

**Town of Milford
CAPITAL IMPROVEMENT ADVISORY COMMITTEE
MEETING MINUTES
AUGUST 18, 2021**

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Present: Peter Basiliere
Kathy Parenti, via Zoom
Peggy Seward, via Zoom
Chris Costantino, via Zoom
Lincoln Daley, Director of Community Development
Michael Thornton
Elaine Cohen

Meeting Agenda

1. Introductions
 2. Department Presentations:
 - a. Library – Kathy Parenti, Library Trustee
 - b. Community Development – Lincoln Daley, Community Development Director
 3. Other business
 4. Adjournment
 5. Next Meeting: a. August 25, 2021 b. September 8, 2021
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CAPITAL IMPROVEMENT ADVISORY COMMITTEE, AUGUST 18, 2021

1. CALL TO ORDER

P. Basiliere opened the meeting. He stated the meeting would start with the presentation from the Library. He stated there are 7 projects for the Library and Lincoln Daley turned the meeting over to the first presenter.

Lynn Coakley, Treasurer of the Board of Trustees for the Wadleigh Memorial Library introduced herself via Zoom.

2. DEPARTMENT PRESENTATIONS

a. Library – Kathy Parenti, Chair, Library Trustee

1. HVAC

K. Parenti and L. Coakley stated this is the most important item needed for an upgrade. System is old and not working efficiently especially with COVID. This will include electrical.

2. Capital Reserve Fund

K. Parenti stated this is a VIP issue and will be put out as a warrant article this year. It didn't pass last year as one article to establish the fund and to fund it. This year it was recommended there be 2 warrant articles: 1) to establish the fund and then 2) to fund the fund. She stated the Library is the only department without a Capital Reserve Fund. It does not meet the \$75,000 CIP requirement.

L. Daley asked how much the article will be for. K. Parenti stated \$20,000. She asked L. Coakley if that was correct and she stated \$25,000. Peggy Seward via Zoom said she agrees.

L. Daley stated, as confirmation that this year the fund will not be used, but will be established for the future. L. Coakley stated the amount will have to be voted on each year.

L. Daley asked about the list of improvement projects that need to be done, and if the items presented at this meeting are the projects that would satisfy the future needs of the library. L. Coakley stated it would bring the building up to where it needs to be for safety reasons. K. Parenti said she feels a Reserve Fund will solve the building problems that need to be completed with the exception being additional space.

L. Daley asked if the list of projects is part of the expansion project that was not voted for. K. Parenti stated the list is a subset of the larger proposal of an expansion that did not pass.

3. Building Electrical System Replacement

K. Parenti stated this can be tied to the HVAC upgrade since electricians will already be there. It makes sense to have them do this work at the same time so a repeat visit is not necessary. In addition to these electrical upgrades, there will be a rebate on the electric bill because of energy efficient changes. This would also include upgrades to the parking lot lights; they currently do not stay on consistently.

L. Coakley stated the HVAC and Electrical is the same proposal as last year.

P. Basiliere to K. Parenti: what kind of bonding will you be asking for? K. Parenti: probably the same as last year under \$1M (\$995,000) and trustees will pay the rest. It will be a 10 year bond.

P. Basiliere to L. Coakley: how much money is in the trust fund to offset capital improvement projects? L. Coakley stated half a million as of the end of 2020 and trust funds are managed by the town; she is not sure how this money can be obtained.

P. Basiliere asked how much of the \$500,000 will be spent on the HVAC and Electrical

L. Coakley: the project is going up by 10% along with the bond it would be over \$1M.

K. Parenti concerned about spending everything on just HVAC and Electrical if there is not a Capital Reserve Fund. Therefore, other necessary projects could not be completed.

L. Coakley to K. Parenti: items 1 and 3 are really one item.

L. Daley do you want to modify your submittal to reflect the total amount of both HVAC and Electrical? K. Parenti stated she will modify it.

