

**Town of Milford
CAPITAL IMPROVEMENT ADVISORY COMMITTEE
MEETING MINUTES
SEPTEMBER 29, 2021**

Present: Peter Basiliere, Chair
Kathy Parenti, Chair Library Trustee via Zoom
Peggy Seward, Budget Committee via Zoom
Chris Costantino, Conservation Commission and Library Trustee via Zoom
Michael Thornton, Member
Elaine Cohen, Member
Lincoln Daley, Director of Community Development

Meeting Agenda

1. Introductions
 2. Project Presentation(s) – Chris Anton, Assistant Public Works Director
 3. Other business
 4. Adjournment
 5. Next Meeting: a. October 6, 2021 b. October 13, 2021
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MINUTES

CAPITAL IMPROVEMENT ADVISORY COMMITTEE, SEPTEMBER 29, 2021

1. CALL TO ORDER

Peter Basiliere, opened the meeting. He read the names of all who are present and there locations

2. DEPARTMENT PRESENTATIONS

Chris Anton, Assistant Public Works Director started his presentation. He stated there are 7 projects.

1. **Town Hall Repair and Maintenance Program – HVAC Replacement**

He read the project request form. He said it is a continuation of a previous project. He outlined the finances. It is required for 2022. He made an adjustment to the cost on the form that was presented. To the best of his knowledge, he gave a brief history of the project in regards to contractors and the projected costs.

The original bid included many different departments. He talked about the projected cost and the need to break this project down to 2 projects; HVAC and Lighting. There was discussion about the bonding.

P. Basiliere asked about what replacement will do for the building other than just an upgrade. C. Anton stated the equipment is past its lifespan and it's unknown when it may fail completely. He also said the heating and cooling in the building is not efficient. He went on to explain the various options and the downfalls.

P. Seward stated that in 2013 there was the engineering study with an estimated cost, why is the current projected cost from 2020 so much higher? C. Anton then went on to explain the difference and the various bids that have been made since 2013. He then explained the mechanical replacements that are proposed and the associated costs. He also explained where the savings would be realized as well as rebates.

P. Basiliere pointed out the impact of COVID and the air quality demands. There was further discussion about the efficiency of the current system and engineering reports that have been done.

2. **Bridge Repair/Upgrade Capital Reserve**

Last year DPW put off this project and it has been decided to do this again for 2022. He went on to read from the project request form. Basically it is requesting to fund the capital reserve in 2023. He feels there is no need to do that for 2022. Funding was discussed as well as the current balance of the capital reserve. P. Basiliere asked why there is a current need for the CIP to review this project. Discussion continued in regards to this question. The topic of capital reserve was discussed and debated in regards to the involvement of CIP as well as the use of the capital reserve for the DPW projects.

3. **Truck, 36K GVW (Replace 2005 Sterling Vehicle)**

This project is for 2023. C. Anton made his presentation by reading the project request form. There were questions and comments which C. Anton addressed. He feels the vehicle is past its life span and could prove to be a safety issue. He stated that after the 10-12 year mark the vehicles start to require a considerable amount of maintenance. There were discussions regarding the subject of maintenance costs. C. Anton went on to provide numerous examples of the repairs that have been done and the costs. He also talked about the vehicle usage.

4. **Town Hall Repair and Maintenance Program – Roof and Lighting Replacement**

This is the second part of project #1. C. Anton presented the project. He stated the costs for the lighting and the roof separately. Discussion began about the costs and the contractor. He stated the lighting and roof projects are independent of one another. M. Thornton asked what C. Anton feels is the most urgent. C. Anton stated it is the HVAC. He also said the roof is a few years out before it will need replacement. The projected savings for LED lighting is not clear, and the rebates have changed. Various options for the roof replacement were discussed. There was further discussion about the costs for lighting as well as the roof replacement. C. Anton agreed there is more information needed. P. Seward asked if there is a safety issue to consider if the replacement is not done. C. Anton stated for the roof and lighting there isn't, but the HVAC is a priority especially in view of the regulations needed for air quality. P. Seward asked if there is asbestos in the building. C. Anton stated he is not aware of any but will look into it. P. Basiliere stated he will make note of this for follow-up.

1 **MINUTES**

2 **CAPITAL IMPROVEMENT ADVISORY COMMITTEE, SEPTEMBER 29, 2021**

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5 **5. Truck, 36K GVW (Replace 2008 International D/S/P/W)**

6 This project is for 2025. This project is the same as project #3 in regards to the need and the issues. There was a
7 question presented about down time if the vehicles are not operable. C. Anton explained how he evaluates these
8 vehicles as well as the schedule for the use of them. He then explained his cost schedule and the need to have a
9 schedule for consistent replacement of vehicles. This would avoid the high cost for maintenance. The replacement
10 of this truck is critical because it will be very old in 2025 with expensive repairs done. There was more discussion
11 about costs.

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13 **6. Milford Swing Bridge Rehabilitation Project**

14 The project is fully funded and is scheduled for 2024.

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16 **7. Caterpillar (or Similar) Loader**

17 The vehicle is currently 18 years old. It is slated for 2026. The cost on the project request will not be valid in 2026.
18 Discussions continued about this project and the cost as well as the constant maintenance. Various options were
19 discussed and Federal Regulations.

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21 The Chair asked if there were any further comments or questions. There were none.

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23 **3. OTHER BUSINESS**

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25 L. Daley brought up a potential CIP project about the Police Department communications.

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27 P. Basiliere asked about the upcoming schedule for CIP.

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29 L. Daley said the evaluation form has been changed based on the last meeting. C. Costantino mentioned that P. Seward had
30 made a form that was on one sheet. L. Daley stated he also had a spread sheet of all the projects that he will make available
31 to the committee.

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33 **4. ADJOURNMENT**

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35 A motion was made to adjourn and all agreed. Meeting Adjourned.

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37 **5. NEXT MEETING**

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39 a. October 6, 2021

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41 b. October 13, 2021