structures out there that need routine maintenance. We need to track things for those buildings. Selectman Bauer thinks the general public does not think about how many town buildings there are. Rick Riendeau started to look around when there was the Federal mandate for signs. The Federal law says we must inventory them and have a plan. First you have a list of signs, then the retro reflectometry is required when developing a plan to see how many need to get that and then

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1 keep track of the ones that get replaced. This will help with budgeting and long term planning. Asset management,
2 utilizing the inventory and input of data for the inventory, the Cartegraph is very appealing because it is a modular
3 type system. You can buy each system as you go along. Milford bought the sign package, then the Work Order
4 system and would like to get storm water and then paving. The software has different modules that tie together.
5 Cartegraph has applications where the public can report road conditions or pot holes as well, which can be looked at
6 by staff, a work order can be developed and it goes out as a work order. Then the information can be pulled up or
7 the work that has been done can be tracked. This also ties into the GIS system and can help determine how to budg-
8 et. It helps in budgeting and also long term budgeting. We can add modules for water and sewer, traffic lights,
9 cemeteries. Citizens can get emails back when work has been completed if they originated the required repair.

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11 Chairman Daniels asked when someone calls in with a report of a pothole, will a DPW employee be sent out to ex-
12 amine how serious the damage is? Rick Riendeau said that is correct and it also is sent to the foreman to go out and
13 check it. The presentation provided tonight provides asset information and notes that everything deteriorates at
14 some point; we want to take care of it before it deteriorates too much because it is more cost effective. Everything
15 does have a life cycle. Rick Riendeau would like to go through and pickup data using the mobile Cartegraph ser-
16 vice instead of collecting it manually, that way it would be entered into the software. This would require their van to
17 drive all the town roads with the equipment to determine condition and it also takes a 360 degree picture which doc-
18 uments signage, etc. By having Cartegraph do it, it can be done within a few months; if we did it manually it would
19 take at least a year. Sidewalks and signs would also be documented at the same time. The process is all videotaped
20 and accessible by the town afterwards. Selectman Putnam asked if the town owns that data? Rick Riendeau said the
21 town does own it, they collect it in their format but then we own it. Selectman Putnam asked if this is just a module.
22 Rick answered yes this is a mechanism to get a baseline of what we have right now. We own the software already.
23 Selectman Federico asked if the town already owns the surface road management module. Rick answered yes but
24 with no information in it. Selectman Federico asked if the town has sent employees out to fill out the information.
25 Rick answered no. The system that Cartegraph uses is to drive the street three times, and take the average of what-
26 ever they are looking at. When it is driven, it takes in information on eight different things that would be a lot to
27 have employees do, we do not have staff to do that.

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29 Selectman Federico clarified we are talking about hiring Cartegraph to do this job to collect the data, and it will give
30 us everything on every road, and then be dumped into a database that is usable. Selectman Federico asked if we can
31 set priorities for higher traffic roads. Rick answered yes, it is a great planning tool, for example, what if we have a
32 set amount of money to take care of certain problems, and this can crunch that number to tell us what we can do
33 with that money. Rick does not believe it is a total inventory of things like curbing. Sometimes it is found but is not
34 a full inventory. Rick would like to start with this and use it as a baseline and go from there. Selectman Federico
35 asked if DPW is already using the Work Order module. Rick answered yes, for highways, buildings, cemeteries and
36 parks, over 700 work orders have been processed since January. Selectman Federico asked if the employees are
37 already familiar with this software. Rick answered yes. Selectman Putnam wants to find out what towns have used
38 this and to see some data. Selectman Federico asked what Milford has been doing so far. How has Milford been
39 managing assets? Rick said since he has been in this position, he tried to do some asset management for main and
40 secondary roads. His focus was on the main arteries, while at the same time working on some main feeder roads
41 that get more traffic. Every two or three years, this could be done; first get a baseline established then the main
42 roads every couple of years and secondary roads every 3-4 years. Once the data is in the first time, it is easier to
43 manage.

