

**Town of Milford**  
**CAPITAL IMPROVEMENT ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**August 23, 2023**

**Present:** Peter Basiliere, Chair, Planning Board Representative  
Patricia Kenyon, Secretary, CIP Member  
Bill Cooper, Facilities Coordinator, School District Representative  
Dana Dahl, CIP Member  
Michael Thornton, CIP Member  
John Andruszkiewicz, CIP Member  
Susan Smith, Planning Board Representative  
Paul Bartolomucci, CIP Member  
Kathy Parenti, Library Trustee Representative  
Terrence Dolan, Community Development Director

**Recording Clerk:** Jane Hesketh, Community Development

**Meeting Agenda**

1. Review of 8/9/23 First Mtg. Minutes
2. Third Departmental Presentation of Requests: Ken Flaherty, Fire Department Chief
3. Fourth Departmental Presentation of Requests: Kathy Parenti, Library Trustee
4. Continued Committee Discussion on Definitions, Project Evaluation & Scoring Criteria
5. Upcoming Meetings: 8/30/23, 9/6/23
6. Other Business
7. Adjournment

**Call to Order**

Peter Basiliere, Chair, opened the meeting. He introduced himself, and then then took attendance around the table. All members were present along with Community Development Director Terrence Dolan. Chair decided to move the review of the 8/9/2023 minutes to the end of the meeting in order to move ahead with the presentations.

**Department Presentations**

**1. Ken Flaherty, Fire Department Chief**

Chief Flaherty began his presentation. Requests are less this year. One CIP project was able to be eliminated due to the replacement of the Rescue Truck.

**a. Replace Forestry Truck**

Chief explained the make-up of the current truck. He is looking to the future on how to update it. Chair to Chief: it is a 1999, and it is the only vehicle that has a manual transmission; is the staff able to drive this type of transmission. Chief explained the staff needs to be trained on its use. There was discussion on how to replace the chassis; hopefully with a grant. Moving forward there is a need to replace this truck. Cost is estimated at \$190,000.

It was confirmed this project has been a CIP item since 2010. A question was raised about the mileage. Chief was not certain, but estimated the mileage is low for a 1999 vehicle.

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5 **1. Ken Flaherty, Fire Department Chief**

6  
7 **a. Replace Forestry Truck**

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9 This is a mutual aid vehicle. During the spring, the vehicle was used a great deal. Operating maintenance  
10 will be increased with the older vehicle.

11  
12 If a used vehicle can be located, that could be purchased vs a new one. More discussions continued.

13  
14 Chris Labonte stepped forward to ask if an automatic could be purchased. Chief explained possibly at  
15 auction.

16  
17 The condition of the current vehicle was discussed. Patty Kenyon asked if an F-350 was purchased, what  
18 would be the cost to outfit the vehicle. Chief explained what would be needed to do this; he is uncertain  
19 on the cost.

20  
21 Paul Bartolomucci asked about the turnaround time for purchasing a new vehicle. Chief Flaherty said  
22 probably a year. More discussion continued.

23  
24 Chair Basiliere asked about the bonding for a new vehicle over the life span of 20 years. This was  
25 discussed.

26  
27 There were no more questions on this request.

28  
29 **b. Replacement Engine 1**

30  
31 Chief Flaherty explained the use of this vehicle. It is a crucial vehicle that used as a water truck especially where  
32 there are no hydrants. He continued to explain the use of this vehicle. It is a 2013-14 that was purchased and should  
33 be replaced in 2028 in view of the 15 year life cycle.

34  
35 Chair Basiliere stated this is a future project and Chief Flaherty confirmed this. The Chair then asked about  
36 maintenance issues/costs for the current vehicle. The Chief explained the makeup of the truck that it is made of a  
37 material to prevent rusting but right now all has been running ok; there is a schedule for routine maintenance on the  
38 vehicles.

39  
40 A question was raised in regards to what was presented on the project request about replacing engine 4. Chief  
41 Flaherty explained that the vehicle would be placed as a back-up; there is a rotation plan in place for the vehicles.

42  
43 A question was raised about the rotation schedule. The Chief explained; rotation is to replace vehicles every 15  
44 years. The oldest vehicle would be removed then replaced with the next in line which is replaced with a new vehicle.

45  
46 Chief went on to explain: Engine 4 Saber (1993) is the current reserve vehicle that will be taken out of  
47 service when the new Engine 3 is received in 2025 (voted on in 2022); when the new Rescue truck is  
48 received both Engine 4 and the current Rescue will be taken out of service.

49  
50 The Chief continued to explain what vehicles will be removed when the new vehicles are received and the  
51 use of the vehicles; basically there will be 4 vehicles in service.

52  
53 The topic of operating costs and if the costs would be reduced with a new vehicle in 2028. This was discussed.

54  
55 Estimated cost for a new vehicle based on current pricing is \$890,000. It is felt the actual cost would be  
56 exceptionally higher in 2028. Chair Basiliere said the CIP bases projects on current costs. Prepayment was  
57 discussed.

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#### **1. Ken Flaherty, Fire Department Chief**

##### **c. Replace Ladder Truck 1**

Chief Flaherty explained the use of the truck and it has a 110 foot extension. His figure of \$1.5 million is based on what he has viewed as prices on other new trucks that are not fully equipped. He went into more detail about these types of trucks. This is a long term request (2036).

##### **d. New West End Station**

This project has been an item for some time now. The location is in question due to other development in the area where it was slated for. The need to continue having this project on the CIP request list was discussed. Chair said it is to keep this potential project as an open item. The current station was discussed. Current State/ Federal rankings were discussed (1-10) with 1 being the best score. Milford ranks in the lower scores. Chief Flaherty explained how the rankings are determined. The hydrant water supply was explained by the Chief as well as progress made with new builds in regards to water.

There was discussion about the safety of engines exiting the Fire Stations and regulations concerning the farthest distance for homes from the stations.

Chief Flaherty ended his presentations.

#### **2. Kathy Parenti, Library Trustee**

K. Parenti explained the three requests were all part of the project request in 2020 for an expansion which was not approved by the voters. Therefore, the expansion project was broken out into individual projects.

##### **a. Restroom Addition**

This addition is for the downstairs since there are meeting rooms in this location. She explained the upstairs restroom is not part of this request. Mike Thornton asked if this part of the library is used as a heating and cooling station for residents and K. Parenti said it is, but it is not a shelter. The estimated cost is approximately \$250,000. Since it is below grade, a unique removal system will be required. It is anticipated 2 stalls will be built in 2 restrooms. Disability access was discussed with the existing restrooms and the planned ones.

Chair Basiliere said it would be helpful to receive a completed plan over the next few weeks along with the anticipated usage especially the ADA Requirements.

Bill Cooper asked if there were plans to upgrade the existing restrooms. K. Parenti: right now the cost is prohibitive. The topic of changing stations was addressed for ADA and children.

Topic of funding, i.e. grants, was discussed; also the trust fund and the capital reserve fund.

Director Dolan asked about the meeting schedule for when Kathy Parenti can provide the additional information for the floor plans. Chair said it does not have to be reviewed at a meeting but can be reviewed individually; showing costs, ADA's will be helpful. Kathy Parenti said this information will be provided soon to everyone.

Chair Basiliere: Then the additional restrooms for the downstairs are contingent upon the building addition. K. Parenti: yes

Susan Smith: to clarify, if this is a done deal, then the restrooms are contingent on the addition.

Kathy Parenti said the restrooms are roughed in (part of the uncompleted 1986 addition); the restrooms could be done now even though there would be less working space without the addition.

Susan Smith: then without the addition would these restrooms be needed? K. Parenti: staff does work downstairs but the work space will be very small.

Susan Smith: if the addition is not passed, and the restrooms are added with the consolidated work space, would the quoted price be the same? K. Parenti: yes it would be

Chair asked for more questions and there were none.

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#### b. Electrical Upgrade

K. Parenti explained this upgrade was initially part of the bigger plan. The existing panels are not considered to be safe and nobody wants to work on them. She is unsure of how the HVAC install will go with these panels. This upgrade would include the outside lights, too. There are currently 2 pendant lights inside that are not used because of the cost to run them and the cost to convert to LED was not feasible. All of this was included in the request for an expansion, but it has now been broken down to individual projects.

John Andruszkiewicz to Kathy Parenti: so you are saying it is unsafe because if a breaker goes it cannot be replaced K. Parenti: yes. Bill Cooper stated it is probably an "old school" Union Pacific and there are no longer parts available; with his knowledge of this he explained once a breaker burns out it is no longer usable and there would need to be an additional panel installed. He then said the Middle School has the same issue. B. Cooper to K. Parenti: is this why you say it is not safe? K. Parenti stated it cannot be added to and nobody wants to work on it because it is unsafe. J. Andruszkiewicz: to confirm you cannot find an electrician to work on it? K. Parenti: yes. Paul Bartolomucci to K. Parenti: a 600 system is what you would like and the current is probably a 350-400. K. Parenti: yes, that would be nice.

Patricia Kenyon to Kathy Parenti: if it is unsafe and nobody is willing to work on it, then why is this secondary to the restrooms? K. Parenti: it was felt it was more important to have restrooms for the patrons. B. Cooper to K. Parenti: the only reason it being deemed unsafe is because there is nobody willing to work on it. K. Parenti: right B. Cooper to K. Parenti: it's working and right now there are no problems with it other than that? You can still resent a breaker? K. Parenti: right but cannot add to it. B. Cooper: understands the situation because the Middle School is the same.

Susan Smith asked about the request for exterior lights. K. Parenti explained this initially dealt with parking lot lights which don't always stay on. There was additional discussion about the exterior lights.

Chair asked if there was anything else to add. He did add, to confirm, the project is for 2025, and K. Parenti confirmed this.

Susan Smith asked about the cost estimate. Kathy Parenti explained the estimate is from the electricians consulted for the library expansion. These contractors are the same ones who will be working on the HVAC expansion. Susan Smith asked when K. Parenti would know if a new panel will need to be installed for the HVAC. K. Parenti explained the contractors were recently in the building to inspect and should have an answer on this soon. There was discussion about the old panels vs. a new panel for the HVAC install.

Chair Basiliere asked Kathy Parenti if she could provide the committee with a list of what is controlled by the old panel. She said she could.

Susan Smith asked about the emergency lights that are considered non-code. K. Parenti explained the Fire Department inspection resulted in some being replaced but it was advised they should all be replaced to bring them up to code.

Chair asked if there was anything further and there was not.

#### c. Building Addition

Kathy Parenti stated the last addition was in 1986 and was supposed to last 20 years. She continued by explaining the space in the Children's area is limited especially for larger programs. Additional movable shelving was installed to allow for larger programs in the main area, however, this can be difficult to conduct when other patrons are in the library for a different use. K. Parenti then went on to say the addition will be approximately 3000 sq. ft. with a basement, new entry way and will be ADA Compliant. In addition there will be meeting rooms as well as sprinklers. She went on to say as part of this project, all the windows will be replaced to make them energy efficient. The HVAC contractor is having a difficult time with the existing windows in regards to planning for future conditions. There will also be a family restroom in the Children's area which will be ADA Compliant.

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#### 2. Kathy Parenti, Library Trustee

##### c. Building Addition

Susan Smith asked if the increase in population is the reason to expand the Children's area. Kathy Parenti explained the expansion will allow the area to adapt to different age levels with a nice flow between the different spaces for each age group. In addition, there would be more office space for the Technical area.

The question about the need for sprinklers was discussed. K. Parenti indicated since the inspection done a few years ago, this may have changed.

