

**Town of Milford**  
**CAPITAL IMPROVEMENT ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**September 6, 2023**

**Present:** Terrence Dolan, Community Development Director  
Patricia Kenyon, Secretary, CIP Member  
Bill Cooper, Facilities Coordinator, School District Representative  
Dana Dahl, CIP Member  
Michael Thornton, CIP Member  
John Andruszkiewicz, CIP Member  
Susan Smith, Planning Board Representative  
Paul Bartolomucci, CIP Member  
Christi Michaud, School District Superintendent  
Noah Boudreault, School Board Member

**Not Present:** Peter Basiliere, Chair, Planning Board Representative  
Kathy Parenti, Library Trustee Representative

**Recording Clerk:** Jane Hesketh, Community Development

**Meeting Agenda**

1. Fifth Departmental Presentation of Requests: School District
2. Continued Committee Discussion on Definitions, Project Evaluation & Scoring Criteria
3. Mtg. Minutes: None to review
4. Upcoming Meetings: 09/13/23, 9/20/23
5. Other Business
6. Adjournment

**Call to Order**

Terrence Dolan, Community Development Director acting as Chair, opened the meeting (P. Basiliere on Red Cross assignment). He introduced himself, and then took attendance around the table. All members (except P. Basiliere and K. Parenti) were present.

He updated the committee on upcoming meeting locations and provided an updated schedule. In addition, he informed the committee he received changed project requests from Jim Pouliot, Water Utilities. Jim Pouliot will present the updated requests at the meeting of September 20, 2023.

T. Dolan stated Bill Cooper, School District Facilities Coordinator was present to make a presentation as well as Superintendent Christi Michaud and School Board Member Noah Boudreault.

**Department Presentations**

**1. School District, Superintendent Christi Michaud**

Christi Michaud began the presentation by recognizing both Bill Cooper and Noah Boudreault. She proceeded by saying while the School District Warrant Articles are separate from the Town Warrant Articles, she is appreciative and understands the amount of work facing the town which will benefit everyone including students. She looks forward to working together with the committee. She moved ahead to the projects being presented.

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5 **Department Presentations**

6  
7 **1. School District, Superintendent Christi Michaud**

8  
9 **a. Bales School Project**

10  
11 Superintendent Michaud began by summarizing the project to renovate the Historic 1894 Bales Building. This  
12 project was voted on at the last election and lost by a small margin. This did show an interest in this project. As a  
13 result, the project plan and purpose was revised to include the Project Drive Program at the High School. She then  
14 distributed additional information to the committee which showed financial information from the School District. C.  
15 Michaud proceeded with an explanation of the figures as well as a history of school projects. In addition, the  
16 handout included drawings of the Bales Building depicting the various areas that will be added with the restoration.  
17 Her presentation continued with an explanation of the crowding when kindergarten and pre-school was developed  
18 for the district. C. Michaud proceeded with the details for the project and what the benefits would be by using a  
19 building that has thousands of available square feet and is already owned. The benefits outlined were:

- 20
- 21 - Save approximately \$70,000 annually by stopping bussing to and from High School and Bales and put
- 22 money towards a bond.
- 23 - Improve air quality by removing asbestos from floors, walls, and windows at Bales.
- 24 - Return Preschool to Jacques (JMS) School (Grades PreK -1), and give back three (3) classrooms to
- 25 Heron Pond for their growing class sizes.
- 26 - Give JMS students back their lunchroom and auditorium space by using the Bales gymnasium for
- 27 Physical Ed.
- 28 - Use renovated classrooms at Bales for Jacques Art, Music, & Library (making space for Preschool).
- 29 - Give space back to the High School for their Alternative Education Program (Project Drive). The
- 30 students in this program have classes at both the high school building and the Bales building requiring
- 31 transportation continually throughout the day.
- 32 - Move SAU (Superintendent, Human Resources, Business Office, and Student Support Services)
- 33 renovated spaces at Bales giving space back to Milford High School.
- 34

35 Again, she pointed out the voting from March 2023 and projected estimation for voting at the next election. The  
36 estimate for the project is approximately \$4,000,000 (\$3.3 million with the additional going towards asbestos  
37 removal). Superintendent stated Bill Cooper, Facilities Coordinator will be working with the construction firm to  
38 determine if there is an opportunity to decrease this figure. C. Michaud asked if there were any questions.

