

MILFORD PLANNING BOARD MEETING

November 1, 2011 Board of Selectmen's Meeting Room, 6:30 PM

**Members present:**

Janet Langdell, Chairperson  
Tom Sloan, Vice-Chairman  
Paul Amato  
Kathy Bauer, BOS representative  
Steve Duncanson  
Judy Plant

**Excused:**

Chris Beer

**Staff:**

Sarah Marchant, Town Planner  
Bill Parker, Community Development Director  
Shirley Wilson, Recording Secretary  
Justin Atwood, Videographer

Chairman Langdell called the meeting to order at 6:30PM, introduced the board members, staff and Matt Lydon, Budget Advisory Committee representative to the CIP committee and opened the public hearing.

**PUBLIC HEARING:**

In accordance with NH RSA 675:7 the Planning Board will conduct a public hearing to discuss and adopt:

**The 2012-2017 Capital improvements Program (CIP)**

J. Langdell acknowledged the CIP committee members; Chairman Steve Duncanson, Gil Archambault, Kevin Drew, Matt Lydon, Colleen Moynihan, Judy Plant, Matt Sullivan and Rod Watkins and thanked the citizen volunteers for lending their time and talents.

Steve Duncanson presented the 2012-2017 CIP (Draft 4 version).

The Town of Milford Planning Board has the responsibility to put together the Capital Improvements Plan (CIP) which is a planning tool utilized by the town decision-makers to lay out necessary capital improvement expenditures with a cost of at least \$75,000 over a 6-year timeframe with the intent of maintaining as level tax rate impact as possible while providing for the needs of the Town. He then explained the following in detail:

- What is a Capital Improvements Plan (CIP)
- Benefits to the Community
- The CIP process
- Criteria used in reviewing projects
- 2012 calendar year projects for consideration:
  - New ambulance service facility: a proposed 7,800 SF, 4-bay facility with an estimated cost of approximately \$2.19 million for land acquisition and fully furnished facility by a 20-year bond.
  - Osgood Road Sidewalk Phase II; proposed sidewalk on Osgood Road from West St to Osgood Pond and Adams Field costing \$75,000 from the town with a \$375 Federal match, if available.
  - Backhoe/Loader – Rubber-Tired 4x4: replacement of 1998 backhoe/loader at a cost of \$125,000.
  - South Street drainage and stormwater improvements; reconstruction of a failed stormwater drainage system at Lincoln St and the railroad crossing at a cost of \$75,000.
  - Engine 4 replacement; replacement of a 1984 engine for \$500,000.
  - High school parking; land acquisition and parking lot construction for \$230,000.

The above projects would bring the town's total debt service for 2012 to \$1.72; the proposed items at 31¢ plus the existing debt service at \$1.41, so the proposed six items are only impacting the debt service by 31¢.

J. Langdell inquired if the committee had received the requested information from Jack Sheehy the Finance Director regarding the debt service numbers from the past five years. B. Parker said not yet, but will make sure we do.

P. Amato asked if the 31¢ included the new ambulance facility in this year's amount. S. Duncanson explained that the bond for the new ambulance facility would show up in 2013 adding approximately 20¢. T. Sloan added that the debt service changes as bonds are paid off. S. Duncanson referenced the CIP report's Tax Impact Table to show future debt service numbers. J. Langdell noted that the committee worked very hard to structure a plan that keeps us at a level playing field. P. Amato added that adopting the CIP doesn't circumvent the town vote in March.

J. Langdell reiterated that this is a planning tool to give structure and guidance and is at the will of the voters as to what this town will fund and what projects will go forward over the next couple of years. B. Parker said the 2012 project recommendations will be discussed by the BOS and Budget Advisory Committee and not all may make it to the warrant in March. This is a guide where the requests have been put into a logical framework; a slice in time document. J. Langdell said this has really moved away from being a wish list, the department heads took a lot of time to consider what their asset and resource needs are to operate this town. In looking over the requests, we are really on some solid ground.

K. Bauer agreed and said the committee met with each department head individually, heard their requests and held discussion before taking a vote. S. Duncanson said that was correct; we looked at each request, talked to each department head and asked many questions as to why the item was needed and why it would be good for Milford.

P. Amato inquired if this included both the town and school projects. S. Duncanson replied yes; the school only submitted one project this year.

B. Parker said if you look at the full table in the CIP report, you can see that some of the projects have been submitted for many years and keep coming back, i.e. engine #4 was originally submitted in 2004. Project needs may change over time, such as the ambulance facility which came back this year as a standalone facility instead of being in the CIP as a co-located facility or the library which has been in for ten or eleven years. Change is based on slice of time conditions. J. Langdell asked if the project numbers were clarified. B. Parker said they are explained at the bottom of the chart on the CIP Tax Impact Table. S. Duncanson said the project number represents Department/Year first requested/Request # for that year.

B. Parker then explained the two additional types of projects/requests;

- Place holder projects are projects that may not have enough information at this time, but that will be coming forward within the next six years; i.e. solid waste management improvements in 2015. We know something will need to be done with either the transfer station or curbside pick-up but not enough information has been developed to define that project.
- On horizon projects are just outside of the six year cycle but are identified in the plan to make everyone aware they are coming down road; i.e. Brox recreation fields, further improvements to Kaley Park, and a future potential west end fire station in 2022. Current thinking is that downtown station plans slated for improvement in 2017 will take care of town's needs for ten to fifteen years.

J. Langdell asked if it would be helpful to delineate placeholders in the grid for next year. B. Parker said we could certainly identify them in the table. The whole document and presentation will be online for viewing and the meeting will be streamed on the website, as well.

K. Bauer brought up the possible lease arrangement for the engine #4 replacement. S. Duncanson explained that the request came in for a ten year bond, but after committee discussion, it was felt that a lease to own option might be better and only cost the tax payers 2¢. The finance Director also thought it was a good idea. The leasing option is only available for seven years. T. Sloan added that there would be a cost savings over the long term with seven years versus ten years.

J. Langdell said the Osgood Road sidewalk is dependent on the availability of federal funding. B. Parker said it is tied in with the availability of transportation enhancement funds from the federal government. The NH DOT grants round is due to start this fall and we don't know if money will be available. J. Langdell also noted that although we do have federal money for the South St improvements, those monies do not cover the drainage corrections that need to be done in that area.

T. Sloan said he was appreciative of the Planning Board representatives and the CIP committee members in general. The work that has been done allows him, as a citizen, to see what the departments feel their future needs are. It is much easier to vote on a warrant article when you can see the costs put in black and white. It is designed and exists as a great planning tool and it should provide the motivation for citizens to see and evaluate what the projected costs for this town are, moving forward.

S. Duncanson personally thanked the committee members for making this a pleasant process this year.

Chairperson Langdell opened the floor for public comment. There being none, the public portion of the hearing was closed.

T. Sloan made a motion to adopt the 2012-2017 CIP as presented. K. Bauer seconded and all in favor.

There was no other business and the meeting was adjourned at 7:15PM.

**MINUTES OF THE NOV 1, 2011 PLANNING BOARD MEETING APPROVED DECEMBER 20, 2011.**