



OCD use:
CIP project # _____

2022-2027 CIP Project Review & Evaluation Form

Town of Milford

- 1. DEPARTMENT: Public Works Department
- 2. DATE REQUEST PREPARED: September 27, 2021
- 3. ITEM/PROJECT NAME: Town Hall Repair and Maintenance Program – Roof and Lighting Replacement
- 4. REQUEST PREPARED BY: Chris Anton, Assistant Public Works Director
- 5. DEPT PRIORITY: #4 OF 7 PROJECTS

Using the following

6. **ITEM / PROJECT DESCRIPTION** (Provide complete description and attach additional explanatory materials if more than space allows)
This project seeks to repair and reconstruct the failing Town Hall Roof and replace the fluorescent lighting with LED lighting.

7. **IS THE ITEM/PROJECT IDENTIFIED IN A LONG RANGE PLAN OR PROGRAM?** YES NO (Examples:

8. **ITEM / PROJECT RATIONALE:** (check all that apply)

- Removes imminent threat to public health or safety
- Alleviates substandard condition or deficiencies
- Responds to federal or state requirements to implement
- Improves the quality of existing services
- Provides added capacity to serve growth
- Reduces long-term operating costs
- Other _____
- Provides incentive to economic development
- Eligible for matching funds available for limited time
- Continuation of existing project
- Expanded public demand
- Extends useful life of current facility or equipment

* Note *Removes imminent threat to public health or safety* can ONLY be checked if funding requested in 2022.

9. **ITEM / PROJECT JUSTIFICATION NARRATIVE**

(Explain urgency, timing, need, etc. Be brief yet complete and attach additional documentation if more than what space allows)

Based on the most recent evaluation, the Town Hall roof is nearing its anticipated useful life within 2-3 years and requires replacement. The Town Hall is currently utilizes inefficient florescent lighting. Replacing said lighting with LED lighting would result in significant cost saving to the community. The Town was approached by Engineering Economics Inc. who provided a cost estimate totaling \$721,000 to replace the current flat roof with a sloped roof and convert the building to LED lighting.

- 10. **ESTIMATED USEFUL LIFE** (Years): 50 (roof) and 15 (lighting)
- 11. **YEAR REQUIRED:** 2023
- 12. **HAS THE ITEM/PROJECT BEEN INCLUDED IN PRIOR CIP'S?** YES NO
- 13. **IF YES, WHAT YEAR WAS PROJECT FIRST INCLUDED IN THE CIP?** _____
- 14. **COST ESTIMATE:** \$ \$769,400 (\$721,000 Roof + \$48,400 LED lighting)

15. CAPITAL COSTS (If known)

Dollar Amount (in current \$)	
	Planning/feasibility analysis
	Professional services
	Real estate acquisition
	Site preparation
\$769,400	Construction
	Furnishings & equipment
	Vehicles & capital equipment
	Capital Reserve fund
	Other
\$769,400	Total Project Cost

16. IMPACT ON OPERATING & MAINTENANCE:

- Costs or Personnel Needs
 Add personnel
 Reduce personnel
 Increased O & M costs
 Decreased O & M costs

Explain: Decrease maintenance costs associated with older system and improved efficiencies/energy costs.

Dollar cost of annual impacts if known: (+)\$ _____ or (-)\$ _____

17. SOURCES OF FUNDING:

	Dollar Amount (in current \$)	Describe Source (for grants/loans/special assessments/other)
Grant		
Loan		
Donation/Bequest/Private		
User Fees & Charges		
Capital reserve withdrawal		
Impact fee account		
Current revenue		
General obligation bond	\$769,400	
Revenue bond		
Special Assessment		
Other source		
Other source		
Project cost		
Minus revenue		
Total Project cost	\$769,400	

14. ANTICIPATED ITEMS/PROJECTS YOUR DEPARTMENT IS PROJECTING AFTER 2027

(List and provide brief description and attach additional documentation if more than space allows)

- Trucks and equipment – Rotating equipment replacement
- Bridges – Upgrades, improvements and replacements
- Highways - Upgrades, improvements and replacements
- Infrastructure (Drainage system) - Upgrades, improvements and replacements. DES/Federal Requirements
- Building upgrades and improvements for energy and budget saving

CIP CITIZENS' ADVISORY NOTES: