



MEETING MINUTES

Wednesday, June 17, 2015 6:30 PM
Board of Selectmen's Meeting Room

Members present: Paul Dargie, Matt Lydon, Tim Finan, Judy Plant, Gil Archambault, and Veeral Bharucha

Members Excused: Joe O'Neil

Staff present: Bill Parker, Community Development Director; Jack Sheehy, Finance Director; Mark Bender, Town Administrator; Jodie Levandowski, Town Planner/GIS Coordinator

AGENDA

1. Introductions of Committee Members
2. Determination of Chair and Secretary
3. Review of Charge, Role of Committee and Approach for this Update
4. Meeting with the Board of Selectmen for Preliminary Input
5. Review of 2015-2020 Capital Improvements Plan
6. Distribution of Department Project Requests
7. Schedule next meeting and department head presentations
8. Other business

Introductions: Parker welcomed the group and thanked them for volunteering once again to serve on the Citizens' Advisory Committee for the 2016-2021 Capital Improvements Plan. Parker asked the group to go around and introduce themselves as there are new members present.

Determination of Chair and Secretary: After members discussed their availability to serve as chairperson, Archambault moved to nominate Paul Dargie as chairperson, Finan seconded and Lydon offered a third to the motion, no further discussion, vote was unanimous. No vice-chairperson was elected. Parker offered to elect staff to record minutes so that all volunteers can fully participate in the presentations and discussions.

Review of Charge, Role of Committee and Approach for this Update: Parker read the charge from the 2015-2020 CIP Report. The charge and role were reviewed.

Dargie asked new member, Veeral Bharucha if he was familiar with the committee from last year's discussions and asked if he had seen any of the televised meetings from last year. Bharucha said no however he was familiar with the document.

Dargie said the group will meet every two weeks from June through September and will develop a document by the end of September for presentation and adoption by the Planning Board in October. There will be one or two department heads per meeting depending on how much is involved with each presentation.

Meeting with the Board of Selectmen for Preliminary Input: Dargie asked the group when they wanted to visit with the Board of Selectmen to discuss their priorities. Finan added that there are two sides to this discussion, should we get their input or should we do it in a vacuum and provide them with our opinions, unbiased. There will be no material presented beforehand and this will be a presentation from us to them.

Plant said I believe we should be doing this without their input however, I was out voted last year. Dargie suggested scheduling a meeting with the BOS maybe after the second or third meeting. Parker said the upcoming dates for BOS meetings are July 13th and July 27th. Lydon is out of town on the 13th. Judy may or may not be available. The 13th wouldn't work. July 27th was the next option. Paul said there may be a school board meeting that night, not sure.

Review of 2015-2020 Capital Improvements Plan: Hard copies of the 2015-2020 CIP report were distributed. Group agreed the prioritization of coming year projects was helpful and effective. Dargie asked the group if there was anything about last year's plan that people didn't like. Lydon said maybe there ought to be some frame work for the ranking of the projects. Lydon thought the current process placed projects inappropriately in the ranking. Parker said staff can check with other towns and see what they're doing. Dargie said years ago they were using a rubric. Lydon said we could rank it on tax impact maybe. After a brief discussion on ranking of projects the group decided to rehash that topic at the end of the process.

Archambault mentioned he would like to consider capital reserves this year as a funding mechanism. A brief discussion on capital reserves. Dargie said in my perspective that bonding is the way to go. Lydon said we should look to the future and using the west fire station as an example and say that we know that is coming and we should start putting money aside for it now in preparation of this.

Finan asked Bender what his opinion was on the process. Bender said that there is a cap reserves fund in place for bridges. We can now do all three bridge improvements because we have this money set aside. And if we didn't have this capital reserve fund, then maybe we wouldn't be able to do the fourth bridge on our list of priorities.

Plant wanted to know the opinion of the Finance Director, Sheehy. Sheehy said I don't have an opinion because it's a philosophical decision that needs to happen at the Board of Selectmen level. It works well with the bridges. But it might not work well with other projects. It's really up to what the town wants to do. Sometimes you don't have a choice. Bender said I think part of the reason the bridge res funds works well because it's a moving target and the town could prioritize the bridges but then the state could come in and totally change what our priorities are. This way the bonding gives you a little more flexibility. If we continue to put that money aside and we continue to work on bridges then I think we can really get a lot accomplished.

Discussion around the increased challenge this year with placement and prioritization of projects. Dargie said one thing we didn't do last year was talk about the bonding and how much the town is allowed to bond. Dargie will follow-up with Jack Sheehy regarding the suggestion about doing a comparative municipal debt analysis to see where Milford falls in comparison to similar and other NH communities.

Sheehy asked Dargie to specify which towns he wanted compared and he would call. The group said comparable population towns like Goffstown, Exeter and Laconia but also said neighboring towns like Amherst. Dargie said he would like to do the same thing for the schools.

Distribution of Department Project Requests: Copies of the current year department projects requests were distributed. Dargie asked Parker how many meetings he thought would be needed for meeting with Department Heads. Parker said maybe three. Finan asked if the library is going forward with the same plan. Parker said yes. The group decided since the library is presenting the same plan then they can be joined with another department to save time. Archambault asked if the group would be getting the dollar amounts later since some of them are missing, specifically for the fire department projects. Parker said yes, those will come later.

Dargie asked about the length and newness of the project requests. Parker said they are similar to last year and we can probably get everyone done by August 5th with meetings every other Wednesday. Bender asked if there anything the group would like to see from the town that you haven't seen in the past. Dargie said in my opinion, the presentations have been greatly improved over the years. Finan agreed. Plant added that she would not like to get changes at the last minute.

Schedule next meeting and department head presentations: The group decided the following meeting dates:

Wednesday, July 8th
Wednesday, July 22nd
Wednesday, August 5th
Wednesday, August 19th
Wednesday, September 2nd

Group would like to have any new projects presented early in the schedule in case more information and/or a second meeting are needed. Also would like to hear presentations of projects requesting 2015 warrant dates as soon as possible. Otherwise will leave scheduling up to staff.

Other business: None brought forward.

Motion to adjourn made by Dargie, seconded by Finan, no discussion, vote unanimous. Meeting adjourned at 7:26PM