



MEETING MINUTES

Thursday July 12, 2018

6:00 PM

Police Department
Meeting Room

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

Members Absent: Kevin Drew

Staff Present: Lincoln Daley, Community Development Director
Mark Bender, Town Administrator
Rick Riendeau, Public Works Director

AGENDA

1. Public Works Project Update – Rick Riendeau, Director
2. Town Project Updates – Mark Bender, Town Administrator
 - a. 127 Elm Street / Keyes Memorial Park
 - b. MACC Base Equipment Upgrades and Services
3. Distribution of Town Financial Information – prepared by Jack Sheehy, Finance Director
4. Meeting Minutes, July 5, 2018
5. Other business
6. Next Schedule Meeting

1. Public Works Project Updates – Rick Riendeau, Director

R. Riendeau began by distributing handouts and updated project information. He stated that the equipment costs listed in the previous CIP primarily remained the same with the exception of two additions; the costs associated with the pool refurbishing and repair project at Keyes Memorial Park and the repair/replacement of the HVAC system in the Town Hall.

Keyes Memorial Park Pool

R. Riendeau then continued by explaining that the CIP request for the pool would be approximately \$200,000, \$60,000 of which would be to purchase of a new pump. He stated that the cost estimates will be updated and resubmitted for review. He went on to detail the various structural and physical issues/concerns involving the pool and filtration system. R. Riendeau stated that the pool would be serviceable through the summer, but will need to be repaired next year.

1 A brief discussion then ensued involving the appropriate funding source for the project.
2 It was determined that the project meets the criteria for inclusion in the CIP and
3 warrant article. General ongoing maintenance of the pool would continue be part of the
4 operating budget.
5

6 **Snow Plow Unit – Replacement of the Sterling (2000)**

7 R. Riendeau stated that the request is to replace the 2000 Sterling plow truck at a cost
8 of \$185,000. The purchase would be paid over 5 years. He went on to explain the
9 rationale and need to replace said vehicle due to the fact that is not usable. The Town
10 could receive some revenue through the sale/trade in on the vehicle.
11

12 A general discussion then ensued regarding the previous year's capital expenditures on
13 vehicles/equipment and snow plowing process. C.Labonte questioned the need for the
14 purchase of new equipment and inquired if the Department could use existing
15 equipment or rent the necessary equipment.
16

17 R. Riendeau went on to state that he will be meeting with the Board of Selectmen to
18 discuss and received additional input for Department equipment needs.
19

20 **Roadway Maintenance & Improvements**

21 The discussion then turned towards roadway maintenance and improvements. M.
22 Bender explained that the Town receives a Block Grant of approximately \$300,000 per
23 year which is used only for paving. He anticipates the Town receiving \$300,000 Block
24 Grant next year and is proposing additional funding via a warrant article. A discussion
25 then ensued involving how the Block Grant money and Town funds are appropriated
26 and used. Committee members expressed a general support for more Town funding to
27 repair and maintain roads.
28

29 R.Richey asked if the Town is considering another \$3.0 million bond. He then asked
30 what number the Town should use to maintain 90 miles of roadway. M.Bender
31 responded approximately \$600,000 annually. R.Riendeau then discussed the roadway
32 maintenance report and the associated rating system.
33

34 M.Bender continued by stating that the paving was discussed with the Board of
35 Selectmen showing all work completed. He stated that if the Town is really going to get
36 ahead of it, there will need include another warrant article or increase the budget to
37 \$600,000 - \$750,000. M.Bender then continued by stating that the capital reserve fund
38 for bridges is working very effectively. However, it is a never ending cycle.
39

40 R. Richie recommended that a CIP project request be submitted if a bond is requested.
41 Both R.Riendeau and M.Bender agreed and will submit a project request form.
42

43 **Town Hall HVAC**

44 R.Riendeau and M.Bender provided a summary of the project to replace the HVAC
45 system in the Town Hall totaling approximately \$450,000. Members questioned the
46 need to move the project forward now.

1 M.Bender explained that to complete the renovations identified in the 2009 report for
2 the Town Hall would cost approximately \$1.5 to \$2.0 million. The Board of Selectmen
3 does not want to address the wholesale renovations. R.Riendeau explained that the
4 chiller on roof is outdated and needs replacement. M.Bender continued by stating that
5 HVAC system is a good basis for furthering analysis or plan. However, it is unclear
6 whether the Board will take on the renovations since they didn't support last proposal.
7

8 **2a. 127 Elm Street Property – Mark Bender, Town Administrator**

9 M.Bender stated that a plan had been presented to the Board of Selectmen citing a \$2.8
10 million cost to renovate the facility and a \$3.0 million cost to raze and replace with
11 building of a similar size (approx. 30,000 s.f.). The Board of Selectmen have further
12 discussed the project and taken additional input. However, no additional direction or
13 guidance was provided. M.Bender stated that Recreation Director Arene Berry is
14 currently exploring an option to renovate the first building consisting of 10,000 s.f. and
15 secure the rest of the buildings for future potential use. Said renovated space could be
16 used to meet the needs of the community by creating dedicated space for seniors,
17 children, recreation department offices, and storage space. The exercise would result in
18 a presentation of the concept for consideration by the Board of Selectmen. M.Bender
19 questioned the public's support for a new facility or replacement.
20

21 R.Richie suggested that a CIP project request form be submitted for review and
22 consideration. He questioned why the project does not fall under the responsibility of
23 the Recreation Commission to decide.
24

25 **2b. MACC Base – Mark Bender, Town Administrator**

26 C.Beer asked Town Administrator about the status of the project. M.Bender explained
27 that the Town's consultant is currently working on a cost analysis report. The \$2.5
28 million figure included in last year's CIP report is a good number for an estimate. He
29 went on to explain that the equipment is 30 years old and during this time, has not
30 received a substantive upgrade. The project is being reviewed by MACC Base and they
31 are currently preparing a plan together and costs for equipment. Milford staff is
32 working on an alternate plan. Both groups would mostly likely state that a regional
33 system is preferable. However, the decisions of where and the responsible party for
34 running the dispatch system is still undecided. He went on to say that if Milford run
35 system, the Town would still provide services to the region.
36

37 A discussion then ensued involving the details of the projects and what is the Town
38 receiving for the \$2.5 million. M.Bender explained that whether funded through MACC
39 Base or the Town, the expense would remain the same. The Town would be required
40 to cover the costs of a Milford's share of the MACC Base regional system or the costs to
41 cover 100% of the Milford owned regional system. R.Richie inquired about what
42 services and equipment is being provided by MACC Base for the \$300,000 annual costs.
43 M.Bender stated that he did not have that information. R.Richie asked that a CIP
44 request form be submitted prior to making a decision and that information be provided
45 detailing what is the Town receiving for the annual cost.
46

1 **3. Distribution of Town Financial Information – prepared by Jack Sheehy, Finance**
2 **Director.**

3 Jack Sheehy provided additional financial information for the Committee to review. J.
4 Sheehy to attend a future meeting.

6 **4. Meeting Minutes – July 5, 2018.**

7 Motion by R.Richie and seconded by T.Finan to approve. All in favor.

9 **5. OTHER BUSINESS.**

10 None.

12 **6. Next Schedule Meeting**

13 Next meeting moved to July 26th followed by August 2nd and August 9th.

15 Motion to adjourn at 7:51pm by T.Finan and seconded by R.Richie.

17 APPROVED August 23, 2018.