



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055

TEL: (603)249-0620

WEB: WWW.MILFORD.NH.GOV

Date: May 29, 2020
To: Planning Board
From: Kellie Walsh, Town Planner
Subject: CIP Citizen's Advisory Committee – Member Appointment

The Milford Planning Board is charged with directing the capital improvements planning process, based upon the Town's adopted master plan goals and recommendations. The CIP process normally begins in late spring of each year with a request for project submittals distributed by the Community Development Office and at this time the Planning Board appoints a citizen committee representing several areas of Town operation.

The Committee meets regularly starting in late spring with the goal of completing a final draft Capital Improvements Plan for public review in early fall. During this time the Advisory Committee hears presentations from department heads and representatives of the boards and commissions that submit project requests. The Committee generally follows a basic five-step process in accumulating, analyzing, evaluating, ranking, and allocating project requests to appropriate years in the upcoming six-year time frame, with the intent of balancing needs and costs with Town financial constraints and reasonable and logical implementation timeframes. A more detailed description of the Capital Improvements Plan process can be found at the following link: <https://www.milford.nh.gov/cip-citizens-advisory-committee/pages/cip-process>.

For tonight's meeting staff would like the Board to discuss and appoint two Planning Board members for the citizen committee.