L. Daley stated then it will be \$900,000. K. Parenti: \$995,000. L. Coakley: we will have a definite figure for the final proposal.

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4. Building Plumbing Repair/Upgrade

K. Parenti stated this was part of the original expansion proposal. She went on to explain the various upgrades needed. She explained about the bathroom facilities and how in 1986 some work was not done correctly. She went over more details about what is needed for upgrades.
L. Daley: are there any ADA or Building Requirements that must be adhered to? K. Parenti said maybe not because the main floor baths do adhere to ADA Requirements.
L. Daley asked about refined numbers and when there would be a better perspective? K. Parenti stated she is not sure at the moment because the focus has been on the HVAC.
L. Daley there is a clear cut plan, correct? K. Parenti said there is but not all the research has been done because of the focus on items 1 and 3.
L. Daley made some recommendations on who to consult with for repairs and upgrades. Discussion ensued about fire safety and family restrooms.

5. Internal Space Needs

6. Building Addition

7. Site work

K. Parenti talked about the Town forum and what came out of that; need for teen space and upgrades to the children's' area. K. Parenti working on a grant. L. Coakley this will provide the money needed for these upgrades if they can get the money. K. Parenti need more space to move things around in the building.
K. Parenti explained the reasons needed for more space.
L. Daley to K. Parenti: the need for additional space is based on public outreach and comments. K. Parenti: yes
K. Parenti: trying to use the existing space with movable furniture and more efficient use of the space
P. Basiliere What is the amount? L. Coakley it depends on the money from the grant. K. Parenti: approximately \$50,000.
L. Daley since items 5 and 6 are intertwined is it possible to combine them?

P. Basiliere: asked why don't they use the current trust fund to pay for these items? K. Parenti: stated the figures are guesstimates. P. Basiliere emphasized the need to know exactly how much is needed. He then asked again about using the trust fund to spend on the urgent needs now. M. Thornton explained the cost of the work is increasing so why not use the money that is there now. K. Parenti: does not want to deplete the entire fund.

P. Seward asked about the ADA needs in the parking lot and if this could be included with item 7. K. Parenti stated it could be.

M. Thornton had pointed out the value of the trust fund is actually depleting with the increase of the construction cost. He also stated it would be important to show the voters exactly what the costs are, how the money will be spent and where the money will come from. He feels the voters are key and should be shown the exact items and costs.

P. Seward pointed out the vote last year was 50/50.

P. Basiliere: we need to have a firm number associated with each item. M. Thornton: \$75,000 minimum for Capital Improvement. J. Coakley: we will revise the proposals

L. Daley: stated he will work with J. Coakley and K. Parenti with the revisions.

P. Seward: asked about the money coming in from the state for the schools because a library is part of education. L. Coakley stated they have obtained funds from state sources and what has been done with it.
P. Seward: said they should advertise on the library website some of the changes that have been made or even a monthly notice.
L. Coakley due to a decrease in staff there has not been an opportunity to advertise improvements.
Elaine Cohen asked about any marketing that has been done recently. She feels it will be beneficial.
L. Coakley and K. Parenti talked about the fund raising efforts in the past and about updating the library pamphlet.
K. Parenti: nobody wants to contribute to HVAC they want to see the benefits of monetary contributions.

1 M. Thornton an idea would be to point out repairs to the HVAC will result in lowered operating costs and less need for
2 repair.

3 L. Coakley: we would save a great deal of money and be able to stay open when it becomes too hot to work.

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8 M. Thornton: perhaps show this to the voters (quantify it), and have a professional opinion given to the voters in such a way
9 that would show how improvements would save money.

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11 L. Coakley stated that type of information is available and was presented to the Budgetary Committee and Selectman, but
12 not to the public.

13 L. Daley stated it would be very helpful to have an explanation about the trust funds and why or why not to use these
14 available funds for these projects.