39  
40 John Andruszkiewicz asked about funding in relation to the High School Program, and if the Bales cost included the  
41 High School project. Superintendent stated the cost is only for the Bales Building and the next project will explain  
42 this (funding will be from the State for this project, but not the Bales Building project).

43  
44 The Superintendent explained the potential tax increase to residents; over 20 years it will be \$.18 per \$1000 for the  
45 \$4,000,000 and then decrease each year after the 20<sup>th</sup> year.

46  
47 Dana Dahl inquired about the history of this project since she was aware it has been a project for some time now.  
48 C. Michaud explained the time line/history for the Bales project.

49  
50 Susan Smith, to confirm, the estimated increase in tax is \$.18 per \$1000, therefore, \$18 per \$100,000 with an  
51 average home price of \$380,000 would roughly equate to an increase of less than a \$100 per year. S. Smith then  
52 asked about the drawing of the building design. Bill Cooper then explained the proposed layout and the reasoning  
53 for the layout. This was then briefly discussed to further explain the safety needs/considerations in the design.

54  
55 Susan Smith asked about the asbestos abatement being a separate project and what the cost will be. Bill Cooper  
56 explained the figure first established a year ago was \$400,000. He explained the building was inspected by various  
57 companies and it was felt it made no sense to do only the bottom 2 floors which was what they initially looked at. It  
58 was agreed the entire building needs to be done and this will be a large project. Bill Cooper explained the cost needs  
59 to be bid again.

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9 **a. Bales School Project**

10  
11 S. Smith asked the timeline for this project. Superintendent Michaud said it would not be until 2025 that work could  
12 begin. Bill Cooper explained there are a number of administrative procedures that need to be followed. Given all  
13 that needs to be done, Bill Cooper said the end date may be around 2027. C. Michaud explained the project will be  
14 done in a phased approach.

15  
16 Susan Smith questioned why the Jacques School renovation has been put on hold over the Bales Building  
17 renovation. Superintendent Michaud addressed this by explaining the history of the Jacques School renovation prior  
18 to the School Board request for a study to be conducted regarding the Bales Building. Superintendent then deferred  
19 to Bill Cooper. He stated the dead zone and the Jacques School are basically land locked. There was an addition in  
20 2020-2011 for four classrooms. He explained the history of the research done to build another addition to the school,  
21 and the various options vs. the drawbacks. Basically, he said, there is no place to add on to the Jacques School. He  
22 further explained other ideas for school building expansion and the idea of using the Bales Building was the best  
23 option.

24  
25 Paul Bartolomucci asked about enrollment in regards to a 10-12 year projection in view of the fact other towns are  
26 actually closing schools due to decreased enrollment. Superintendent stated there is a yearly Stats Report showing  
27 these types of figures; each year there is an up and down fluctuation for Milford but not in the 100's like towns that  
28 are closing schools. The fluctuation she is seeing is small; either up or down. Paul Bartolomucci asked if the  
29 Superintendent could get an accurate projection and she acknowledged she could. School Board Member Noah  
30 Boudreault added there is a possibility to expand the pre-school program. P. Bartolomucci asked about the cost for  
31 this and the Superintendent said she needs to look into that.

32  
33 P. Bartolomucci questioned the fact not all children are attending due to certain situations; how does this affect  
34 enrollment. Superintendent said she will need to look it those figures. C. Michaud addressed the statement by saying  
35 each child is different in their needs. In addition, she said, there are requirements dictated by the state.

36  
37 Paul Bartolomucci asked about Project Drive in terms of it being a Special Needs Program. C. Michaud: it is not a  
38 Special Needs program but an Alternative High School Program. It does include students that may have an  
39 educational disability or an IEP, but it is not specifically for Special Need Students. It will include students with  
40 certain emotional needs.

41  
42 P. Bartolomucci asked if consideration has been given to bringing back into the Milford schools children who are  
43 now receiving education elsewhere, and what the cost savings would be for doing that. C. Michaud: it has been  
44 considered and there would be a savings of approximately \$50,000 - \$200,000 per student. Each student's needs are  
45 different, however, and placement as well. Some students have returned to the Milford schools, but there are  
46 obstacles that need to be addressed to bring more students back. The topic of special programs for certain students  
47 was discussed further in regards to costs. P. Bartolomucci said he would like to see the figures and C. Michaud  
48 acknowledged that.

49  
50 Dana Dahl to Christi Michaud: then those students who are currently going between the High School and Bales  
51 every day, is it because of space? C. Michaud: no, it is due to resources that are available. Paul Bartolomucci: then  
52 with the Bales Building renovation, Project Drive Students will no longer be busses because all resources will be  
53 housed at the High School. C. Michaud: that is correct. P. Bartolomucci emphasized the need to know the cost  
54 savings.

55  
56 Paul Dargie to Christi Michaud: what should happen if the Bale School project does not pass and the High School  
57 project does pass; is there another plan? She said there is another option if this occurs; she then explained this.

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8  
9 **a. Bales School Project**

10  
11 Susan Smith to Christi Michaud: do you have any projections on how the Bale School will help and how long it will  
12 accommodate the school district? C. Michaud: in answer to projections, she does not see any major fluctuations.  
13 This topic continued to be explored and discussed. C. Michaud said the changes in enrollment are reflected in the  
14 budget.

15  
16 Mike Thornton, to summarize, it appears we are trying to acquire a new school that will solve the land lock situation  
17 and the Bales/Jacques situation; what's the return on the \$4,000,000 investment and will that accommodate the  
18 school's needs for an extended period of time or is this a "stop gap" measure.

19  
20 Christi Michaud in addressing this comment: it terms of enrollment this should accommodate for a few years but  
21 there are other things that need to be looked at in regards to the building itself and the maintenance that will be  
22 involved. Bill Cooper added the plans to make the building more accessible and elaborated on that plan. He did say  
23 the building was built in 1894 but it is in great shape. He continued by saying the roof was replaced in 2008, the  
24 windows will be replaced and the doors will probably be updated and overall it will be in good shape. The second  
25 and third floors will be empty. The building is about 36,000 sq. ft. with more spaces if expansion is needed. He  
26 outlined the use of the spaces at Bales and the parking areas as well as the additional areas available for expansion.  
27 As an example he stated the SAU has been in the High School for 30 years so he feels the Bales building will be  
28 around for another 30 years; the idea is to make do with what is available. Also, there will be increased parking  
29 made for the building.

30  
31 Susan Smith asked about a playground. Bill Cooper said it is not part of the Bales Project, however, they are looking  
32 at that and he talked about the options; a new playground could be quite costly (\$450,000 approximately).  
33 Superintendent Michaud added there is discussion about this. The School Board has allotted some funds and asked  
34 for a proposal. Various vendors have been contacted specifically looking at a rubberized surface and a few pieces of  
35 equipment. The approach will be to do this in phases. She was contacted by a representative from a prior Teacher's  
36 Organization who is knowledgeable with fund raising for playgrounds; they may assist with fund raising.

37  
38 Selectman Dargie expressed his concerns regarding the expenditure of \$4,000,000 and if this is really going to solve  
39 the problem, or will there need to be another situation just a few years from now that will require more funding;  
40 especially in view of the 35 acres by Jacques.

41  
42 Mike Thornton: from what Bill Cooper has said, there is a land lock situation at Bales/ Jacques as well as a traffic  
43 problem. Perhaps it is best to put the money where it can be used to the best advantage in view of other  
44 considerations; this is should the land become available.

45  
46 P. Dargie: do we put more money out now when in 5 years the needs may change? Bill Cooper interjected by  
47 explaining the current land lock problem and easy access would not be available with an emergency. B. Cooper  
48 went on to say more in regards to ongoing maintenance. P. Dargie pointed out the \$300,000 spent recently to add on  
49 to Jacques. Bill Cooper continued with further information about the Bales building maintenance. M. Thornton to  
50 Bill Cooper: your point being that deferred maintenance is costing more. B. Cooper said the deferred maintenance is  
51 being kept up with; but there are major projects that still need to be done in all of the schools. There was more  
52 discussion and input in regards to deferred maintenance.

53  
54 Susan Smith then asked if a survey had been done. Christi Michaud: we did one in May 2023; there were 307  
55 respondents; 76 % said were interested in doing something with the Bales building. Superintendent Michaud  
56 reviewed some of the survey questions and the response percentages. Further discussions continued about surveys  
57 and ways to communication with parents. Superintendent asked if there were any ideas.