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45 Chairman Daniels said winter affects roads, some roads were in good condition before last winter and now they are
46 some of the worst roads in town. Rick said this would start with the baseline this year, and every time work is done
47 on the road, it is entered into the module. Then the town can track long term. Guy Scaife indicated typically, it is
48 not a lot of change each year. Once in a while there might be an emergency, but instead about 80% of the plan will
49 be consistent year to year. Chairman Daniels questioned how it gets moved to a higher priority. Rick answered this
50 is not something that will tell us everything, we still have to track it over the years, this will just help determine what
51 roads need to be crack sealed, chip sealed, paved, etc. This is an extra tool to help us plan. Right now we do not
52 have enough money to maintain the roads every year. Selectman Federico said the answer is there is no instant pay
53 off because you are going to have to get a certain amount of information and time for a particular road to see how it
54 degrades over time; each road is different. This is for better planning and better tracking. Selectman Bauer said you
55 are not going to get a magic answer but this will give you a baseline and an objective overview of the roads. This is
56 a good idea. Selectman Putnam asked if it just scans the surface or does it go down layers beneath the pavement.
57 Valerie Lange answered it scans the surface level. Rick said a lot of the actions that happen on the surface affect the
58 layers below the surface. There is a lot of information gained from just looking at the surface. Valerie Lange added

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1 if a user of a particular road with defects gets reported then the DPW Director can track it so that the problem gets
2 resolved before it gets worse. A presentation of the software currently being used by DPW was provided by Valerie
3 Lange. Selectman Putnam reiterated that tonight's meeting is to talk about having Cartegraph go out to drive the
4 van to collect the data? Rick said yes but he wanted the Board of Selectmen to understand why he wants to have
5 this done and what it can be used for. Guy Scaife said the Board of Selectmen is frequently asked how much money
6 is needed for road maintenance, for which \$300,000 is not enough. What is the right number? With the right data
7 we can get a number that is correct. This software can tell us how much a certain amount of money will get done.
8 That data can be identified through this software. Chairman Daniels asked how long it will take to establish the
9 baseline. Rick answered about one year, but Cartegraph can collect the data based on a national standard in a few
10 days. Chairman Daniels asked about the degradation of the roads during that time. Valerie Lange answered based
11 on the baseline and the degradation in a year or two, you can tell how much will need to be fixed and then run the
12 analysis again. A new list will be generated based on the data for that year. Each year you will get new data on
13 roads that need certain things done, after a few years you will have a history that shows what is working and not
14 working. The system looks at the pavement and gets updated with the new information that is entered into the sys-
15 tem, when Rick receives 15 requests to look at a road; it brings that road back to the top of the list for a repair.
16 There will be less human intervention but it will still need human intervention. Last winter was very difficult on the
17 roads, the cold cycle messed up a lot of roads. We do not typically get the number of pot holes that we got this year.
18 That is associated with cold weather, the cracks cause the water to get down and pop the pavement up. That does
19 not happen every year. The staff does still go out and inspect damaged roads. There is still human intervention and
20 we will build that data. Right now we do not have anything. Rick would rather have this tool to help him budget.
21 Valerie Lange said the calls for a complaint requires a staff member to go inspect it and that will drop the condition
22 of the road and bring up the priority of the road to a deteriorated condition.
23

24 Rick said we have to start somewhere. Every road did not get paved at the exact same time. There is a cycle for all
25 the roads; we just need to have a starting point. Selectman Federico stated if there is an unusually difficult winter
26 how will the analysis be done? Where is the algorithm that is determining how the weather impacts the roads? Va-
27 lerie Lange said the baseline, then an inspection, all adds to the condition rating, creating a performance curve based
28 on the material used. If the staff then goes out and enters data, that changes the curve depending on what they dis-
29 cover, when it is improved it brings the road back up the curve. The analysis is based on standards. Rick said we
30 will develop our own area history. Valerie Lange said as far as signs, the overall condition and life of a sign is in-
31 put. Selectman Federico is just trying to understand how much opinion is taken out and how much is scientific and
32 how much is opinion. Guy Scaife said we are starting with 100% of the national standard, but over time DPW will
33 have the option to go up or down but not until there is some history. Selectman Putnam asked how much does it
34 cost. Valerie Lange said the town is charged per mile and then for any additional services. Selectman Putnam asked
35 if we can do the entire town but then come back based on the observations or request a couple roads or more. Rick
36 said yes. Selectman Putnam asked if this is a one-time cost to get a baseline for the entire town. Rick said yes.
37 Chairman Daniels asked if the baseline of the town will tell us what we can do for \$300,000, then over the year we
38 can identify defects and what may have been set up for the second year can be changed based on some roads getting
39 worse or improved. So the second year might be the result of what we took as a baseline but changed based on what
40 was improved during the year. You may not need to ever do a baseline again for all the roads. Rick answered yes
41 and right now the machine has the national standards, eventually we can have our own analysis. We need to get
42 baseline established and move forward from there. Chairman Daniels asked how much the baseline will cost. Rick
43 answered \$60,000. Selectman Federico asked what the user interfaces are. Is it a web-based application? Valerie
44 Lange answered it is a software based desktop application. Selectman Putnam asked if there is any other cost than
45 the \$60,000. Valerie Lange answered Cartegraph provides information that you can give out to citizens so that they
46 know what it is. The vehicle looks like the Google truck with apparatus on the roof. When people see it, they may
47 think it is the Google truck. Selectman Putnam asked how much money this will save the town. Rick answered the
48 time frame it takes our people to do this versus having them do it, then entering the information in the database. If
49 DPW personnel do it, the town would also not have the 360 degree views. Selectman Putnam asked for a rough
50 number of what it would cost if our own personnel collects the data and does data entry, so that the Board can make
51 an informed decision.
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53 Guy Scaife noted if the town employees do this data collection, there is training required and to have them all be
54 consistent would be difficult. If Cartegraph does the data collection it would be consistent and be put into the data-
55 base. Selectman Bauer likes that it would save time and not take staff off their regular duties and it would be more
56 objective. Selectman Federico understands where Selectman Putnam is coming from, but the town does not have
57 the data collection equipment plus the labor, so it might cost more, Selectman Federico feels it would cost more than
58 \$60,000 if the town did it themselves. Selectman Federico does not think it is an easy job.

