

Town of Milford
CAPITAL IMPROVEMENT ADVISORY COMMITTEE
MEETING MINUTES
August 9, 2023

Present: Peter Basiliere, Chair, Planning Board Representative
Patricia Kenyon, Secretary, CIP Member
Michael Thornton, CIP Member
Bill Cooper, Facilities Coordinator, School District Representative
John Andruskiewicz, CIP Member
Susan Smith, Planning Board Representative
Dana Dahl, CIP Member
Terrence Dolan, Community Development Director

Not Present: Paul Bartolomucci, CIP Member
Kathy Parenti, Library Trustee Representative

Recording Clerk: Jane Hesketh, Community Development

Meeting Agenda

1. Call to Order
2. Introduction of Committee Members
3. Determination of Chair and Secretary
4. Review of Charge, Role of Committee and Approach
5. Upcoming Meetings: 8/16/2023, 8/23/2023
6. Adjournment

Call to Order

Director Terrence Dolan started the meeting by introducing himself and explaining his role. He also updated the committee on the search for a Town Planner.

Introduction of Committee Members

Director Dolan then had all members present introduce themselves and he completed the list of members by adding the names of those not present.

Determination of Chair and Secretary

T. Dolan went on to say that the first order of business is to determine a Chair and Secretary for the CIP Committee, and stated there is currently a recording clerk. He asked if there were any volunteers. Peter Basiliere offered to be Chair and Patricia Kenyon offered to be Secretary. P. Basiliere suggested the Secretary could record minutes since the duties of this position were not quite clear.

Review of Charge, Role of Committee and Approach for this Update

Director Dolan explained the procedures for each department's reporting to him in regards to projects for the upcoming year. He continued by saying the CIP will interview each head of a department to review the proposed projects. The interviews will start at the next CIP Meeting on August 16, 2023. After the projects are presented, CIP will apply a rating based on a previously established system. In addition, School District projects will be looked at to determine if there will not be a conflict with other Town projects. The School District is separate in that all the proposed projects are presented as Warrant Articles.

1 **MINUTES**

2 **CAPITAL IMPROVEMENT ADVISORY COMMITTEE, AUGUST 9, 2023**

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5 **Review of Charge, Role of Committee and Approach for this Update**

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7 Chair Peter Basiliere stated his view of the CIP; to review each department's projects for 2024 to
8 prioritize those that may be on the voting ballot. He continued by saying the committee then weighs the
9 cost against the ability of the town to pay for it. The idea, he stated, is to keep expenditures level instead
10 of an up and down with town expenses. P. Basiliere then explained the process for evaluating projects for
11 the Town and the School District based on the need/importance of the projects. Member Thornton added
12 if there are projects that cannot be dropped because the projects are both important but costly, perhaps
13 there can be a way to phase in the projects or find a different way to finance the projects in question.
14

15 Director Dolan provided input on upcoming department presentations and the proposed meeting schedule.
16 He indicated meetings will be held in the BOS Meeting Room. The meeting of September 13, 2023 he
17 will not be in attendance.
18

19 For the next meeting he stated will be three departments to review. He provided the committee with the
20 upcoming department requests in the packet he handed out.
21

22 The question was raised about who fills out the project request forms. T. Dolan stated the department
23 heads complete these forms.
24

25 Director Dolan emphasized the schedule for CIP to have all department reviews done to allow ample time
26 for the CIP to establish the rankings for all projects.
27

28 There were discussions about the interviews and what would be involved. Susan Smith, Planning Board
29 Representative asked about a spread sheet in order to see if a project was reviewed last year. There were
30 discussions about the spread sheet used in 2023 and what should be on the spread sheet for 2024. P.
31 Basiliere talked about the process for ranking for the 2023 projects and the difficulties that were
32 encountered. The difficulties were discussed in particular the issue about definitions and how this should
33 be resolved earlier in the process. Project Requests provided by Director Dolan were looked at in terms of
34 the number of projects. Chair Basiliere mentioned the use of laptops during the meeting which can
35 facilitate the retrieval of information when requested instead of waiting.
36