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9 **a. Bales School Project**

10  
11 Patricia Kenyon to Christi Michaud: one is currently housed in the Bales building? Christi Michaud: 1<sup>st</sup> floor is the  
12 Alternative High School Program with about 20 students; 2<sup>nd</sup> floor the entire Student Support Services team and  
13 other office spaces. P. Kenyon to C. Michaud: where is the SAU Office? C. Michaud: the SAU Office and Business  
14 Office are in the back of the High School. B. Cooper: the 3<sup>rd</sup> floor of Bales is vacant; IT Director has an office in  
15 Student Services in the High School. He then explained the 3<sup>rd</sup> floor is vacant because the Fire Department  
16 instructed the school to close it off for occupancy. P. Kenyon asked: of the 36,000 sq. ft. of space, how much is  
17 currently not used? B. Cooper: about 20,000 sq. ft.

18  
19 There was discussion about Bales building uses after the Asbestos Abatement is done; no students will be on the  
20 upper levels. B. Cooper said the space on the 2<sup>nd</sup> and 3<sup>rd</sup> floors will be available for whatever is needed and some of  
21 the building can be done in house.

22  
23 P. Kenyon asked about the Stats Report that was previously referenced to forecast enrollment and how is this used in  
24 planning? C. Michaud: the reports are used yearly for budgeting. P. Bartolomucci brought up home sales/new home  
25 development and how to use that information about the number of children entering the district. The planning of the  
26 community is dependent on that kind of information.

27  
28 P. Bartolomucci to C. Michaud: if the Bales Project is not voted in, will CTE help support the programs being  
29 proposed? C. Michaud: she acknowledged CTE does support the programs; then she outlined the needs and demands  
30 as well as the eligibility. More discussion followed about CTE.

31  
32 Superintendent Michaud returned to the drawing of the planned Bales building and asked if there were any questions  
33 pertaining to the drawing.

34  
35 P. Kenyon asked about the entrances. C. Michaud explained this and so did B. Cooper. Further details were  
36 presented on the access points and discussions continued. C. Michaud provided more information and access points.  
37 S. Smith asked about a large enough space for recreation indoors. This was discussed.

38  
39 C. Michaud brought up items that could be eliminated, deferred or downsized to reduce the cost based on the survey  
40 that was conducted.

41  
42 S. Smith asked about plans for the High School building problems. B. Cooper addressed this by giving examples of  
43 how maintenance problems are not always predictable. He continued by explaining how there are tradeoffs to  
44 maintenance based on priorities. Christi Michaud added by informing the committee about the items that have been  
45 prioritized to repair in the High School.

46  
47 There was discussion about out of district students in regards to CTE which the Superintendent then elaborated on.  
48 She indicated some of the available space may bring students from other districts into the district. C. Michaud will  
49 find out about what these figures will be.

50  
51 **b. High School Project**

52  
53 Susan Smith asked about the renovations to the High School to accommodate the new programs for CTE.  
54 Bill Cooper explained how this will be done in a phased approach. Superintendent Michaud explained  
55 where to go on the Milford School Board site to obtain detailed information on these projects. School  
56 Board Member Noah Boudreault stated: site is "milfordk12.org"; at top of page click on "School Board" which  
57 will then provide links to these projects.

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9 **b. High School Project**  
10

11 Susan Smith asked about the time lines for the projects and if they will be done at the same time. C. Michaud  
12 explained both projects will go forward in March 2024. If Bales passes, that will start first in 2024. The  
13 High School Project cannot start until 2025 because that is when state funding will be available.

14 P. Bartolomucci: therefore, the bonds will not be funded for the same years. C. Michaud acknowledged  
15 this is correct.  
16

17 P. Bartolomucci asked if there will be a Health Program. C. Michaud: we would like to have such a  
18 program, but it needs to be developed and staffed; not as part of this project. Such a program is  
19 envisioned, however. P. Bartolomucci asked about partnering with other institutions. C. Michaud said  
20 there are state laws in regards to this, but the district does partner with local community colleges. There  
21 was more discussion about this and about programs offered for adults.  
22

23 Discussions continued about tax rate increases, school programs, the options for CTE if Bales doesn't  
24 pass and what the expenses would then be, and class spaces. In addition, the number of students who  
25 currently travel out of the district was discussed.  
26

27 Superintendent Michaud finished and thanked the committee.  
28

29 **Meeting Minutes**  
30

31 No minutes to review this week.  
32

33 **Upcoming Meetings**  
34

35 Next meeting 9/13/23 at the Police Station; DPW Projects.  
36

37 9/20/23  
38

39 **Adjournment**

40 Terrence Dolan adjourned the meeting.