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2 For over 200 years, Selectman Putnam said the roads have been maintained by visual inspection by the employees of
3 the town. Things change but money talks. If \$60,000 will save the town \$30,000, Selectman Putnam understands
4 that. Rick Riendeau noted that the last data entry of roads was done in 1999. Selectman Federico understands what
5 Selectman Putnam is saying, but thinks the collection of data would cost the town more than \$60,000 but what it
6 will save the town in the long run is a separate argument. Selectman Bauer indicated it saves us time and money and
7 it is more objective, that sounds like a better way to go if we can find out the financial benefit. Valerie Lange said
8 she can get that information. Selectman Putnam does not want to have a \$60,000 expense every year. Rick
9 Riendeau said it would just be for one year; currently there is no data in the database to provide budgetary estimates,
10 that is the data that needs to be collected. Selectman Putnam asked if traffic volume is factored into the calculation.
11 Rick responded that it is. Selectman Putnam asked where the money would come from. Rick Riendeau said some
12 would come from the paving budget and some from the engineering budget since he views it as part of paving for
13 the year. Chairman Daniels said it will give the Board of Selectmen another tool as well to identify how much it
14 would cost to do all the town roads. Valerie Lange noted what the town is getting for \$60,000 includes the invento-
15 ry of pavement assets in one system, overall condition of those assets, and she can work with Rick on the return on
16 investment. Selectman Putnam suggested at the next Board meeting we should look at the information requested.
17 Guy Scaife said a lot of the \$60,000 will go toward the asset inventory; it will at least help us to have an accurate
18 measurement for town assets. Selectman Federico asked if this could be used for the Water/Wastewater Depart-
19 ment, or could they have access to the information? Rick said they could. Selectman Putnam said that department
20 has its own program for that, but if we needed it, I am sure this could be used. Rick said if the Water/Wastewater
21 Treatment Facility wanted to use this, they could add their data and it would all tie together. It has a lot of potential.
22

23 Selectman Federico asked how long it would take to get the data collected. Valerie Lange responded the data col-
24 lection only takes 2 or 3 days, and then there is the analysis and input of the data into the database. Rick said this
25 will give the town a great planning tool for budget season. This is a worthwhile tool to have. We are working on
26 the bridges now. Selectman Putnam asked when a decision is needed. Rick said the sooner the better. Selectman
27 Putnam asked how much notice Cartegraph needs to set it up. Valerie Lange responded right now we are scheduling
28 out about one month. Selectman Bauer asked if this Board could decide at the next regular Board meeting. Guy
29 Scaife thinks that is reasonable. Selectman Putnam would like the cost analysis and email of other towns that have
30 used this system for the next meeting. All Board members thanked Rick and Valerie for the presentation. Rick
31 wants everyone to know where he would like to bring his department. Selectman Putnam stated that \$60,000 would
32 repair a lot of roads too and asked if this is a good year to spend the money on this type of thing? Rick stated there
33 is never a good time.
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35 **3. ADJOURNMENT:** There being no further business to come before this Meeting, Selectman Putnam moved to
36 adjourn at 7:15 p.m. Selectman Federico seconded. All were in favor. Motion passed 4/0.
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42 Gary L. Daniels, Chairman

Katherine Bauer, Member

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47 Mike Putnam, Member

Kevin Federico, Member

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