37 Library, Recreation and Ambulance will be the departments reviewed at the next meeting on
38 August 16, 2023.
39

40 Susan Smith asked to have time set aside during the next meeting to go over definitions. She asked about
41 when the ratings will be done. This point was discussed.
42

43 Director Dolan asked the committee if it would be better to have only one department, Recreation, to be
44 in attendance for review. Bill Cooper, Facilities Coordinator, School District suggested the Ambulance be
45 reviewed along with Recreation since it is only one project. Director Dolan said, since he is just coming
46 on board with this process, he will ask for guidance. His goal is to make it as user friendly as possible.
47 The need for a complete understanding of the definitions was emphasized; this needs to be done at the
48 beginning to make sure everyone is in agreement. One of the spread sheets from 2023 (provided in the
49 packet) was reviewed and discussed.
50

51 Bill Cooper gave a brief overview of the School District requests and expenditures. He mentioned a cutoff date for
52 certain bonds which would mean the money could be lost. There was a discussion in regards to the technical
53 education program at the High School and its positive impact.
54

55 Susan Smith then stated the other item needed is to go over the ranking criteria so everyone is in agreement.
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5 P. Basiliere brought up the CIP definition and the purpose. M. Thornton asked about the 5 year plan. This was
6 discussed. M. Thornton brought up ongoing maintenance expenses. Bill Cooper discussed the approach for
7 maintenance expenses for the School District; these items usually went to a Warrant Article. Bill Cooper asked
8 about projects from 2023 that were not approved and how this is handled; does the project go away or is it brought
9 back. This topic was discussed.

10
11 P. Basiliere explained projects from 2023 recommended by the CIP which the Select Board did not approve for an
12 article or projects voted down, may come back as a project for 2024. P. Basiliere confirmed these projects do not
13 just turn over automatically. The department needs to request it again and justify the need. P. Basiliere explained
14 further that the CIP is independent and does not make its decisions based on what the committee may feel the Select
15 Board or the School Board will accept. CIP review is intended to be a neutral evaluation of department projects; that
16 is why rankings/ratings are so important. The CIP process he stated can be frustrating at times because the
17 recommendations may not be accepted for a warrant by the Select Board or School Board. S. Smith asked about how
18 to prevent the Select Board from meeting before CIP recommendations are made. T. Dolan said the goal is to get the
19 review process completed by the first week in October.

20
21 There were discussions about costs for projects that are delayed; usually costs more later on. The cost from 2023 for
22 projects not done will need to be increased. P. Basiliere added his experiences on cost estimating.

23
24 The CIP Process was discussed in regards to the report that is produced with recommendations for projects. The
25 Planning Board will receive this report and there will be 2 Public Hearings. After that the Select Board will meet to
26 determine what will move ahead. The CIP is limited in its overall view of the Town's needs which means not all the
27 proposals will be accepted because the Select Board may need to consider other items.

28
29 CIP dates and deadlines were discussed. It was agreed it will be tight to get the review/rating process completed in a
30 timely fashion in order to meet the Select Board deadlines.

31
32 Further discussion ensued about the CIP ranking process. It was noted projects over \$75,000 will be submitted as a
33 request to the CIP for consideration as a warrant article vs. just having the project considered in the budget for the
34 department. The \$75,000 figure was discussed and perhaps this should be raised especially in view of rising costs.
35 Capital Reserve was discussed and the purpose of this for funding.

36
37 Discussions ensued about the availability of the spread sheet and requests; paper vs laptop. The pros and
38 cons of using a laptop for all members was discussed vs using a monitor.

39
40 Director Dolan, to confirm, at the next meeting discussions will be functionality, spread sheets and
41 Recreation Department.

42
43 P. Basiliere stated the goal will be to have the meetings end by 8:15 p.m.

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45
46 **Adjournment**

47 P. Basiliere adjourned the meeting.