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16 P. Basiliere again stated if you have the money and it is urgent to get some of these items fixed, why not do it now.

17
18 L. Coakley the project projections are not completely accurate right now. L. Daley the point is not to throw money away
19 but to make changes that would be a stepping stone to the entire plan; it would make sense to do it now. M. Thornton it
20 would be a good idea to break it down into smaller pieces.

21 L. Coakley and K. Parenti: both stated they have tried this in the past but it seems no matter how it is presented, the voters
22 keep rejecting it but they agreed to try it again.

23
24 P. Basiliere pointed out trust fund money can be used for catastrophic repairs. Capital Reserves are not necessarily for those
25 types of repairs. L. Coakley to clarify can be used for repairs spread out over a few years.

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27 P. Basiliere asked if there was anything else. L. Coakley stated she is clear now on what needs to be done and what the
28 Capital Improvement Advisory Committee needs.

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31 **b. Community Development – Lincoln Daley, Director**

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33 L. Daley stated he will be presenting 3 projects; 2 in detail and 1 as an overview.

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35 **1. Osgood Rd, Melendy Rd, Armory Rd. Improvement Project**

36 This project is to construct a 4000 linear ft. bike lane, curbed sidewalk, pedestrian walk way. He explained the details of the
37 project specific to the directions it would go and used an aerial map to show this. The idea is to create a pedestrian
38 connection for students, athletes, and others on busy roadways. Discussion continued about the work with the Conservation
39 Commission. This is the 2nd phase of a sidewalk project. In 2019 the town was awarded a grant that would reimburse the
40 town 80% of the cost.

41 M. Thornton last year the project did not pass; for this year perhaps more details can be given specifics as to who will be
42 served by this project.

43 L. Daley should be viewed as part of the current transportation system. He then explained this. He also stated the various
44 people that will be served by this project. This has been a project that was identified in 2004.

45 C. Costantino brought up the 1st phase in regards to the Board of Selectmen. L. Daley gave his opinion/explanation on that.

46
47 P. Seward asked about the money the state is giving. She asked if the Town has to pay the entire amount first and then be
48 reimbursed. L. Daley stated yes and that it is paid back quickly.

49 P. Seward has heard concerns about the need to come up with over a million dollars and feels this will not to be readily
50 accepted by the voters. Is it possible to borrow from the Fun Balance until the money is reimbursed? Otherwise the voters
51 are going to look at the total amount and it will not be accepted.

52 L. Daley said this is something to look into. He also stated that as long as the project is started, the reimbursement will be
53 made.

54 More discussions continued about the payment of the entire amount up front.

55
56 **2. Nashua Street/Ponemah Hill Road Pedestrian Improvement Project**

57 L. Daley used an aerial map to show the location of these improvements. This has been on the CIP for a number of years.
58 This is going to serve over 600 households. It will connect a much needed area of the town. It has not been approved the
59 past few years so the previous funding is no longer available. Funding will be applied for again.

1 M. Thornton asked if the businesses have been contacted. L. Daley explained the businesses have been contacted.
2 Discussion ensued about funding.
3 P. Seward asked if the new MVC Eye Care business in back of Cumberland contributes to the Nashua St. fund.
4 L. Daley said he will look into that.

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9 **3. 127 Elm Street**

10 L. Daley presented just an overview on this potential project.
11 HL Turner did a study to use this location. Need to raise the building first in order to allow the town to use that space for
12 various needs. He explained a number of smaller pieces to this project. The costs to raise and improve would be \$300,000 -
13 \$400,000. This would be the first step in a series of steps. There was also talk of a new Community Center as part of the
14 project in the future.
15 P. Seward asked about what chemicals/dangers would be involved with raising the building.
16 L. Daley ended his presentation on this item.
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18 P. Basiliere asked if there was anything else.
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21 **3. OTHER BUSINESS**

22 L. Daley briefly mentioned items for the next meeting.
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26 **4. ADJOURNMENT**

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