



Citizens' Advisory Committee  
for the  
Capital Improvements Plan

## MEETING MINUTES

Wednesday, August 5, 2020

6:00 PM

Remote Meeting Via Zoom

Members Present: Tim Finan, Peggy Seward, Michael Thorton, Audrey Fraizer, Kathy Parenti, Peter Basiliere

Members Absent: Jason Plourde

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 2020-2025 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 2021-2026 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:** Members discussed their availability to serve as chairperson and vice chair and the decided to table the discussion and selection of the Committee Chair to the next meeting.

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:**

T.Finan summarized the Planning Board discussion and outcome. He explained that with the current process, projects were submitted by the Department heads and placed within the six year window based on requested year. The CIP Advisory Committee would then

1 review and prioritize the projects for only the current year. He continued by stating that  
2 prioritizing projects in the current year is not the role of the CIP Committee. Deciding  
3 which project should takes precedent in the current year is the role of the Budget Advisory  
4 Committee. The role of the Advisory Committee should be to determine where the project  
5 should be placed within the six year window based on the established evaluation criteria.  
6

7 L.Daley stated that he would appear before the Board of Selectmen to update members on  
8 the revised review and prioritization process.  
9

10 L.Daley then reviewed the prioritization process from other communities. He focused on  
11 the Town Goshen, NH and provided the summary of their two step CIP review and  
12 prioritization process and evaluation criteria. He stated that after presenting the Goshen's  
13 CIP process to the Planning Board, they supported using a similar two-step process and the  
14 listed evaluation process. Members then briefly reviewed the list of evaluative criteria and  
15 agreed that further discussion was needed at the next meeting to expand/finalize the list of  
16 criteria at the next meeting.  
17  
18

19 **Distribution of Department Project Requests:** Copies of the current year department  
20 projects requests were previously distributed electronically to the group. Daley further  
21 stated that he would reach out to Public Works and Water Utilities to submit their project  
22 request forms.

23 The discussion then turned towards anticipated larger projects on the horizon. L.Daley  
24 highlighted anticipated projects related to municipal water and sewer  
25 replacement/expansion and the past discussion involving public funding. He also  
26 mentioned two returning pedestrian improvement projects that received state funding in  
27 2019 that would be presented to the Committee for consideration.

28 **Review of 2020-2026 Capital Improvements Plan:** Hard copies of the 2020-2025 CIP  
29 report were previously distributed electronically.  
30

31 Members then discussed membership and the importance of having representation from  
32 the School District on the Advisory Committee. L.Daley stressed that the School budget  
33 comprises the majority of the Town expenses and has a direct impact on all Town  
34 residents. L.Daley and P. Basiliere then discussed that School District is currently  
35 conducting strategic planning for the buildings and properties. However, the process would  
36 most likely be concluded after this CIP cycle.  
37

38 **Schedule next meeting and department head presentations:** The group decided that  
39 future meetings would occur on Wednesday's beginning at 6pm. Next meeting would occur  
40 on Wednesday, August 12, 2020. L.Daley would coordinate with Department Heads to  
41 present their CIP requests.  
42

1 L.Daley asked P.Dargie to briefly explain the emergency communications / MACC Base  
2 project. P.Dargie stated that the Town would be distributing an RFP to receive quotes for  
3 all aspects for MACC Base system. The BOS intend to submit a similar warrant article  
4 presented last year (Warrant Article 4) related to emergency communications with the  
5 updated costs and figures. It is anticipated that the warrant article would include an  
6 addition to the police station and stand-alone Milford based system.  
7

8 P.Dargie then further clarified the concurrent tower plans under consideration. The  
9 anticipated warrant would include replacing the existing 60 foot tower with a 100 foot  
10 tower. The concurrent tower plan being presented by AT&T, if approved, would replace  
11 the 100 foot tower with a 140 foot tower in the same general location. AT&T would  
12 construct the 140' Tower at no cost to Town and install the First Net service. AT&T would  
13 give the Tower to the Town and then enter into a licensing agreement. The Town would  
14 receive revenues from said licensing agreement. He reiterated that the base case as  
15 outlined last year's warrant article would be to construct the 100 foot tall tower at the  
16 Police station while the AT&T proposal is consider to be a supplement plan. The advantage  
17 of latter plan would be the cost savings of not having to pay for the cost of the tower  
18 (approximately \$325,000) and the receipt of a substantial revenue stream. P.Dargie  
19 requested that L.Daley submit the project request form to the Committee using the  
20 previous year's submittal as the base.  
21

22 P.Seward inquired if the surrounding towns are aware of Milford's current efforts. P.Dargie  
23 stated that the Town issued a position statement on the Town's website outlining the goals  
24 and objectives. He stated that the Town is continuing its negotiation with the abutting  
25 towns to extent the MACC Base contract. The terms and length of said agreement were  
26 being discussed with the ultimate goal of moving towards the dissolution of MACC Base  
27 and creation of Milford owned system.  
28

29 Members then briefly discussed the anticipated timeline for completion and submittal of  
30 projects by department heads.  
31

32 **Other Business:** None.  
33

34 Meeting adjourned at 6:45 pm