

**Town of Milford
CAPITAL IMPROVEMENT ADVISORY COMMITTEE
MEETING MINUTES
OCTOBER 6, 2021**

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

Meeting Agenda

1. Introductions
 2. Project Presentation(s)
 - Lincoln Daley, Community Development Director
 - a. Emergency Communications
 - b. 127 Elm Street / Keyes Memorial Park
 3. CIP Member Discussion – Prioritization process and ranking of projects.
 4. Other business
 5. Adjournment
 6. Next Meeting: a. October 13, 2021 b. October 20, 2021
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1 **MINUTES**

2 **CAPITAL IMPROVEMENT ADVISORY COMMITTEE, OCTOBER 6, 2021**

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5 **1. CALL TO ORDER**

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

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10 **2. DEPARTMENT PRESENTATIONS**

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12 Lincoln Daley, Director, Community Development started his presentation.

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14 **a. Emergency Communications**

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16 L. Daley stated there have been numerous discussions about this, and an evaluation done in 2018. Right now, further
17 research is needed. Therefore, his recommendation is to table this item for now.

18 Questions were raised about how long this could go on. Discussion ensued regarding this. The committee also discussed the
19 estimated cost and the funding available. C. Labonte pointed out the BOS cannot move ahead until the first phase of this
20 done. P. Seward brought up the fact that this was a warrant article last year that did not pass and she is not in favor of how
21 this is being done. She pointed out the radios, in previous years, the purchasing was staggered and not everything was
22 purchased at once.

23 P. Basiliere stated this is a way for the board to solve this issue. More discussion continued about this subject and where the
24 money came from.

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

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28 **b. 127 Elm Street / Keyes Memorial Park**

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30 L. Daley stated this project is slated for 2024 as the first part of addressing the needs for a recreational facility and
31 improving recreation activities for the town. He went on to say that raising the existing structure on the site is the first
32 phase. There is a current need for constant maintenance and there is a problem with vandalism, all of which will be
33 eliminated if the building is raised. The funding for this project was discussed. P. Seward pointed out a change that needs to
34 be made to the project request form. She also asked about the research that is going to happen in regards to the recreation
35 needs. L. Daley addressed this and said the key part to all of this is to take down the building at 127 Elm Street. Additional
36 points and ideas were brought up.

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

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40 **3. OTHER BUSINESS**

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42 Project Evaluation and Review Form

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44 L. Daley said the evaluation form has been changed based on input from the last meeting. There was discussion about the
45 use of a spread sheet. The process for the project evaluation was discussed as well as the rating system of 5 to 1. The
46 discussion centered around which projects should be moved forward. L. Daley showed the spread sheet that will give a
47 score for a project based on the evaluation forms from each member of CIP. It is anticipated the evaluations could be done
48 for next week's meeting.

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50 The discussion was then about when the Planning Board presentation will be made, and the procedures for after this
51 presentation is made. Dates were established.

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53 **4. ADJOURNMENT**

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

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57 **5. NEXT MEETING**

- 58
59 a. October 6, 2021
60 b. October 13, 2021