K. Parenti added that a feasibility study was conducted to determine if there is money available in town for a Capital Campaign Fund. If there isn't, then the project will need to be decided on by the voters.

John Andruszkiewicz to Kathy Parenti: what are the interviews? K. Parenti said various businesses are interviewed to determine if they would be willing to donate funds for the addition.

Patricia Kenyon to Kathy Parenti: to clarify, you are saying there would be a feasibility study to determine who will donate. K. Parenti: yes and then, if there are donators, a Capital Campaign Fund will be run.

Chair Basiliere added his views on the Capital Campaign Fund and what he sees from the voters in regards to the needs for the Library in view of today's society. To Kathy Parenti, P. Basiliere asked if she had any information on trends and the demands and changing demands that this addition would address. Kathy Parenti: she feels people are looking for places to put items they no longer have space for: such as chargers, home needs, baking needs, etc. She added items a person may only on a temporary basis. Paul Bartolomucci added there are more and more libraries lending out more than just books now. Mike Thornton added the libraries also have subscriptions and periodicals.

Susan Smith asked if Kathy Parenti had information on the trends for program attendance or computer usage. Kathy Parenti said it is part of their Annual Report. Susan Smith said any data points would be helpful for the committee. Paul Bartolomucci held up a copy of the Annual Report from last year and quoted figures on Library patronage. Kathy Parenti added the figures for this year will be higher with the addition of new programs.

Pete Basiliere stated this is very helpful information to have and information the public should have going forward. He also noted this is a project for 2026. He then asked Kathy Parenti to augment her project request with these types of figures.

He asked if there any questions from the committee or the public. Hearing none the presentation was ended.

#### Committee Discussion on Definitions, Project Evaluation & Scoring Criteria

Peter Basiliere moved to the next item on the agenda. He asked the committee if they had an opportunity to review this.

Susan Smith said she did attempt to start an evaluation using the definitions given as well as the scoring. After doing this, she said she feels comfortable with the process and it makes more sense. She talked about confusion that was mentioned about last year's scoring; she felt that perhaps talking about that would be helpful to ensure everyone is on the same page.

Chair brought up the conversation about the confusion from last year. He stated not only should this process be understandable for the CIP, but also for the Planning Board, BOS and the public. He feels there are areas on the evaluation form that need to be changed. P. Basiliere will work with T. Dolan in making these changes. A discussion ensued about discrepancies with some of the wording which both Susan Smith and Patricia Kenyon pointed out. The Committee continued to discuss these discrepancies in relation to projects that have been presented.

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5 **Committee Discussion on Definitions, Project Evaluation & Scoring Criteria**

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7 There were discussions about the rating of projects and how this would proceed further on in the process; especially  
8 in terms of a project's benefits for the town. There was discussion on how to view this; examples were given.  
9

10 Chair said he feels it would be a good idea to have a "dry run". He asked that each committee member take 1-2 of  
11 the Project Evaluation Criteria and do an evaluation. Then bring this to the next meeting for a general discussion to  
12 determine how the criteria/rankings are viewed by each member. This way the confusion can be sorted out up front.  
13

14 Susan Smith brought up her confusion with the "Project Urgency Classification". This was discussed.  
15

16 Chair said he is going to change the format but not the language. Dana Dahl suggested each member take the same  
17 project from the Ambulance request to use for a "case study". Chair decided the Project Evaluation Criteria each  
18 committee member will be using for their evaluation; each member will have 2.  
19  
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21 **Review of 8/9/23 Minutes**

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23 Not all members had an opportunity to review these minutes; will be moved to another meeting.  
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26 **Upcoming Meetings: 8/30/2023, 9/6/2023**

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30 **Other Business**

31  
32 T. Dolan told the committee the BOS Meeting Room will be getting refurbished starting September 6<sup>th</sup>. The next  
33 meeting will be held in the Banquet Room.  
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36

37 **Adjournment**

38 P. Basiliere adjourned the meeting at 8:11 p.m.