



MEETING MINUTES

Thursday, July 5, 2018

6:00 PM

Police Department Building
Meeting Room

Members Present: Chris Beer, Chris Labonte, Tim Finan, Gil Archambault, Rodney Richie, Paul Bartolomucci, Peggy Seward.

Members Absent: Kevin Drew

Staff present: Lincoln Daley, Community Development Director

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. Review of 2018-2023 Capital Improvements Plan
5. Distribution of Department Project Requests
6. Schedule next meeting and department head presentations
7. Other business

Introductions: L.Daley welcomed the members and thanked them for volunteering once again to serve on the Citizens' Advisory Committee for the 2019-2024 Capital Improvements Plan. L.Daley asked the group to go around and introduce themselves as there were new members present.

Determination of Chair and Secretary: After members discussed their availability to serve as chairperson and vice chair. Tim Finan moved to nominate Chris Beer as chairperson, G.Archambault seconded to the motion, no further discussion, vote was unanimous. Tim Finan moved to nominate Rodney Richie as vice chairperson, C.Beer seconded to the motion, no further discussion, vote was unanimous.

L.Daley offered to elect staff to become Secretary so that all volunteers can fully participate in the presentations and discussions.

Review of Charge, Role of Committee and Approach for this Update: L.Daley summarized the charge from the 2018-2024 CIP Report. The charge and role were reviewed and the Committee determined that they would follow the process from last year.

Review of 2017-2023 Capital Improvements Plan: Hard copies of the 2018-2023 CIP report were distributed along with the projected timeline for scheduled presentations with

1 department heads, creation of the report, and process. After a brief discussion, the majority
2 of the group agreed the prioritization of coming year projects was helpful/effective as a
3 planning tool for Board of Selectmen. LDaley continued by briefly summarizing the
4 relevant projects and projects on the horizon.

5
6 R.Richie inquired if impact fees were still being collected and L.Daley responded in the
7 affirmative. R.Richie continued by stating that his preference is to incorporate the purpose
8 of the impact fees and amounts collected into the final report. The Committee concurred.

9
10 R.Richie inquired about the future of transfer station and the need for the development of a
11 long-term improvement plan for the facility/site. He stated that the transfer station has
12 been revisited since Town Administrator Scaiffe. R.Richie questioned the long-term
13 viability of the site, lack of a plan, and changing marketplace involving waste management
14 and recycling. He requested an update from the Town Administrator. P.Seward
15 concurred that the Town will need to look to develop a plan over the next 6 years.

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17 Members then discussed the role of capital reserves, inclusion within the CIP report, and
18 review of the current/future capital reserve accounts by the Committee. Members
19 suggested that all capital reserve accounts be presented by Town Staff to the Committee.

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21 The discussion then turned to the Milford Area Communications Center (MACC Base).
22 Members stated that the list of projects did not include the costs associated with the
23 potential upgrades/replacement of equipment and future of the facility. Members
24 questioned the lack of progress since the last report to provide costs figures and/or
25 establish plan. The Committee sought further information involving the costs for the
26 projected infrastructure improvements/equipment upgrades, contractual obligations of the
27 municipalities for services provided, and long term plan. Suggested that the Town
28 Administrator or member of the Select Board update the Committee on the status of MACC
29 Base.

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31 P.Dargie continued by briefly mentioning the various completed water infrastructure
32 projects and request for new CIP project submittals by the Water Utilities Department.
33 The group recommended that the Director appear before the Committee to provide an
34 update on current and future infrastructure projects.

35
36 The group continued by discussing the property located at 127 Elm Street and
37 understanding the long-term plan for the facility. After some discussion involving the
38 purpose and intent for purchasing the property/building to meet the needs of the
39 recreational services in the Town, members suggested that the Town Administrator or
40 member of the Select Board update the Committee on the status of building, possible
41 improvements, and projected costs.

42
43 **Distribution of Department Project Requests:** Copies of the current year department
44 projects requests were distributed and then summarized L.Daley. L.Daley further stated
45 that he would reach out to Public Works to submit additional project request forms.

1 Members briefly discuss the \$75,000 minimum amount for qualifying projects.

2 **Schedule next meeting and department head presentations:** The group decided the
3 schedule the next meeting for Thursday, July 12, 2018. L.Daley would coordinate with
4 Department Heads to present their CIP requests and Mr. Bender / Board of Selectmen to
5 provide an update on the 127 Elm Street and MACC Base Projects. L.Daley stated that the
6 Fire Department and/or Public Works would most likely be the first presentations on the
7 12th.

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9 **Other Business:** L.Daley stated that meetings be televised. L.Daley would coordinate with
10 Community Media Department to televise/record all future meetings.

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12 Meeting adjourned at 7:350pm
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14 Meeting Minutes Approved July 12, 2018.