



OCD use:  
CIP project # \_\_\_\_\_

## 2023-2028 CIP PROJECT REQUEST FORM

1. **DEPARTMENT:** \_\_\_\_\_
2. **DATE REQUEST PREPARED:** \_\_\_\_\_
3. **ITEM/PROJECT NAME:** \_\_\_\_\_
4. **REQUEST PREPARED BY:** \_\_\_\_\_
5. **DEPT PRIORITY: # OF PROJECTS:** \_\_\_\_\_

6. **ITEM / PROJECT DESCRIPTION** (Provide complete description and attach additional explanatory materials if more than space allows)

7. **IS THE ITEM/PROJECT IDENTIFIED IN A LONG RANGE PLAN OR PROGRAM?** YES ☐ NO ☐  
(Examples: Milford Master Plan; departmental work program (s); facilities plans; equipment/vehicle replacement plan, etc.)

Plan or document reference (attach supporting materials):

8. **ITEM / PROJECT RATIONALE:** (check all that apply)

- ☐ Improves the quality of life for residents.
- ☐ Benefits residents and/or businesses or a segment thereof.
- ☐ Addresses an emergency or public safety need.
- ☐ Increases the delivery of social services.
- ☐ Corrects a deficiency in operations, facility, or equipment.
- ☐ Provides capacity needed for anticipated or planned growth.
- ☐ Other \_\_\_\_\_

- ☐ Results in cost savings.
- ☐ Supports job creation and development
- ☐ Increases tax base.
- ☐ Identified in a long-range plan or program, including the town master plan.
- ☐ Non-property tax revenue and fees offset a portion of costs.
- ☐ Matching funds are available for a limited time.

**9. ITEM / PROJECT JUSTIFICATION NARRATIVE:**

(Explain urgency, timing, need, etc. Be brief yet complete and attach additional documentation if more than what space allows)

**10. ESTIMATED USEFUL LIFE (Years):** \_\_\_\_\_

**11. YEAR REQUIRED:** \_\_\_\_\_

**12. HAS THE ITEM/PROJECT BEEN INCLUDED IN PRIOR CIP'S?** YES ☐ NO ☐

**13. IF YES, WHAT YEAR WAS PROJECT FIRST INCLUDED IN THE CIP?** \_\_\_\_\_

**14. COST ESTIMATE: \$** \_\_\_\_\_

**15. CAPITAL COSTS: (If known)**

Dollar Amount (in current \$)	
	Planning/feasibility analysis
	Professional services
	Real estate acquisition
	Site preparation
	Construction
	Furnishings & equipment
	Vehicles & capital equipment
	Capital Reserve fund
	Other
	<b>Total Project Cost</b>

**16. IMPACT ON OPERATING & MAINTENANCE:**

- ☐ Costs or Personnel Needs
- ☐ Add personnel
- ☐ Reduce personnel
- ☐ Increased O & M costs
- ☐ Decreased O & M costs

Explain: \_\_\_\_\_  
\_\_\_\_\_

Dollar cost of annual impacts if known: (+)\$\_\_\_\_\_ or (-)\$\_\_\_\_\_

**17. SOURCES OF FUNDING:**

<b>Funding Source</b>	<b>Dollar Amount (in current \$)</b>	<b>Describe Source (for grants/loans/special assessments/other)</b>
Grant		
Loan		
Donation/Bequest/Private		
User Fees & Charges		
Capital reserve withdrawal		
Impact fee account		
Current revenue		
General obligation bond		
Revenue bond		
Special Assessment		
Other source		
Other source		
Project cost		
Minus revenue		
<b>Total Project cost</b>		

**18. ANTICIPATED ITEMS/PROJECTS YOUR DEPARTMENT IS PROJECTING AFTER 2028**

(List and provide brief description and attach additional documentation if more than space allows)

CIP CITIZENS' ADVISORY NOTES:



June 1, 2021

Energy Efficient Investments  
19D Star Drive  
Merrimack, NH 03055

Attention: Mr. Keith McBrien  
Project Manager

Reference: 2021 Asphalt Shingle Roof Assessment  
Milford Town Hall  
1 Nashua Street  
Milford, NH 03055  
Approximately 8,300 SF

Dear Mr. McBrien:

Upon completion of our roof examination of the above referenced project's roof conditions, we hereby offer the following observations and recommendations:

Roof Type: Asphalt Shingles  
Wood Plank Deck

Roof Age: Estimated to be between 20-25 years old

Average "LTTR": No Insulation above roof decking

Roof Condition: The roof appears to be in poor condition as the shingles have aged and are brittle being subjected to many years of UV rays exposure. This condition is typical as the shingles have meet their life expectancy. Also, we observed many flashing details are in need of replacement and/or were not properly flashed per good roofing practices. All the valleys should be flashed with metal in lieu of the woven valleys to extend the life of the roof and direct moisture to the gutter system.

The Clock Tower should have the wood siding replaced as it is punkie and severely weather beaten. This restoration should be performed while the staging is in place and is intrical in maintaining a weather tight system. The wood clock and mechanical appurtenances have not been included within our scope. Any repairs to these items should be done by a specialist. During this restoration, we would replace the lower metal cornice flashing. All exposed wood work would be properly primed and repainted to match the



OUR AFFILIATES

original look. Also, the upper copper cornice and hip caps are fairly new and in good shape for reused.

Recommendations: We recommend that this roof be budgeted for replacement in the very near future (1-2 years). Due to the extreme height and access restrictions a full protective scaffolding around the roof perimeter would be required. This cost would be best served if we replace the complete shingle roofing system with a high end performance shingles, enhanced long term flashing details, replace the wood siding at the clock tower, and repaint of the all exposed wood trim while the scaffolding is in place.

If you have any questions on any of the above, please do not hesitate to contact us.

Very truly yours,

The Melanson Company  
A Tecta America Company, LLC

C. Todd Watkins  
Vice President