

## 2013-2018 CIP Citizens' Advisory Committee

### **Meeting Minutes (DRAFT)**

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Wednesday, June 6, 2012

7 PM

Board of Selectmen's Meeting Room

**Present:** Steve Duncanson, Planning Board representative  
Judy Plant, Planning Board representative  
Gil Archambault  
Matt Lydon, Budget Advisory Committee representative  
Kevin Drew, School District representative  
Conrad Koch  
Joe O'Neil

Janet Langdell, Planning Board Chair  
Bill Parker, Community Development Director/Staff

#### **1. INTRODUCTIONS/CHARGE AND PROCESS/OFFICERS**

Steve Duncanson, chairman of last year's Committee, opened the meeting at 6:50 PM as all members were present. Introductions were made, acknowledging the return of Joe O'Neill and Gil Archambault to the group, as well as new member Conrad Koch.

Janet Langdell, chairperson of the Planning Board, greeted the Committee and thanked the group on behalf of the Planning Board for serving on this year's committee.

J. Langdell and Bill Parker explained the charge of the Committee as reviewing and recommending placement of submitted departmental capital expenditure requests that cost a minimum of \$75,000 into a six-year capital improvements plan that is annually updated, with the intent of meeting the Town's identified needs in accordance with the Town's master plan while maintaining a reasonably level tax rate impact. B. Parker explained that the CIP is developed by this Committee, based on input from Department Heads and the Board of Selectmen, then presented to the Planning Board which is the body responsible for adoption after a public hearing in the fall. The CIP is a tool for the Selectmen and Budget Advisory Committee then utilize the CIP in their annual deliberations relative to budget and warrant articles as well as in long range planning for the continued provision of needed Town capital expenditures. Kevin Drew explained the Tax Rate Impact Table spreadsheet and how it is utilized by the Committee, and adjusted after each meeting.

S. Duncanson then moved into nominations for chairman and secretary. Matt Lydon nominated S. Duncanson to be chairman, seconded by Joe O'Neill. Unanimously passed. Discussion followed on who was willing and able to take minutes, and Bill Parker offered his services. Unanimously approved.

#### **2. MEETING SCHEDULE**

**Board of Selectmen - Monday, June 11** – Preliminary meeting with Board of Selectmen (**time TBD**) – purpose is to let the BOS know the CIP process has started and seek the Board's input on what it feels CIP priorities are and should be. B. Parker to let Committee know the time once confirmed.

**Regular Meetings - All Meetings 6:30 PM to 8:30 PM in the Board of Selectmen's Meeting Room**  
**(unless otherwise noted)**

Wednesday, June 20:	Public Works
Wednesday, July 11:	Library
Wednesday, July 18:	Fire, Water Utilities
Wednesday, August 1:	Administration, Ambulance
Wednesday, August 15:	Community Development, Schools (if presentations not done as fill-ins); worksession
Wednesday, September 5:	Worksession if needed
Wednesday, September 19:	Worksession if needed
October (TBD):	Board of Selectmen presentation of draft; Planning Board worksession
November (TBD):	Planning Board public hearing and adoption

**3. PRELIMINARY REVIEW OF DEPARTMENT PROJECT REQUESTS**

The Committee conducted an overview of the submitted project requests and noted and identified the following initial questions or comments for further discussion with the individual departments:

Administration: Town Hall Renovation – will eventually need a more exact figure for the CIP as the current \$500k is a number that's been utilized since the item was first included in the CIP a couple of years ago. Also Committee felt it would be worthwhile to have a tour of the building to understand the need and urgency of the project.

Ambulance: Ambulance Replacement – cost has increased from previous year, Committee wondering what changes to the previous request warranted the increase in cost.

Community Development: Osgood Road Sidewalk – questions on need and timing, if Osgood Pond isn't dredged what is demand; Nashua Street signalization – noted that cost was increased, BP stated he applied an inflation factor over last year; general discussion on Planning Board goals to make Milford more pedestrian-friendly (relative to sidewalk projects); question on St. Joe's improvement plans and how those may factor into Kaley Park/Nashua Street turn-lane project.

Fire: discussions on cost increases over 2012-1017 CIP; how is 'need' determined when asking for new equipment (age, condition, insurance rates, changing requirements); lease vs. purchase/bond; timing of West End Fire Substation (based on development).

Water Utilities: Phase I and 2 Water Source Development – Committee noted the significant decrease in cost from 2012-2017 CIP.

Library: Committee noted that the expansion cost now showed better numbers, and there appears to be a more defined plan and a clearer idea of what is intended. Committee will be interested to hear where Trustees are with their latest plans.

Schools: Committee noted that there was better detail on School District's requests. Noted that the District has a much better idea of what is needed and where. Katie Chambers will be invited to help in District project presentations/explanations.

Public Works: Noted that the request for dump trucks had increased from 2 to 3 needed. Committee expressed need for additional detail on anticipated Solid Waste Management improvements. Use of lease/option to buy vs. bonding or budget. Noted that DPW Director is preparing a spreadsheet that includes replacement needs for all equipment and projects less than \$75k as a means to identify other additional expenditures that need to be addressed. Brief discussion on using 'capital reserve funds'.

NOTE: Above discussion based on B. Parker notes and may not be inclusive of everything discussed or noted.

J. Langdell asked that CIP Committee work be put on the website, B. Parker said he would see to that.

The Committee then reviewed the upcoming schedule once again, and there being no more business, S. Duncanson adjourned the meeting at 8:35 PM.

NEXT MEETINGS: BOS, Monday, June 11, 2012

Regular Committee: Wednesday, June 20, 6:30 PM